

# STUDY GUIDE

2020-2021

## Master of Science in Psychology: Psychological Intervention

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# 1. About the study programme

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## 1.1 Regulations

The purpose of the Study Guide is to clarify and summarise some of the provisions set out in:

- The amended Act of 27 June 2018 concerning the organisation of the University of Luxembourg, hereinafter referred to as the “Act”.
- The Study Regulations of 5 May 2020 (*Règlement d'études*).
- The Internal Regulations of 3 December 2019 (*Règlement d'ordre intérieur*).

For further information, please feel free to refer to these official documents, available on the University's website: [https://www.en.uni.lu/university/official\\_documents](https://www.en.uni.lu/university/official_documents)

## 1.2 Governance of the study programme

The Course Director (*Directeur d'études*, DET) and Deputy Course Director (*Directeur d'études adjoint*; DETA) are responsible for the management of the study programme.

Course Director:  
Prof. Dr. Georges STEFFGEN  
Campus Belval  
Building MSH, Office E04-45-020  
Ph +352 46 66 44 6644  
[georges.steffgen@uni.lu](mailto:georges.steffgen@uni.lu)

Deputy Course Director:  
Dr. Matthias BÖHMER  
Campus Belval  
Building MSH, Office E04-35-020  
Ph +352 46 66 44 9613  
[matthias.boehmer@uni.lu](mailto:matthias.boehmer@uni.lu)

## 1.3 Administration and management of the study programme

The Study Programme Administrator is responsible for questions concerning the following:

- The timetable and the schedule of exams/retakes
- Using Moodle
- Administrative questions about application/admission conditions
- Administrative questions about internships
- Booking rooms
- Publication of transcripts of records
- Management of administrative documents (internship agreements, medical certificates, etc.).

Study Programme Administrator:  
MA. Véronique LAYE  
Campus Belval  
Building MSH, Office M00-25-150  
Ph +352 46 66 44 5134  
[veronique.laye@uni.lu](mailto:veronique.laye@uni.lu)

Opening hours :

Tue 14h00-16h00, Thu 10h00-12h00

*Due to the current situation, we ask you to make an appointment by mail before coming to the administration, even during the opening hours. Thank you for your understanding!*

#### 1.4 Steering Committee

The Steering Committee meets at least once every semester. It advises the Course Director and the programme staff about the logistics and development of the programme (see Art. 70 of the Study Regulations).

Its members are as follows:

- Prof. Dr. Georges Steffgen, Course Director
- Dr. Matthias Böhmer, Deputy Course Director
- Prof. Dr. Christine Schiltz, lecturer
- Prof. Dr. Anna Kornadt, lecturer
- Prof. Dr. Claus Vögele, lecturer
- Dr. Gilles Michaux, adjunct lecturer
- Mr. Marc Stein, external expert
- Ms. Sonia Reiter, alumna
- Ms. Nora Nicolai, student
- Ms. Louise Nathusius, student

#### 1.5 ECTS credits

ECTS credits (European Credit Transfer and Accumulation System) correspond to the time spent on a learning activity in a given course. One credit corresponds to a study activity requiring between 25 and 30 hours of work (see Art. 1 of the Act). This includes attending teaching sessions, seminars and tutorials at the University, as well as time spent studying and carrying out required tasks.

Credits are awarded after a favourable evaluation of the knowledge and skills acquired.

The Master's degree is awarded after completion of a full programme of at least 120 ECTS credits, subject to the achievement of a total of at least 300 ECTS credits including the Bachelor's degree. (see Art. 36 of the Act).

ECTS credits obtained in addition to those required will be recorded in a separate transcript of records (module +) or in an optional module.

