

# **Academic and Examination Regulations (OER)**

*English Version*<sup>1</sup>

Academic year 2017-2018

VU University Amsterdam  
School of Business and Economics

**Bachelor's degree programmes**

Bedrijfskunde  
Econometrie en Operations Research  
Economie en Bedrijfseconomie  
International Business Administration

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<sup>1</sup> These Academic and Examination Regulations are also available in Dutch  
Deze Onderwijs- en examenregeling is ook beschikbaar in het Nederlands

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## **Section A: School section**

### **1. General provisions**

#### *Article 1.1 Applicability of the Regulations*

1. These Regulations apply to the teaching and examinations for the Bachelor's study programmes Econometrics, Economics and Business Economics, International Business Administration and Business Administration (hereinafter referred to as: the study programme) provided by the School of Business and Economics (hereinafter referred to as: the School) of the University of Amsterdam/VU University Amsterdam.
2. These Regulations consist of a School section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Bachelor's study programmes of the School of Business and Economics. Section B contains programme-specific provisions. Together, Sections A and B form the Academic and Examination Regulations for the programme.
3. These Regulations apply to anyone enrolled for the programme, irrespective of the academic year in which the student was first enrolled for the programme.
4. Section B of these Academic and Examination Regulations may contain additional general provisions for the relevant study programme.

#### *Article 1.2 Definitions*

The following definitions are used in these Regulations:

- a. EC (European Credit): a credit with a workload of 28 hours of study;
- b. examination: the final examination of the Bachelor's programme;
- c. fraud and plagiarism: the student's acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;
- d. (Programme) component: a unit of study of the programme as defined in Article 7.3, paragraphs 2 and 3 of the Act;
- e. Minor: a coherent group of components worth 30 EC in the first semester of the third year;
- f. period: a part of a semester;
- g. practical: a component specifically aimed at acquiring certain (academic) skills or training. Practicals that are part of a component are not practicals in the sense described here, but have the status of a constituent examination. Examples of practicals include:
  - a. carrying out a research assignment
  - b. taking part in fieldwork or an excursion
  - c. conducting a literature review
  - d. taking part in another educational learning activity aimed at acquiring specific skills or participating in and completing a work placement
- h. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
- i. blackboard: Electronic system intended for the sharing of educational information;
- j. SAP/SLcMVU: the Student Information System;
- k. study guide: the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The Study Guide is available electronically at the website / VU.net.
- l. workload: the workload of the component to which an examination applies, expressed in terms of credits = EC. (The workload for 1 year (1,680 hours) is 60 EC credits);
- m. working day: Monday to Friday, except for public holidays or days designated as holidays by VU University Amsterdam.
- n. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;

- m. examination: a final assessment of the student's knowledge, understanding and skills relating to a component. The assessment is expressed in terms of a final mark. An examination may consist of one or more constituent examinations;
- n. constituent examination an assessment of the student's knowledge, understanding and skills relating to a part of a component. The assessment is expressed in terms of a constituent result, which contributes to the final mark. A non-mandatory assessment within a component, such as an opportunity to earn a bonus point, is not a constituent examination.
- o. constituent result: the result of a constituent examination;
- p. mark the final mark for an examination
- q. examiner: lecturer authorized by the Examination Board to assess an examination, constituent examination or practical;
- r. rules and regulations: the Rules and regulations for examinations as defined in article 7.12, paragraph 4 of the WHW;
- s. University: VU University, Amsterdam;
- t. WHW: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW);

The other terms have the meanings ascribed to them by the WHW.

#### *Article 1.3 Language test and proficiency in Dutch*

1. At the start of his/her first year of study at the institution, every student on a Dutch language Bachelor's study programme must complete the diagnostic Dutch language test.
2. The language test focuses on written skills and includes sections on grammar, spelling, vocabulary, structure and formulation.
3. Any student who does not achieve a pass in the language test must take the Dutch Refresher Course (*Bijspijkercursus Nederlands*) organised by the Language Desk (*Taalloket*).
4. Section B may stipulate that a mark can only be determined for the component of which the language test is a part if the student has achieved a pass in the language test or completed the Dutch Refresher Course.
5. Language proficiency may be taken into account in the assessment of a test if this is stipulated in Section B.

## **2. Previous education and Admission**

#### *Article 2.1 Previous education*

1. A person will be admitted to the programme if he/she has a pre-university diploma as referred to in Section 7.24 of the WHW, or if he/she is exempt from this requirement based on Section 7.28 of the WHW.
2. A person possessing a foreign diploma satisfies the requirement for sufficient proficiency in the Dutch language once he/she has passed one of the examinations referred to in Section B, or has obtained an exemption from taking this examination.
3. The proficiency requirement in English as the language of instruction can be met by the successful completion of one of the examinations referred to in Section B or the equivalent specified there.

#### *Article 2.2 Equivalent previous education*

1. Anyone possessing a diploma who has the nationality of a state that is not party to the Lisbon Treaty (Treaty Series 2002, 137) must submit the diploma to the Executive Board (via Student Admissions and Student Services). The Executive Board will determine whether the student meets the requirements for admission to the programme based on the diploma and any additional evidence submitted.
2. Anyone possessing a diploma not issued in the Netherlands cannot be enrolled until he/she has demonstrated sufficient proficiency in the language of instruction in order to follow the programme.

