

27 januari 2022

Dear faculty of Religion and Theology lecturers,

To ensure that the graduation process of your Bachelor's and Master's students runs smoothly in the summer of 2022, we have made an overview of things that are important for you to know.

### **General**

Since December 2019, the VU has a graduation process in which not the student but the VU takes the initiative to initiate the graduation process. The progress of students in the final phase of their studies is monitored by the education office.

The number of credits the student has earned within the curriculum is determined when the first message is sent to the student:

- BA students 80%
- MA students 1 year of study 55%
- MA students 2 and 3 years of study 80%

The Education Office will check the programme they have followed based on the program in the Teaching and Examination Regulation (OER) and inform the student about the current status. Which courses are missing, is the minor/specialization registered, is there permission from the examination board for any replaced courses, etc. Students are informed at an early stage about the status of their graduation and things that still need to be arranged.

The Education Office shall do its best to apply for the diploma no later than two weeks after the last result of the course has been registered. The student will be notified of this request at the VU email address and will be asked in the process whether he/she actually wants to graduate or postpone graduation. More information about the deferred graduation can be found in the document [Regulations for awarding degree certificates](#)

### **Important data relating to the thesis grades**

#### **Bachelorstudents:**

If a student wishes to graduate in July, **all** courses of the bachelor must be completed by July 15.

With regard to the thesis, the following conditions apply:

The student will make agreements with you as supervisor about how often and when a version of the thesis must be submitted. The student can also find information about this in the thesis manual.

**July 1:** is the last Friday of period 6 and the last opportunity for the student to submit the final version of the thesis to you as supervisor.

**July 15:** is the deadline for you as supervisor to pass on the grade of the thesis to the education office.

If the mark is a **sufficient** one, the education office will apply for the diploma\*.

If the grade is an **insufficient** grade, the student must **re-register** for the new academic year.

*As with other modules, students must register via VU.nl for the thesis so that the grade can be registered by the education office.*

**Enrolling for a master at the VU**

Students who want to continue with a master's program at VU can find more information on the [VU website](#) about application deadlines and admission requirements.

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**Masterstudents:**

If a master's student wishes to graduate within the academic year, **all** courses of the master's must be completed by August **31**.

With regard to the thesis, the following conditions apply:

Students make agreements with you as a supervisor about how often and when a version of the thesis must be submitted. They can also find information about this in the thesis manual.

**July 1:** this is the last Friday of period 6 and the last opportunity for the student to submit the final version of the thesis to you as supervisor.

**July 15:** is the deadline for you as supervisor to pass on the grade of the thesis to the education office [even if this is an insufficient grade (NVD) or the student does not submit anything (No Show - NS)].

If the mark is a **sufficient** one, the education office will apply for the diploma\*.

If the grade is **insufficient**, there is the option of **an adjustment**. *Attention:* when working on the adjustment, the student will **not** receive any more supervision. Therefore, you are not required to provide supervision during the summer period.

*Dates that are relevant for an adjustment are:*

**15 August:** is the final date on which the student submits the revised version of the thesis to you as supervisor.

**31 August:** is the final date on which you, as a supervisor, pass on the grade of the thesis to the education office.

*Students must register via VU.nl for the thesis section so that the grade can be registered by the education office without any problems.*

**Apply the diploma**

The Education Office shall do its best to apply for the diploma no later than two weeks after the last result of the course has been registered in VU.nl. The student will receive a so-called graduation notice at the VU-email address.

This email also contains further information on, for example, applying for a graduation certificate. Information about the process of receiving the diploma will be announced via the [FRT website](#)

Kind regards,  
Student Affairs, Education Office faculty Religion and Theology  
[afstuderen.frt@vu.nl](mailto:afstuderen.frt@vu.nl)