## 1.6 Structure of the study programme

- Programme structure

The study programme has a modular structure and is divided into the following four focus areas:

### Focus Area A: Methodology (36 ECTS)

- Compulsory module A1: Research Methods
- Compulsory module A2: Psychological Assessment
- Compulsory module A3: Intervention Methods

### Focus area B: Field of Application (36 ECTS)

- Compulsory module B1: Clinical Psychology
- Compulsory module B2: Health Psychology
- Compulsory module B3: Applied Psychology

### Focus Area C: Internship (18 ECTS)

- Compulsory module C1: Internship

### Focus area D: Master's Thesis (30 ECTS)

- Compulsory module D1: Master's Thesis

The module handbook of the MSc in Psychology: Psychological Intervention describes the individual modules.

- Organization Chart

Semester	Methodology			Field of application			Internship	Thesis	ECTS
	Modul 1: Research methods	Modul 2: Psychological Assessment	Modul 3: Intervention Methods	Modul 4: Clinical Psychology	Modul 5: Health Psychology	Modul 6: Applied Psychology	Modul 7: Internship	Modul 8: Thesis	
1	Advanced research methods <b>P. Sischka</b>	Assessment process: decision, judgment <b>I. Albert</b>	Intervention methods: training programs <b>G. Steffgen/M. Böhmer/E. Seimetz</b>	Adult mental health <b>A. Lutz</b>	Theories and models <b>A. Schulz</b>	School psychology <b>M. Böhmer</b>			30
	Enhanced data analysis <b>P. Sischka</b>			Mental disorders in childhood <b>S. Schneider</b>	Professional issues <b>G. Michaux</b>	Self-regulation based. intervention <b>D. Brevers</b>			
2	Meta-analysis <b>B. Bushman</b>	Analysis of change <b>G. Aleksic</b>	Interventions for acute mental crisis <b>E. Seimetz</b>	Foundations of clinical psychological interventions <b>A. Lutz</b>	Methods and assessment <b>A. Schulz</b>	Cultural psychology: theories and applications <b>I. Albert</b>	Internship preparation <b>G. Steffgen</b>	Thesis preparation <b>G. Steffgen</b>	30
	On the way to structural equation modeling (SEM) <b>E. Botes/S. Greiff</b>	Advanced psychological measurement theory <b>U. Keller/ Ph. Sonnleitner</b>	Interventions at the organizational level-systems <b>K. Otto</b>	Clinical interviewing <b>E. Kern</b>		Media psychology: theories and applications <b>A. Melzer</b>			
3		Enhanced test evaluation <b>P. Franzen/B. Nicolay</b>	Counseling in gerontological contexts <b>A. Kornadt</b>	Basic intervention techniques <b>S. Scholten</b>	Applications <b>W. Maltinsky/J. Hart</b>	Emotion regulation in social and clinical contexts <b>A. Costa/L. Battistutta</b>	Internship (12 weeks)		30
				Case studies <b>A. Malmendier</b>		Learning and learning difficulties - numeracy <b>C. Schiltz</b>			30
4							Internship Follow up <b>G. Steffgen</b>	Thesis	30
	<b>G. Steffgen</b>	<b>G. Steffgen</b>	<b>G. Steffgen</b>	<b>C. Voegele</b>	<b>C. Voegele</b>	<b>G. Steffgen</b>	<b>G. Steffgen</b>	<b>G. Steffgen</b>	
	<b>12 ECTS</b>	<b>12 ECTS</b>	<b>12 ECTS</b>	<b>12 ECTS</b>	<b>12 ECTS</b>	<b>12 ECTS</b>	<b>18 ECTS</b>	<b>30 ECTS</b>	

- Choices to be made by the student regarding modules

The MSc in Psychology: Psychological Intervention has only compulsory modules. In the compulsory module B3: Applied Psychology, students must take at least four of the six courses offered. In this module, students have elective options.

- Bilingual study programme

The MSc in Psychology: Psychological Intervention is a bilingual programme. Students take courses in both German and English. Satisfactory language skills, which are assessed as part of the application process, are a prerequisite for successful study. The German and English languages should be mastered at least at B2 level according to the European Framework of Reference for Languages at the beginning of the Master's programme.

- Course evaluation

Students are required to participate in a course evaluation at the end of a semester. The teaching evaluation serves to obtain direct, systematic feedback from the students about the course.