#### *Article 2.3 Entrance examination*

1. Persons aged 21 years and older who do not meet the requirements for previous education referred to in Article 2.1 or 2.2 can submit a request to the Executive Board to take an entrance examination (*colloquium doctum*), as stipulated in Section 7.29 of the WHW.
2. Section B stipulates the requirements set for such an examination.

#### *Article 2.4 Refusal or termination of enrolment (unsuitability/judicium abeundi)*

1. Based on the provisions of Section 7.42a of the WHW, the SBE board or the Examination Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student's enrolment in a programme, if that student's actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the Examination Board or the SBE board will institute an inquiry, of which the student will be informed immediately. The Examination Board or the SBE board will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

### **3. Study programme structure**

#### *Article 3.1 Structure of academic year*

1. The study programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks.
3. In the first year of the programme, the programme will offer at least 14 contact hours.
4. In the second and third years of the programme, the programme will offer at least twelve contact hours.

#### *Article 3.2 Programme structure*

1. The programme comprises the components as stipulated in the Study Guide.
2. The programme has a workload of 180 ECTS.
3. A component comprise 6 EC or multiples thereof.
4. Academic development will be part of every study programme (see section B).
5. If the student wishes to choose a different course or a different minor than those stipulated in The Study Guide as part of his/her electives, prior permission is required from the Examination Board.

#### *Article 3.3 Internationalization*

Internationalization will be included as part of the Bachelor's programme. More specific information is available in the studyguide.

### **4. Assessment and Examination**

#### *Article 4.1 Signing up for lectures and examinations*

1. Every student must sign up to participate in the Bachelor's programme and, if registration is required for participation, every student must sign up for examinations and resits. Signing up may only take place in the designated periods. The procedure for signing up is described in an annex to the Student Charter.
2. By way of exception to the provisions of paragraph 2, any student who has correctly signed up for participation in the instruction/classes for a particular course and has been admitted will also be signed up for the subsequent examination, unless the degree programme stipulates a different approach.

#### *Article 4.2 Type of examination*

1. The Study Guide stipulates the way in which a component is concluded and the form any examination will take.
2. At the student's request, the Examination Board may permit a different form of examination than that stipulated in the course catalogue. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examination Board.
3. In the case of a component that is no longer offered, in the academic year following its termination, at least one opportunity will be provided to sit the examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

#### *Article 4.3 Oral examinations*

1. Unless otherwise specified for the relevant component in the Study Guide, no more than one student will be examined orally at the same time.
2. An oral assessment is public unless the Examination Board or examiner determines otherwise in an exceptional case. A student may submit a reasoned request to the Examination Board to depart from the public nature of the oral assessment. The Examination Board will balance the interests of the student against the interests of a public assessment.
3. Unless otherwise specified by the Examination Board, an oral examination will be taken in the presence of a second examiner.
4. Before the commencement of an oral examination, the examiner will ask the student for valid proof of enrolment and identification.

#### *Article 4.4 Determining and announcing results*

1. The examiner determines the result (= mark) of a written examination as soon as possible, but at the latest within ten working days. Contrary to the provisions of the first sentence, the marking deadline for theses and final assignments is no longer than twenty working days. The examiner submits the necessary information to the Education Office and the Education Office will then immediately ensure that the marks are registered or the examiner will register the marks himself.
2. If, as a result of exceptional circumstances, the examiner is likely to exceed the deadline, he or she must inform the Examination Board, stating reasons, in order to be allowed to extend the revision period to the maximum of 15 days. If the Examination Board approves the delay the board will then ensure that the students are informed of the new deadline.
3. The examiner determines the result (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The third clause of the first paragraph applies.
4. In the case of alternative forms of oral or written examinations, the Examination Board determines in advance how and by what deadline the student will be informed of the results.
5. When being informed of the result of an examination, the student's attention will also be drawn to their entitlement to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.9 and 4.10, as well as his/her option to appeal to the Examinations Appeals Board.
6. A student may lodge an appeal against the way in which the result was reached with the Examination Appeals Board within six weeks of the announcement of the result.
7. The Examination Board can take measures against a student, in case it has established fraud by a student.

#### *Article 4.5 Exams and resits*

1. An opportunity will be offered to sit examinations in the study programme twice in each academic year.
2. Constituent examinations are resat as specified in the Study Guide or course manual.
3. As an exception to paragraph 1 there will be three opportunities to take an exam in the programme component Business Mathematics from year one of the bachelor programme.
4. Paragraph 1 does not apply to the resit of practicals.
5. The most recent mark will apply in the event of a re-sit. A retake is allowed for both passed and failed units of study.
6. A re-sit always covers the same material as the original examination and is offered in the same form;
7. The re-sit for a (constituent) examination must not take place within ten working days of the announcement of the result of the (constituent) examination being re-sat.

#### *Article 4.6 Marks*

1. Marks are given on a scale from 1 to 10 with no more than one decimal point. An examination is assessed as a pass or a fail, or, when expressed as a mark, 6 or higher (pass) and 5 or lower (fail).
2. The final marks are given in whole or half points.
3. Final marks between 5 and 6 will be rounded off to whole marks: between 0.1 - 0.4 rounded down; between 0.5 - 0.9 rounded up. To pass a course, a 6 or higher is required.
4. Symbols may be used rather than numbers (v, g etc.)

