



## **Rules for the MSc programme in Applied Behaviour Analysis at Reykjavik University**

These rules apply to the Master's programme in Applied Behaviour Analysis. Matters not dealt with in these rules are subject to the regulations of Reykjavik University, that is, **General Rules on Study and Assessment**, **Project Work Code of Conduct** and the **RU Code of Ethics**.

### **1. Degrees and prerequisites**

Master's studies in Applied Behaviour Analysis at Reykjavik University lead to the degree MSc in Applied Behaviour Analysis. The degree is awarded following a 120 ECTS programme completed with satisfactory results. Admission is limited to persons possessing a BA, BSc or BEd degree in psychology, social sciences, educational sciences or related disciplines.

Proficiency in Icelandic and English is required. In evaluating applications, consideration is given to grades in undergraduate studies, further education and professional experience related to the studies. Students are selected for the programme based on their performance in undergraduate studies; other factors are also taken into account, such as referee letters and a report, further studies and professional experience in the field of applied behaviour analysis if applicable, as well as performance during an interview.

Applicants who have already completed Master's studies in psychology, educational sciences or related disciplines (Master's studies approved by the Behavior Analyst Certification Board (BACB)) can apply to pursue the VCS course series (42 ECTS).

### **2. Programme structure**

42 ECTS - VCS course series (mandatory courses)

30 ECTS - Courses (mandatory courses)

30 ECTS - Research thesis 18 ECTS - Clinical placement

### **3. Class attendance**

There is compulsory attendance for students in the programme. To fulfil requirements for taking a final exam or submitting a final assignment in a course, a student must have attended at least 80% of classes.

### **4. Progress of studies**

4.1 Minimum grade. Grades are awarded on a scale of 0–10 and the minimum grade in each course is 6. In final assignments, supervised clinical placement and the occasional course, a grade is not awarded but rather a pass/fail.

4.2 Period of study. It is assumed that students will complete the programme in two years and students shall have completed an MSc degree no later than four years since their last enrolment unless the Curriculum Committee has granted a leave from studies. In such cases, the time limit is extended in accordance with the duration of the leave (see rules). If the period of study is longer than specified above, the student must apply for re-enrolment. When students re-enrol, they must again apply for admission, in which case rules on re-enrolment apply.

**5. Part-time enrolment**

Part-time enrolment is offered. Requests for part-time enrolment must be accompanied by a plan of study so that it is possible to evaluate how the applicant's studies will be conducted and whether the plan is viable.

**6. Maximum number of credits a student can take**

Students can register for a maximum of 33 ECTS per semester. The Curriculum Committee of the Department of Psychology can permit a student to register for one course in excess of the maximum; if a student requests such a permission, a reasoned request shall be sent to the Programme Administrator.

**7. Rules on taking exams**

Students are allowed to sit each course twice and take its examinations both times. Sitting a course means that a student is still registered in a course after the deadline for withdrawal has passed. Students who sit a course for a second time must again submit all course assignments and can not have assignments evaluated from previous semesters. If students do not pass a course the second time they take it, they are de-registered from the programme. They then need to apply for re-enrolment if they wish to continue (see article below). More detailed rules on exams and the taking of exams can be seen in RU's General Rules of Study and Examinations.

In the first semester of the programme, students must pass the courses Concepts and Principles of Behaviour Analysis, as well as Research Methods in Behaviour Analysis in order to sit courses in the second semester.

**8. Re-enrolment**

If students do not meet the previously stated minimum requirements for study progress in accordance to Department regulations, the students will lose their right to further study within the Department. Students can, though, apply for re-enrolment to the programme. Applications for re-enrolment shall be made in writing to the Programme Administrator. If the student is re-admitted, only those courses for which a grade of 7.0 or higher has been attained will be recognised. The same applies to students who have left their studies and choose to start again. The Department of Psychology reserves the right to decline students who apply for re-enrolment.

**9. Leave from studies**

Students can apply for a leave from studies. Applications shall include all required documents which demonstrate that circumstances exist that support the application. Among those circumstances that may justify a leave are child birth and illness. If illness is the reason for the leave, a doctor's certificate must, for example, be submitted with the application. Students must apply for a leave from studies before the start of the respective

semester and applications shall be sent to the Programme Administrator. A leave from studies is granted for one semester at a time and the maximum duration of the leave is one year.

#### **10. Credit transfer**

Students can apply for credit transfer if they have completed graduate level university courses that are fully comparable to courses offered in the MSc programme in Applied Behaviour Analysis at RU.

Applicants can generally not expect to be granted credit transfer for courses that were taken more than four years ago and courses for which a lower grade than 7.0 was awarded. It is only permissible to get credit transfer for courses of the same or a higher level of studies. Courses from Diploma studies are not eligible for credit transfer.

Credit transfer can never amount to more than 36 ECTS. Internships and MSc research theses are not eligible for credit transfer.

Previous studies can not be evaluated for credit transfer until a formal application for admission to RU has been accepted and tuition fees paid. Applications for credit transfer shall be sent to the Programme Administrator of the Department of Psychology before 1 August of each year. Requests for credit transfer are not accepted after studies begin.

Students must fill out an application form and submit the form along with the appropriate accompanying documents to the Programme Administrator. The information must specify the courses from previous studies for which credit transfer is requested and the names of comparable courses at RU.

##### *Information that must accompany applications*

- A filled-out application form.
- Official transcripts of grades from the respective university, in both Icelandic and English.
- Course descriptions from the respective university dating from the year when the courses were taken.

Applications for evaluation of previous studies for credit transfer shall be sent to the Programme Administrator of the Department of Psychology who will put the application to the Curriculum Committee. The Programme Administrator then sends conclusions of the Curriculum Committee to applicants.

If students wish to have courses evaluated that are comparable to the VCS course series, they have to submit an application to the BACB. VCS is a set of courses that are verified and must be assessed by the BACB.