### 1.7 Student status

- Students have either full-time or part-time status. This status may change during the course of their studies.
- The application form for part-time student status can be downloaded at the following address: [https://inscription.uni.lu/Inscriptions/Static/annexes/INSCRIPTION\\_AUX\\_COURS\\_en\\_TEMP\\_S\\_PARTIEL.pdf](https://inscription.uni.lu/Inscriptions/Static/annexes/INSCRIPTION_AUX_COURS_en_TEMP_S_PARTIEL.pdf) and sent by email to [seve.admission@uni.lu](mailto:seve.admission@uni.lu) at the point of enrolment or re-enrolment at the University.
- The student status conferred upon enrolment or re-enrolment is retained throughout the semester (see Art. 16 of the Study Regulations).
- The maximum duration of studies for students whose status changes during their studies is laid down in Article 16 of the Study Regulations.  
However, a change of status requested for the final semester of the maximum duration of studies does not extend the maximum duration of studies (see Art. 16 of the Study Regulations).
- Third-country nationals with an authorisation to stay/residence permit linked to their student status may not apply for part-time student status (see Art. 16 of the Study Regulations).
- Part-time student status reduces the workload anticipated in the study plan by half. Part-time students may choose the order in which they complete modules and courses in the study plan, as long as this fits in with the study plan and the course offering.  
The student's status does not affect the requirements of a course (see Art. 17 of the Study Regulations).
- If no exemption is granted, part-time students are enrolled on a full-time basis during their mobility semester (see Art. 27 of the Study Regulations).

### 1.8 Recognition of prior learning or professional experience

Any applicant selected for a study programme and any student enrolled on a study programme may at any time submit a request for the recognition of prior learning or experience in order to demonstrate some of the knowledge and skills required by that programme (see Art. 10 of the

Study Regulations).

This recognition allows the student to be partially exempted from some courses in the study programme. The student must take courses at the University corresponding to at least 60 ECTS credits of the study programme. The following may be considered (see Art. 33 of the Act):

- The applicant's previous higher education studies;
- The acquisition of experience as a result of a cumulative period (whether continuous or not) of professional experience of at least three years full-time equivalent, whether salaried, self-employed or voluntary, in a field related to the applicant's request.
- The relevant committee delivers its decision on the request within 3 months of receipt of the request (see Art. 10 of the Study Regulations).

On the basis of the ECTS transfer credits awarded or exemptions granted, the committee may allow the student to progress to a higher year of study (see Art. 10 of the Study Regulations).

### 1.9 Documents and useful links

- University Act and regulations: [https://wwwen.uni.lu/university/official\\_documents](https://wwwen.uni.lu/university/official_documents)
- Web-site of the MSc of Psychology: Psychological Intervention: <https://mpi.uni.lu>
- Moodle platform: <https://moodle.uni.lu>
- Table of courses,  
Module handbook,  
Course catalogue Winter,  
Course catalogue Summer,  
all documented on the following web-site :  
[https://wwwen.uni.lu/studies/fhse/master\\_of\\_science\\_in\\_psychology\\_psychological\\_intervention/programme](https://wwwen.uni.lu/studies/fhse/master_of_science_in_psychology_psychological_intervention/programme)



## 2. Following a study programme

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### 2.1 Course enrolment

Full-time students in their first year of study must enrol on courses worth a total of at least 60 ECTS credits. Part-time students in their first year of study must enrol on courses worth a total of at least 30 ECTS credits and no more than 40 ECTS credits (see Art. 35 of the Act).

Students may only participate in a course and its assessments if they are enrolled on that course. Course enrolments are accepted until the end of the second week of the semester. After that deadline, enrolments for modules are considered as final and the student is registered for the corresponding module assessments (see Art. 23 of the Study Regulations).

#### - Enrolment procedures

The administrative enrolment in a course takes place on the student desk (Guichet Etudiant). You can find the procedure on Moodle in the Section *General Information* under the point *Programme*, STUDENT Manual Course Registration EN, <https://moodle.uni.lu/course/view.php?id=611>.