#### *Article 4.7 Exemption*

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:
  - a. has passed a course component of a university or higher professional education program that is equivalent in terms of content and level;
  - b. has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.
2. These exemption possibilities do not apply to the Bachelor's thesis.
3. The Examination Board will make a decision within twenty working days of receiving the written request.
4. Exemption possibilities for first year units of study from other educational institutions, can only be considered when the student has met the conditions and obligations of the first year.

#### *Article 4.8 Validity period for results*

1. From September 2017 onwards all examinations passed and examination exemptions that were valid on August 31<sup>st</sup> 2017 remain valid unlimited unless specified otherwise in Section B.
2. The validity period of a constituent examination is limited to the academic year in which it was sat.
3. If the validity period of an examination passed or an examination exemption is limited in section B, the Examination Board can extend the limited validity period of an examination or exemption on the basis of hardship if a student submits a reasoned request to that effect.

#### *Article 4.9 Right of inspection*

1. For at least twenty working days after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set in it, as well as the standards applied for marking.
2. The Examination Board can determine that the inspection or post-examination discussion referred to in paragraph 4.10 take place at a specified place and at a specified time. The place and time referred to in the previous clause will be announced at the time of the examination and on the School website.
3. If the student was unable to attend at the place and time referred to in paragraph 2 through no fault of his/her own, an alternative option will be offered.
4. If a student intends to appeal against the way in which his/her mark was assessed, he/she can be issued with a copy of the marked work at cost price at his/her request.

#### *Article 4.10 Post-examination discussion*

1. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion through no fault of his/her own.
2. Students who meet the requirements stipulated in paragraph 1 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time, location and format to be determined by the examiner.
3. The Examination Board can decide to permit exceptions to the provisions in paragraph 1 and 2.



#### *Article 4.11 Bachelor's final examination*

1. The Examination Board determines the results and date of the final examination after it has established that the student has passed all the components belonging to the programme.
2. As an exception to paragraph 1, prior to assessing the result of the examination, the Examination Board can undertake an evaluation of the student's knowledge with regard to one or more degree programme components, if and in so far the results of the relevant examinations in question warrant it.
3. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

#### *Article 4.12 Diploma and transcript*

1. The Examination Board grants a diploma as proof that the student has passed his/her final examination. The Executive Board determines the model for the diploma. The Examination Board adds a diploma supplement to the diploma providing information on the nature and content of the study programme completed. The diploma supplement is drawn up in English and complies with the European format.
2. Individuals who have successfully completed more than one examination and who cannot be awarded a diploma as stipulated in paragraph 1 will, on request, receive a statement to be issued by the relevant examination board stating at least the examinations that have been successfully completed together with the components they involved and the number of EC obtained.
3. The student can, without needing to provide any reasons, request that the Examination Board not proceed to award a diploma, unless he/she submitted the request for its issue.

#### *Article 4.13 Fraud and plagiarism*

1. The provisions of the *Rules and Guidelines for the Examination Board* apply in full.
2. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

## **5. Honours Programme**

#### *Article 5.1 Honours programme*

1. In the second year of the degree programme, a Bachelor's student may be admitted to the Honours degree programme. Students will take this programme in the second and third years of study, alongside the regular Bachelor's programme.
2. The Honours programme comprises 30 EC, of which [12-18 EC] must be completed in the School part of the Honours programme and [18-12 EC] in the cross-School part of the Honours programme.
3. The choices available to the student will be published via the website.
4. Optional a first year HP course can be taken. For admission students must have secured all credits from period 1 and 2 of the first year with an average of 7.5 or higher or obtained their VWO diploma (or equivalent) with an average of 8 or higher.
5. For admission to the Honours programme, the student must have secured all credits from the first year and have been awarded a weighted average mark of 7.5 or higher.
6. A student who has met the requirements of the regular Bachelor's programme within the nominal duration of study and achieved an average mark of at least 7.5 (weighted and calculated from rounded marks, which means marks rounded on whole or half marks) for all components of the Bachelor's programme and also met the requirements of the Honours programme will receive a Bachelor diploma with a transcript indicating that he/she has successfully completed the Honours programme.
7. In order to prevent significant unfairness, the Examination Board can depart from the selection criteria referred to in the third and fourth paragraphs.

## **6. Academic student counselling, advice regarding continuation of studies and study progress**

### *Article 6.1 Administration of study progress and academic student counselling*

1. The SBE board is responsible for the correct registration of the students' study results in SAP/SLcM. After the assessment of an examination component has been registered, every student has the right to inspect the result for that component VUnet and also has a list of the results achieved at his/her disposal VUnet.
2. Enrolled students are eligible for academic student counselling. The types of academic student counselling available are listed in Section B.