### 2.2 Compensation

The modules of the Schwerpunktbereich A: Methodology and Schwerpunktbereich B: Field of Application are governed by the compensation principle between the final grades of different courses, the module is validated if the student has completed all the assessment requirements and has obtained a final grade for the module of at least 10 points out of 20, with no final course grades being equal to or lower than 5 points out of 20 (see Art. 36 of the Act).

If a module is not governed by the compensation principle (in which the grades of different courses can be offset against each other), the module is validated if the student has completed all the assessment requirements and has obtained a final grade of at least 10 points out of 20 in each course (see Art. 36 of the Act).

### 2.3 Forms of assessment

The three types of assessment are as follows (see Art. 31 of the Study Regulations):

1. End of course assessment, which takes place at the end of a course.
2. Continuous assessment, which takes place at certain times during the course or on a continuous basis. It involves at least two assessment components.
3. Combined evaluation, which involves at least one assessment at the end of the course and another during the course.

**Students may take the assessments for a given course a maximum of four times.** The final grade obtained is validated as the final grade of the course (see Art. 36 of the Act).

Consequently, a student who has not validated a compulsory course after having taken the assessments four times is excluded from the study programme.

If a student registered for an examination fails to sit that examination, an unauthorised absence (“ABS-NJ”) is indicated on his/her transcript of records. This counts as one out of the four possible attempts and a grade of 0 is assigned for the calculation of the overall average.

## 2.4 Attendance requirements

Attendance is compulsory for courses involving continuous or combined assessment (see Art. 24 of the Study Regulations).

If a student enrolled on a course requiring compulsory attendance does not meet this attendance requirement, a grade of 0 will be awarded (see Art. 24 of the Study Regulations).

## 2.5 Registration for assessment

**Students enrolled on a course are registered for all the assessments for that course (see Art. 33 of the Study Regulations).**

For courses assessed by an end of course assessment, students may withdraw from the assessment (see Art. 33 of the Study Regulations):

- If the examinations take place during the examination period: no later than 4 weeks before the beginning of the examination period;
- If the examinations take place during the course period: no later than 1 week before the examinations.

After the applicable deadline, registration is deemed final and counts as participation in the course assessment, except in the event of authorised absence from the examination.

Absence from an examination is authorised if students present a medical certificate to the Study Programme Administrator within three working days of the date of the exam proving that they have a medical condition that effectively prevented them from taking the exam. Any other supporting documentation must be submitted with the appropriate evidence to the Course Director, who will recommend the approval or rejection of the request to the Board of Examiners.

In the event of an authorised absence from an end of course assessment, the course is indicated as “not assessed” on the student’s transcript of records and does not count as an attempt (see Art. 33 of the Study Regulations).

## 2.6 Registration for resits

**Students may take the assessments for a given course a maximum of four times. The final grade obtained is validated as the final grade of the course (see Art. 36 of the Act).**

If a course is not validated, students may therefore opt for a second, third or fourth session if available.

A student may also decide to take a resit to improve a grade. He or she has 21 days after being informed of the grade to notify the Course Director of his or her intention to re-enrol for the same

course or for the course assessment. The student must re-enrol for the course or the corresponding assessment within the next two semesters. After this deadline, the course is considered as completed (see Art. 34 of the Study Regulations).

### **Terms and conditions/Registration deadlines for resits**

Conditions in which it is recommended/necessary to re-enrol for the course (see Art. 33 of the Study Regulations).

In principle, no resits are authorised during the same semester. As a statutory exception to the rule, the Course Director may propose such exam resits, during or outside the examination period, to a student enrolled on the final semester of the programme if the student would otherwise have to re-enrol for an additional semester. The maximum number of ECTS credits that can be obtained in this way is five, unless the resits are for a single course for which more than five ECTS credits are granted (see Art. 33 of the Study Regulations).

## 3 Progressing through your studies

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### 3.1 Maximum duration of studies

- For students following the programme on a full-time basis: 8 semesters for a complete programme of 120 ECTS (see Art. 36 of the Act).
- For students following the programme on a part-time basis: the maximum duration of studies is doubled (see Art. 36 of the Act).
- For students whose full-time/part-time status changes during their studies, the maximum duration of studies is extended according to the procedure set out in Article 16 of the Study Regulations.
- For students who have been granted access to a higher semester of study because of the recognition of prior learning or experience, the maximum duration of studies is reduced according to the procedure set out in Article 11 of the Study Regulations.
- For students who have been granted ECTS transfer credits or an exemption because of the recognition of prior experience, the maximum duration of studies is reduced according to the procedure set out in Article 11 of the Study Regulations.

For students who have been granted a period of leave from their studies, this period is not taken into account when calculating the duration of studies (see Art. 20 of the Study Regulations).

### 3.2 Progression to the next year of study

The Board of Examiners determines whether a student may progress to the next year of study. Progression to the next year of study is (see Art. 19 of the Study Regulations):

- Unconditional if the student has acquired more than 70% of the ECTS credits (> 42 ECTS )
- Conditional if the student has acquired between 50% and 70% of the ECTS credits (30 - 42 ECTS)
- Not permitted if the student has acquired less than 50% of the ECTS credits (< 30 ECTS)  
In this case the student does not advance to the next year of study (see Art. 19 of the Study Regulations).

**NB: Students who do not obtain at least 50% of the ECTS credits awarded in the first year are permanently excluded from the study programme on which they are enrolled (see Art. 36 of the Act).**

To calculate the proportion of ECTS credits acquired by part-time students, the number of ECTS credits allocated to the study plan for the year of study for which they are enrolled is divided by two (see Art. 19 of the Study Regulations).

### 3.3 Leave of absence

In duly justified cases, students may be granted a leave of absence (see Art. 36 of the Act). The circumstances are set out in Article 20 of the Study Regulations.

Leave is always granted for a period of no more than one year, the length of which is determined

before the start of the period of leave.

Students who have been granted a period of leave remain enrolled on their study programme. For the duration of their leave of absence, students may not attend teaching sessions or exams, submit assignments or take part in other supervised tasks.

The period of leave of absence is not taken into account when calculating the duration of studies.

The application form can be downloaded via Moodle in the Student's Corner or under the following link [https://www.en.uni.lu/etudiants/informations\\_utiles\\_de\\_a\\_a\\_z/suspension\\_des\\_etudes](https://www.en.uni.lu/etudiants/informations_utiles_de_a_a_z/suspension_des_etudes) and must be handed in together with the relevant supporting documents to the Study Director of the programme for validation and then to the SEVE [seve.admission@uni.lu](mailto:seve.admission@uni.lu).

## 4 Going abroad

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Students can spend a mobility semester at a foreign university if they wish. At the MPI, the mobility semester usually takes place in the third semester of study (exceptions are possible).

### 4.1 Student mobility

Students can study abroad in one of three ways: under an Erasmus+ partnership, on the basis of a framework agreement between the University of Luxembourg and an institution abroad (the Global Exchange Programme) or as a “free mover”.

For more details, please refer to the information produced by the SEVE Mobility Office:

[https://www.uni.lu/international/mobility/outgoing\\_students](https://www.uni.lu/international/mobility/outgoing_students)

Since completing a mobility period is optional for Master students, Bachelor students are given priority for places under the Erasmus agreements concluded at Bachelor and Master level if there are not enough places for both. There is no specific call for applications for Master students. They can apply to the SEVE Mobility Office (before the end of March) once their Course Director has approved their mobility plan.

### 4.2 Validation of the mobility semester

Credits obtained abroad are recognised on the basis of the Learning Agreement, which determines the programme of courses that the student will follow at the host university.

Only credits are recognised; the grades obtained are not included on the University transcript of records (see Art. 25 of the Study Regulations).

Possible guidance on choosing courses will be given by the Course director, as well as the Validation of the Learning Agreement.