### *Article 6.2 Advice regarding continuation of studies*

1. The SBE board will issue every student on a full-time Bachelor's programme with advice regarding the continuation of his or her studies, at the end of the first year of study. The advice regarding the continuation of studies is issued on behalf of the SBE board by the School BSA committee. The SBE board will issue no advice with students to whom article 6.3, first paragraph, second sentence applies.
2. Prior to 1 February, the student will receive an overview of his or her results.
3. Students who receive a warning because they have not completed enough EC will be invited to a meeting within a reasonable amount of time in order to discuss their study methods, to reconsider their choice of study, and to discuss possible exceptional personal circumstances and a possible referral to another programme.
4. Different time periods apply for students taking part-time programmes. These are included in Section B, which describes the part-time programme.
5. If the advice contains a rejection ('negative advice regarding continuation of studies') the provisions of Article 6.3 apply.
6. An advice will not be issued if the student terminates his enrolment before 1 February of his first academic year.

### *Article 6.3 Binding (negative) advice regarding continuation of studies (BSA)*

1. The advice issued at the end of the academic year will contain a binding rejection if the student has not achieved the standard required for positive advice regarding continuation of studies. Advice regarding continuation of studies will not be issued if the student demonstrates that he/she did not meet the standard as a consequence of personal circumstances, as referred to in Article 6.4. The standard is described in Article 7.2 in Section B.
2. As soon as possible after resitting the last examinations of the second semester of his/her first/second year as an enrolled student, a student who has not met the standard will be informed in writing that the SBE board intends to issue him/her with negative binding advice regarding continuation of studies. The same procedure applies in the next year of enrolment if the student was permitted to continue with his/her study programme as a result of personal circumstances (see Article 6.4) and has still not successfully met all of the requirements of the first year of study by that time. No advice will be issued with the student if he/she demonstrates that he/she again did not meet the standard as a consequence of personal circumstances.
3. Along with the information referred to in the previous paragraph, the student will also be informed of the possibility of being heard by the BSA committee and of how he/she can apply for such a hearing.
4. As soon as possible after the hearing and on the advice of the BSA committee, the SBE board will determine which students will be issued with negative binding advice regarding continuation of studies.
5. Students may lodge an appeal against a decision on a binding negative advice regarding continuation of studies with the institution's Examination Appeals Board within six weeks of the day of the decision's announcement.
6. Students who receive a binding negative advice regarding continuation of studies may therefore not enrol in the Bachelor's programmes named in Article 7.2 of section B during the subsequent three academic years.

### *Article 6.4 Personal circumstances*

1. The SBE board will not include a rejection in the advice regarding the continuation of studies in the case of personal circumstances as a result of which the student concerned cannot have been reasonably expected to have met the BSA standard set.
2. If a circumstance, as referred to in paragraph 4, should occur, the student must notify the study adviser office as soon as possible, providing details of:
  - a. the period in which the circumstance occurs or occurred;
  - b. a description of the circumstance and its seriousness;
  - c. the extent to which he/she cannot or could not participate in instruction/classes or an examination.
 It is the student's responsibility to submit documentary evidence to substantiate his/her report.
3. The study adviser will issue a reasoned advice as to whether it is a case of personal circumstances as referred to in paragraph 4 and provides this to the BSA committee.
4. In the sense of this article, only the following are deemed to be personal circumstances:
  - a. illness of the student;
  - b. physical, sensory or other function impairment of the student;
  - c. pregnancy of the student;
  - d. special family circumstances;
  - e. membership of a representative advisory body or programme committee of the University;
  - f. membership of an assessment committee as referred to in Chapter 5a of the WHW;
  - g. membership of the committee of a student organisation designated by the Minister within the context of the Regulation on the administrative provisions for national graduation support in higher education;
  - h. other individually determined personal circumstances and other activities described in individual cases of general benefit for society or in the interests of the University, to be determined, with due observance of the Executive Board guidelines, by the SBE board.

*Article 6.5 Adaptations for students with a disability*

1. A student with a disability can at the moment of submission, or at a later instance, submit a request via VUnet to qualify for special adaptations with regard to teaching, practical training and interim examinations. These adaptations will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.
1. student with a disability can submit an electronic request to the study adviser to qualify for special adaptations with regard to teaching, practical training and examinations. These adaptations will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a course or an examination. In all cases, the student must fulfil the exit qualifications for the degree programme.
2. The request referred to in the first paragraph must be accompanied by a statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic illness a one-off request is sufficient. In the case of dyslexia, no recommendation from a student counsellor is required and a statement from a BIG, NIP or NVO accredited testing centre will suffice. Where possible, the statement should include an estimation of the extent to which progress of study will be hindered.
3. The decision may specify a limited validity of the special adaptations.
4. The SBE board or, on its behalf, the Graduate School director or the programme director decides on the adaptations concerning the teaching facilities and logistics. The Examination Board will rule on requests for adaptations with regard to examinations.
5. A request for adaptations will be refused if it would place a disproportionate burden on the organization or the resources of the School or university were it to be upheld.

**7. Hardship clause**

*Article 7.1 Hardship clause*

In exceptional cases, the Examination Board may deviate from these Academic and Examination Regulations in the student's favour, where application of the regulations leads to disproportionate disadvantage or unfairness of a serious nature.