Your Academic Mobility Adviser can help you with any questions about course selection and content. Contact person for questions about Learning Agreements, transcripts of records and exemptions

Faculty Mobility Adviser – Nathalie Charpentier

BELVAL CAMPUS

MAISON DU SAVOIR, 6th floor

[nathalie.charpentier@uni.lu](mailto:nathalie.charpentier@uni.lu)

### 4.3 Making up ECTS credits that should have been acquired during the mobility period

Students who fail to acquire all the credits indicated in their Learning Agreement may retake exams at their host university (see Art. 28 of the Study Regulations).

## 5 Internship

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### 5.1 Organisation

The aim of the internship is a) to get to know a field of occupation and activity (strengthening one's own profile area), b) to practise analysing and solving practical tasks with the help of theoretical concepts, c) to acquire skills relevant to practice and d) to train scientific reflection competence.

For the crediting and assessment of the internship, a) the completion of an internship, b) the attendance of the follow-up course (in May of the fourth semester - or later) and c) the preparation of an internship report (see document on Moodle) are required.

### 5.2 Locations and hours required

Students independently search for an internship position and provider from the application or research context of psychology, but do not choose an identical internship position as in the Bachelor's degree.

The duration of the internship is at least three months, i.e. a total of 12 to 13 weeks and about 480 internship hours.

The internship can be carried out either in the period between the 2nd and 3rd semester from June to September or at the end of the 3rd semester from December to May of the following year or in the fourth semester (beginning) or later in case of extended studies.

The internship can be carried out full- or part-time at home or abroad with only one internship provider (note: financing through Erasmus Internship abroad is possible).

It is essential that supervision by a Diplom/Master psychologist is guaranteed.

Internship should be completed within the standard period of study by the end of April of the fourth semester at the latest.

### 5.3 Administrative aspects

The internship contract is available in three language versions (German, French, English) on moodle.

It must first be signed by the internship provider after approval by the course director - in three original versions (i.e. three originals).

The contract must be signed by all parties at least two weeks before the start of the internship.

Only the university contract can be used for the recognition of the compulsory internship.

## 6 Completing your final dissertation

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The master thesis is a guided scientific paper to be written according to a scientific publication for a self-selected peer-reviewed journal. The master's thesis is uploaded as an electronic version in the corresponding course on Moodle, the open source learning management system of the University of Luxembourg. It is usually carried out in the 4th semester. The student should choose the topic of his/her master's thesis in the course of the second semester and register his/her master's thesis with the study coordination at the beginning of the fourth semester (in the first week of lectures). The student then has the semester in which the master's thesis was registered to complete the thesis.

### 6.1 Prerequisites

The student must have accumulated at least 60 ECTS in order to be able to register his/her Master's thesis.

### 6.2 Methods for writing the dissertation

The Master's thesis is a written piece of work to be written independently in which a topic in the subject of psychology is treated empirically using scientific methods.

The Master's thesis comprises either a written documentation of an empirical investigation or an overview of a scientifically relevant question using current recognised research and evaluation methods. It is not absolutely necessary to collect your own data. Valid existing data sets can also be used.

The Master's thesis must be submitted in a form suitable for publication. In consultation with the supervisor, a peer-reviewed scientific journal should be selected in which the thesis could be published. The master's thesis should be ready for submission for publication by its deadline.

The Master's thesis must be prepared in accordance with the citation guidelines of the chosen publication organ.

#### **Ethics form**

Students must have completed the ethics form and submitted it to the supervisor prior to data collection (<https://moodle.uni.lu>).

### 6.3 Supervision and assessment of the dissertation

The dissertation board is composed of two people, one of whom is a professor or an associate academic and research staff member from the University of Luxembourg. It may also include an expert from the relevant professional field (see Art. 36 of the Act).