## **Section B: programme-specific section**

### **1. General provisions**

#### *Article 1.1 Definitions*

See section A

#### *Article 1.2 Study programme information*

The programme's Bedrijfskunde (CROHO number 50645), Econometrie en Operations Research (CROHO number 56833) and Economie en Bedrijfseconomie (CROHO number 50950) are offered on a full-time basis, and the language of instruction is Dutch. The programme International Business Administration (CROHO number 50952) is offered on a full-time basis and the language of instruction is English.

### **2. Programme objectives and exit qualifications**

#### *Article 2.1 Programme objectives*

1. The Bachelor's programme has a final attainment level corresponding to the Dublin Descriptors (the Framework of Qualifications for the European Higher Education Area) and the Higher Education Qualifications Framework in the Netherlands. In the programme-specific section, this is expressed in final attainment objectives.
2. The degree programme aims to teach the student specialized knowledge, skills and understanding in the field of the degree programme chosen, Economie en Bedrijfseconomie, Bedrijfskunde, International Business Administration or Econometrie en Operationele Research.
  - a. The programme prepares for a subsequent Master's i.e., The programme Business Administration prepares students for a subsequent Master's degree in Business Administration.
  - b. The programme Econometrie en Operationele Research prepares students for a subsequent Master's degree in Econometrics and Operations Research.
  - c. The programme International Business Administration prepares students for a subsequent Master's degree in Business Administration.
  - d. The programme Economie en Bedrijfseconomie prepares students for a subsequent Master's degree in Accounting and Control, Business Administration, Econometrics and Operational Research, Economics, Entrepreneurship, Finance, Marketing, or Spatial, Transport and Environmental Economics, provided that the appropriate courses have been chosen in the third year.
3. The degree programme also promotes the academic education of the student, in particular with reference to:
  - a. independent, academic thought processes and performance;
  - b. communicating at an academic level;
  - c. applying specialist academic knowledge in a wider and/or philosophical and social context.
4. The degree programme focuses attention on the student's personal development and promotes his or her awareness of social responsibility.

#### *Article 2.2 Exit qualifications*

The exit qualifications of all the programmes are stipulated in the Study Guide.

#### *Article 2.3 Dutch language test*

Successful completion of the programme component Academic Skills (Economie en Bedrijfseconomie en Bedrijfskunde) or Introduction to Econometrics, Operations research and Mathematical Economics (Econometrie en OR) is only possible, if either a pass for the language test has been achieved or the student has taken the Dutch Refresher Course.

### 3. Further admission requirements

#### *Article 3.1 Additional previous education requirements*

1. Registration for a degree programme at the institution requires a pre-university (VWO) diploma with the profile Nature and technology / Nature and health / Economics and society / Culture and society. The profile must include the subject Mathematics A or Mathematics B for the degree programmes Economie en Bedrijfseconomie, Bedrijfskunde and International Business Administration and Mathematics B for the degree programme Econometrie en Operationele Research.
2. Any deficiencies in prior education in the subjects Mathematics A or Mathematics B may be rectified by completing the relevant examinations at VWO final level to the satisfaction of the Examination Board.
3. Anyone in possession of a pre-university (VWO) diploma with the subjects Mathematics A1, 2 or Mathematics B meets the requirements for the degree programmes Economie en Bedrijfseconomie, Bedrijfskunde and International Business Administration. Anyone in possession of a pre-university (VWO) diploma with the subject Mathematics B meets the requirements for the degree programme Econometrie en Operations Research.
4. Anyone who does not meet the degree requirements, but has successfully completed a propaedeutic certificate for a higher degree, will be admitted to the degree programme providing that the profile requirements and the additional requirements of Mathematics A or B at VWO level have also been met.
5. The deficiencies mentioned in the previous paragraph or the additional requirements referred to in Articles 7.25 and 7.26 of the Act must be resolved before the individual concerned may be registered as a student.

#### *Article 3.2 Entrance examination*

1. The entrance examination referred to in Article 2.3 (Section A) concerns the following subjects at final pre-university examination level:
  - Mathematics
  - English
  - History
2. The proof that the entrance examination has been passed provides entitlement to admission to the intended programme or programmes for the academic year after the examination was taken only.
3. Upon advice of the Examination Board, the SBE board can designate other degree programmes within the School, to which the evidence described in the first paragraph also grants admission.

#### *Article 3.3 Language requirements*

1. Dutch Language requirements for Dutch-language Bachelor's programmes  
A student whose previous education was not in a Dutch-speaking country must demonstrate that he/she has sufficient proficiency in Dutch in order to follow academic higher education successfully. This requirement can be met through the successful completion of one of the following examinations:
  - a. the state examination for Dutch as a Second Language, examination II (NT2 II);
  - b. CNaVT (Certificate in Dutch as a Foreign Language) PAT and PTHO examinations;
  - c. foreign examinations that included Dutch designated by the VU
2. English language requirement for English-language Bachelor's programmes
  - a. The proficiency requirement in English as the language of instruction can be met by the successful completion of one of the following examinations or an equivalent:
    - IELTS: 6,5
    - TOEFL paper based test: 580
    - TOEFL internet based test: 92
    - Cambridge Advanced English: A, B or C.
    - Dutch VWO diploma
  - b. Exemption is granted from the examination in English referred to students who
    - no longer than two years before the start of the programme, have met the requirements of the VU test in English language proficiency TOEFL ITP, with at least the scores specified in paragraph 2.a, or
    - had previous education in secondary or tertiary education in an English-speaking country as listed on the VU website, or

- have an English-language 'international baccalaureate' diploma, or
- have a diploma of an English-taught Bachelor or Master degree programme which has been accredited by the NVAO in the Netherlands.