The Master's thesis can be supervised by members of the following research groups of the Department of Behavioural and Cognitive Sciences (FHSE):

- Self-Regulation and Health: Prof. Dr. C. Vögele und Ass.-Prof. Dr. A. Schulz
- Life-span Development, Family and Culture: Prof. Dr. A. Kornadt und NN
- Stress, Pain and Pain Modulation: NN
- Health Promotion and Aggression Prevention: Prof. Dr. G. Steffgen und Ass.-Prof. Dr. A. Melzer
- Cognitive Neuroscience: Prof. Dr. C. Schiltz
- Computer-Based Assessment: Prof. Dr. S. Greiff

The search for a topic for a Master's thesis is to be started in the first semester of the Master's programme. The selection of a topic should be completed by the beginning of the 2nd semester at the latest. A work plan must then be drawn up with the supervisor.

After the topic has been determined with the supervisor, work on it can begin immediately.

Doctoral researchers in the field of psychology from the respective research groups can be approached as supervisors. If a researcher with a doctorate (but not a professor) is chosen as the supervisor, a professor must also be consulted as a double supervisor.

The topic of the Master's thesis is either offered by the respective supervisor or determined in consultation with the candidate.

#### - **Assessment**

The Master's thesis is graded and counts for 30 ECTS credits.

The master's thesis is presented in a research colloquium after completion. Each student has a maximum of 15 minutes to present his/her master's thesis with the help of a presentation programme. Up to 15 minutes are to be set aside afterwards for a discussion of the thesis.

The supervisor must submit a written evaluation using a standard evaluation form no later than 2 days before the research colloquium.

The form is stored on Moodle on the MPI website.

A copy of the evaluation can be given to the student.

If the master's thesis is assessed with an unsatisfactory grade, the module is considered failed. The master's thesis can only be repeated 1 time, in which case a new topic for the master's thesis must be prepared. A different supervisor can be chosen for the repetition of the master's thesis.

### 6.4 Deadlines to be observed

#### - **Registration deadline for the Master's thesis**

Registration for the Master's thesis takes place at the beginning of the fourth semester at the earliest. The Master's thesis is registered in the semester in which it is completed.

For this purpose, the completed application form must be submitted to the Office of Student Affairs with the signature of the first supervisor in the first week of the semester in which the MA is to be completed and handed in.

### **- Submission deadlines for the Master's thesis**

In order to ensure that the Master's thesis is assessed, the following deadlines apply :

- Submission in the summer semester: 1 July (if the MA is written in the 5th or 7th semester of study).
- Submission in the winter semester: 1 February (if the MA is written in the 4th, 6th or 8th semester).

The master's thesis is submitted via Moodle. The digital version of the Master's thesis is uploaded here in the Master's Thesis course under the heading of the respective supervisor in due time.

The exemplary title page of the Master's thesis and the declaration of independence are documented and can be used on the Moodle website of the MPI.

As well as the declaration of independence of the Master's thesis.

In case of late submission, the Master's thesis is considered as failed.

### 6.5 SLP-Award for the best Master's thesis of an academic year

Since the academic year 2019/20, the Société Luxembourgeoise de Psychologie (SLP) annually presents the SLP Award, as an award for the best thesis in the Master of Science in Psychology: Psychological Intervention (MPI) at the University of Luxembourg.

The aim of this promotional award is to recognise an outstanding and high-quality Master's thesis in the discipline of psychology, and thus to encourage young researchers and contribute to the recognition of an outstanding achievement.

Nominations must include a CV and at least one letter of recommendation. Self-nominations are permitted. Nominees must be students of the MPI. The award committee is composed of the course director and deputy course director as well as representatives of the SLP Board.

By submitting the nomination, the successful applicant agrees that the award will be published via appropriate media, e.g. press releases, SLP website, and that the master's thesis will be made available to SLP members. In addition, the SLP Award is endowed with 300 euros. The winner of the annual award is publicly announced at the Master's degree ceremony in December of the respective graduation year in the presence of representatives of the SLP.