#### **4. Curriculum structure**

##### *Article 4.1 Composition of programme*

The programme consists of the following components:

- a. academic development
- b. major/compulsory components
- c. electives

##### *Article 4.2 Academic development*

Academic development is part of the study programme. This includes:

- a. Ethics/Philosophical training/Philosophy of Science/History of Science
- b. Methods & techniques
- c. Academic skills / Critical reasoning

##### *Article 4.3 Components*

1. The major comprises a package of compulsory and possibly optional components. In addition, components are categorized as introductory (100), in-depth (200) and advanced (300) level.
2. All components are listed in the Study Guide.

##### *Article 4.4 Degree*

Students who have successfully completed the final examination and met all other requirements stipulated in the WHW will be given the degree of Bachelor of Science, abbreviated to BSc. The degree awarded is stated on the diploma.

##### *Article 4.5 Language*

1.
  - a. The full-time degree programmes Economie en Bedrijfseconomie, Bedrijfskunde en Econometrie en Operationele Research are taught in the Dutch language and examinations will be taken in Dutch. The literature used in the programmes, as well as the examination papers may be written in English.
  - b. The full-time degree programme International Business Administration is taught in the English language and examinations will be taken in English.
2. As an exception to that stipulated in paragraph 1 sub a, the SBE board may grant permission in specific cases and in accordance with the Foreign Language Code of Conduct for the programme to be taught in a different language:
  - a. in the case of a degree programme relating to the language in question;
  - b. in the case of lessons taught by an English language lecturer;
  - c. if the specific nature, organization or quality of the degree programme or the origin of the students necessitates this.
3. If a student requests permission to sit one or more parts of an examination in a language other than the one stipulated by the programme, such request will be subject to that stipulated in the Regulations and guidelines issued by the Examination Board.

#### **5. Electives**

##### *Article 5.1. Minors*

1. Students are required to complete a minor worth 30 credits in the first semester of the third year (period 1, 2 and 3).
2. The minor must consist of a maximum of 6 credits at level 100 and a minimum of 12 credits at level 300.
3. The School minors, university minors and the Education minor can be included in the programme without further permission from the Examination Board.

4. The university minor
  - a. Economics can be included without further permission from the Examination Board in the IBA and Bedrijfskunde programmes.
  - b. Business Administration can be included without further permission from the Examination Board in the bachelor programme Econometrie en Operations Research.
  - c. Global Food Security can be included without further permission from the Examination Board.
  - d. Managing Digital Innovation can be included without further permission from the Examination Board in the bachelor programme Economie en Bedrijfseconomie and Econometrie en Operations Research.
5. Students can submit a detailed request for approval to the Examination Board for the following:
  - a. A different minor than those mentioned under 3.
  - b. Taking individual minor courses.
  - c. Combining individual courses from various minor programmes.
  - d. Taking individual electives and/or an internship at Dutch universities or abroad.
6. Minimum requirements for approval are the following:
  - a. There is no overlap with the compulsory part of the student's own Bachelor's programme and/or specialization.
  - b. The minor or combined electives have to meet the level requirements as laid out under 2.

## 6. Honours Programme

### *Article 6.1 Honours Programme*

The components, part of the Honours Programme, are listed in the study guide.

## 7. Academic student counselling and advice regarding continuation of studies

### *Article 7.1 Academic student counselling*

The academic student counselling on this programme consists of:

-Tutors and academic advisors.

### *Article 7.2 Binding (negative) advice regarding continuation of studies (BSA)*

1. In order to obtain positive advice regarding continuation of studies, the student must have obtained at least 42 EC of first year courses by the end of the first year of enrolment.
2. The quality requirements to meet the standard for positive advice regarding continuation of studies are: the component 'Business Mathematics' for Bedrijfskunde and International Business Administration and the programme component 'Quantitative Research Methods' for Economie en Bedrijfseconomie. Econometrics and Operations Research knows no qualitative requirement.
3. Students who receive a binding negative advice regarding the continuation of studies may because of that not enroll for this particular Bachelor's programme during the subsequent three academic years.

## 8. Transitional and final provisions

### *Article 8.1 Amendments and periodic review*

1. Any amendment to the Academic and Examination Regulations will be adopted by the SBE board after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Academic and Examination Regulations requires the approval of the authorized representative advisory body if it concerns components not related to the subject of Section 7.13, paragraph 2 sub a to g and v, and paragraph 4 of the WHW and as long as it does not involve the guidelines of the Executive Board.
3. An amendment to the Academic and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.



*Article 8.2 Transitional provisions*

Notwithstanding the current Academic and Examination Regulations, transitional provisions may apply for students who started the programme under a previous set of Academic and Examination Regulations, if so these are stipulated on Vunet or in de Study Guide.

*Article 8.3 Publication*

1. The SBE board will ensure the appropriate publication of these Regulations, and any amendments to them.
2. The Academic and Examination Regulations will be posted on the School website and deemed to be included in the course catalogue.

*Article 8.4 Effective date*

The Academic and Examination Regulations enter into force with effect from 1 September 2017.

Thus drawn up by the SBE board 13 June 2017.

Advice from bachelor programme committees Econometrie en Operations Research, Economie Bedrijfseconomie, International Business Administration and Bedrijfskunde, april 2017

Approved by the Joint Meeting on 6 July 2017.

## **APPENDIX**

to Academic and Examination Regulations (OER) 2017-2018

Overview of the programmes

## JAAR 1

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1 (sep-okt)						T	Periode 2 (nov-dec)						T	Periode 3 (jan)			T	Periode 4 (feb-mrt)						T	Periode 5 (apr-mei)						T	Periode 6 (jun)			T					
Business Mathematics (6 EC)						Economics (6 EC)						Academic Skills (6 EC)			Business Statistics (6 EC)						Human Resource Management and Organisational Behavior(6 EC)						Integration Project (6 EC)													
Business processes (6 EC)						Organization Theory (6 EC)																																		
Research Participation I (0 EC)															Marketing (6 EC)						Supply Chain Management (6 EC)																			
															Trial course (6 EC; period 4 or period 5; Honours Programme)																									

## JAAR 2

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1 (sep-okt)						T	Periode 2 (nov-dec)						T	Periode 3 (jan)			T	Periode 4 (feb-mrt)						T	Periode 5 (apr-mei)						T	Periode 6 (jun)			T					
Accounting (6 EC)						Finance (6 EC)						Business Law (6 EC)			Business Research Methods I (6 EC)						Business Research Methods II (6 EC)						Research Project (6 EC)													
Business Informtion Technology (6 EC)						Strategy (6 EC)									Keuzevak (6 EC)						Keuzevak (6 EC)																			
Research Participation II (0 EC)																																								
															Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)																									

Keuzevak periode 4: Kies 1 uit 3 (Accounting II, Supply Chain Management II, Technology and Innovation Management)

Keuzevak periode 5: Kies 1 uit 3 (Corporate Entrepreneurship, Finance II, Marketing II)

## JAAR 3

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1 (sep-okt)						T	Periode 2 (nov-dec)						T	Periode 3 (jan)			T	Periode 4 (feb-mrt)						T	Periode 5 (apr-mei)						T	Periode 6 (jun)			T					
Minor (5x6 EC)															Ethics (6 EC)						These (12 EC)																			
															Specialisatie (2x6 EC)																									
															Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)																									

Minor: Kies een faculteitsminor of een universiteitsminor; iedere minor bestaat uit 5 vakken van 6 EC

Specialisatie: Kies 1 uit 11 specialisatie:

Accounting : Accounting Information Systems (periode 4); Auditing (periode 5)

Economics : Industrial Organization (periode 4); Keuze uit Human Capital Across the Life Cycle en Inclusive Growth and Sustainability (periode 5)

Entrepreneurship : Foundations of Strategic Management (periode 4); Small Business Development (periode 5)

Finance : Financial Modelling and Derivatives (periode 4); Investments (periode 5)

Financial Management : Financial Modeling and Derivatives (periode 4); International Financial Management (periode 5)

Human Resource Management : Contemporary Perspectives on Organizational Behavior: Leading Change (periode 4); Contemporary Perspectives on HRM Theory (periode 5)

Information and Knowledge Management : Business Intelligence and Analytics (periode 4); Knowledge Management (periode 5)

Management Consulting : Foundations of Strategic Management (periode 4); Debates in Consulting Research (periode 5)

Marketing : Consumer Behavior (periode 4); Digital Marketing and Metrics (periode 5)

Strategy and Organization : Foundations of Strategic Management (periode 4); Strategic Management from a Practice Perspective (periode 5)

Transport and Supply Chain Management : Procurement and Supply Management (periode 4); Managing and Improving Quality (periode 5)

JAAR 1

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1							T	Periode 2							T	Periode 3					T	Periode 4						T	Periode 5						T	Periode 6		T		
Economic Challenges (6 EC)							Marketing I (6 EC)							Academic Skills (6 EC)					Accounting I (6 EC)						Economics and Management of Organizations (6 EC)						Programming for Economists (6 EC)									
Quantitative Research Methods I (6 EC)							Microeconomics I (6 EC)												Macroeconomics I (6 EC)						Finance I (6 EC)															
Trial course (6 EC; period 4 or period 5; Honours Programme)																																								

JAAR 2: Kies Algemene Economie of Bedrijfseconomie

Algemene Economie

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1							T	Periode 2							T	Periode 3					T	Periode 4						T	Periode 5						T	Periode 6		T		
Macroeconomics II (6 EC)							International Trade and Development Economics (6 EC)							Ethics (6 EC)					Microeconomics II (6 EC)						Environmental and Transport Economics (6 EC)						Research Paper (6 EC)									
Quantitative Research Methods II (6 EC)							Regional and Urban Economics (6 EC)												Public Economics (6 EC)						Monetary Economics (6 EC)															