## 7 Disciplinary proceedings and sanctions

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### 7.1 Disciplinary proceedings

Disciplinary proceedings may be brought against users for the following offences (see Art. 42 of the Act):

1. serious insult, threat, assault and violence;
2. bearing arms;
3. refusal to observe safety measures and contravention of the Internal Regulations;
4. theft, damage or destruction of property to the detriment of the state, the University or individuals;
5. violation of public decency;
6. consumption and trafficking of prohibited drugs;
7. any direct or indirect discrimination based on religion or belief, disability, age, sex, sexual orientation, membership or non-membership (actual or supposed) of a race or ethnic group;
8. incitement to racial hatred, xenophobia and religious intolerance;
9. moral or sexual harassment;
10. fraud, attempted fraud and plagiarism.

### 7.2 Sanctions

The sanctions which may be imposed on users are the following (see Art. 43 of the Act):

1. a reprimand;
2. a warning;
3. temporary exclusion from one or more courses. The duration of this exclusion may not exceed one semester;
4. temporary exclusion from the establishment or one of its ancillary services. The duration of this exclusion may not exceed one semester;
5. permanent exclusion from the establishment or one of its ancillary services;
6. in the event of fraud, attempted fraud or plagiarism: disqualification from the series of tests for the module or from the examination session, or a ban for a maximum period of five years on taking any examinations leading to the award of a degree, diploma or certificate issued by the University;
7. in the event of fraud or plagiarism: retroactive withdrawal of the degree, diploma or certificate issued by the University.

Sanctions under points 3 to 5 may be imposed fully or partially on a suspended basis.

If the user against whom action is being taken so proposes, or if he or she agrees, the sanctions under points 3 and 4 of paragraph 1 may be replaced by the obligation to perform unpaid community service for the benefit and with the consent of the University, a public body or a philanthropic institution for a maximum period of ten half-days. This work is supervised by a member of the University's staff as referred to in Article 18 of the Act.

Any detected case of fraud, attempted fraud or plagiarism leads to disqualification from the corresponding assessment. The individual is deemed to have been present at the assessment, which is given a grade of 0. The disciplinary authority decides whether the individual should be subject to one of the sanctions provided for in paragraph 1.

## 8 Using IT services<sup>1</sup>

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Email address	<p>The University provides you with your own University email address in the following format: <code>firstname.lastname.00X@student.uni.lu</code>.</p> <p>To log in to your University email account, go to <a href="https://owa.uni.lu">https://owa.uni.lu</a> and log in with your student ID (found on your student card) and password, included in your SEVE information package.</p> <p>Please use your University email account for all your communications with the University.</p> <p>Academic and administrative staff will ONLY use your University email address to contact you and send you essential information.</p> <p><b>It is therefore important that you check this email account regularly.</b></p>
Moodle platform	<p>With Moodle, students can view or download documents, access the list of courses, take part in discussion forums and make use of interactive study tools. Important messages are also sent via Moodle by professors or administrative staff. To access Moodle, go to <a href="http://moodle.uni.lu">http://moodle.uni.lu</a> and log in with your University user name and password.</p> <p>Under the following link, you can find some important information of the programme on Moodle: <a href="#">MAPI-100 General Information</a></p> <p>Moodle support FHSE: <a href="#">Shahed Parnian</a></p>
Guichet Etudiant	<p>The Guichet Etudiant gives you access to:</p> <ul style="list-style-type: none"> <li>- The schedule for your programme</li> <li>- The course timetable</li> <li>- Registration/withdrawal procedures for courses</li> <li>- Registration/withdrawal procedures for exams</li> <li>- Information about your studies</li> <li>- Your transcripts of records</li> <li>- Your certificate of enrolment</li> <li>- etc.</li> </ul> <p>To access your Guichet Etudiant, go to: <a href="https://inscription.uni.lu/inscriptions/student/GuichetEtudiant">https://inscription.uni.lu/inscriptions/student/GuichetEtudiant</a> and log in with your University user name and password.</p>
Student Intranet	<p>The Intranet contains information about cultural and sporting events, IT services, the mobility semester, job offers, etc.</p> <p>It is accessible at <a href="https://intrastudent.uni.lu">https://intrastudent.uni.lu</a></p>
IT Helpdesk for students	<p>Belval – Student Lounge (MAE)</p>

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<sup>1</sup> Most of this information is available in the Student Practical Guide (SEVE).