Bedrijfseconomie

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1							T	Periode 2							T	Periode 3					T	Periode 4						T	Periode 5						T	Periode 6		T		
Accounting II (6 EC)							Finance II (6 EC)							Ethics (6 EC)					Law (6 EC)												Research Paper (6 EC)									
Quantitative Research Methods II (6 EC)							Marketing II (6 EC)												Track (3x6 EC)																					

Track: Keuze uit: Accounting track, Finance track en Marketing track

\* Accounting track: periode 4: Financial Accounting (6 EC); periode 5: Management Accounting (6 EC) en één vak uit een van de andere tracks (Corporate Finance (6 EC) of Value Based Marketing (6 EC))

\* Finance track: periode 4: Financial Accounting (6 EC); periode 5: Corporate Finance (6 EC) en één vak uit een van de andere tracks (Management Accounting (6 EC) of Value Based Marketing (6 EC))

\* Marketing track: periode 4: Marketing Engineering (6 EC); periode 5: Value based Marketing (6 EC) en één vak uit een van de andere tracks (Corporate Finance (6 EC) of Management Accounting (6 EC))

Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)

JAAR 3: Ga verder met de track die je in B2 hebt gekozen

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1							T	Periode 2							T	Periode 3					T	Periode 4						T	Periode 5						T	Periode 6		T		
Minor (5x6 EC)																			Quantitative Research methods III (6 EC)						Bachelorscriptie (12 EC)															
																			Track (2x6 EC; 1 vak in periode 4; 1 vak in periode 5)																					

Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)

Minor: Kies een faculteitsminor, universiteitsminor, of educatieve minor; iedere minor bestaat uit 5 vakken van 6 EC

Quantitative Research methods III: Different versions for Accounting/Marketing and Economics/Finance

YEAR 1

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Period 1 (sept-okt)						T	Period 2 (nov-dec)						T	Period 3 (jan)			T	Period 4 (feb-mar)						T	Period 5 (apr-may)						T	Period 6 (jun)			T					
Analysis I (6 EC)						Introduction to Econometrics, Operations Research and Mathematical Economics (6 EC)						Macroeconomics I (6 EC)						Finance I (6 EC)						Academic Skills: Probability and Inference (6 EC)																
Introduction to Programming (Java) (6 EC)												Analysis II (6 EC)																												
Lineaire Algebra I (6 EC)												Statistics (6 EC)																												
Probability Theory (6 EC)												Colloquium II (0 EC)																												
Colloquium I (0 EC)												Trial course (6 EC; period 4 or period 5; Honours Programme)																												

YEAR 2

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Period 1 (sept-okt)						T	Period 2 (nov-dec)						T	Period 3 (jan)			T	Period 4 (feb-mar)						T	Period 5 (apr-may)						T	Period 6 (jun)			T					
Econometrics I (6 EC)						Integrative Practical (6 EC)						Econometrics II (6 EC) *						Advanced Practical (6 EC)																						
Mathematical Economics I (6 EC)												Mathematical Economics II (6 EC) *																												
Operations Research I (6 EC)												Operations Research II (6 EC) *																												
Numerical Methods (6 EC)												Ethics (6 EC)																												
Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)																																								

\* In stead of 1 of 3 courses in period 4 (Econometrics II, Mathematical Economics II, Operations Research II) you may choose a different course (after permission of the programme director).

YEAR 3

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Period 1 (sept-okt)						T	Period 2 (nov-dec)						T	Period 3 (jan)			T	Period 4 (feb-mar)						T	Period 5 (apr-may)						T	Period 6 (jun)			T					
Minor (5x6 EC)																		Ect/OR/ME III (6 EC)						Bachelor Thesis (12 EC)																
																		Electives (2x6 EC)																						
Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)																																								

Minor: Choose a faculty minor or a university minor; every minor contains 5 courses of 6 EC each. In stead of a minor you may also You create your own curriculum (all level 300 plus approval from the examination board is necessary)

Ect/OR/ME III: Choose 1 of 3 (Econometrics III, Operations Research III, Mathematical Economics III)

Electives: Choose 2 electives from a designated list of elective courses

**ECONOMETRICS AND DATA SCIENCE**

**YEAR 1**

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Period 1 (sept-okt)							T	Period 2 (nov-dec)							T	Period 3 (jan)			T	Period 4 (feb-mar)						T	Period 5 (apr-may)						T	Period 6 (jun)			T			
Calculus 1 (6 EC)							Calculus 2 (6 EC)							Data Analysis 1 (6 EC)						Macroeconomics I (6 EC)						Corporate Finance in Emerging Economies (6 EC)						Data Analysis 2 (6 EC)								
Introduction to Data Science (6 EC)													Linear Algebra (6 EC)																											
Introduction to Programming (Java) (6 EC)													Statistics (6 EC)																											
Colloquium I (0 EC)							Colloquium II (0 EC)																																	
																		Trial course (6 EC; period 4 or period 5; Honours Programme)																						

**YEAR 2**

...

**YEAR 3**

...

YEAR 1

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Period 1 (sept-okt)						T	Period 2 (nov-dec)						T	Period 3 (jan)			T	Period 4 (feb-mar)						T	Period 5 (apr-may)						T	Period 6 (jun)			T					
Business Mathematics I (6 EC)						Economics for the Global Era (6 EC)						Academic Skills (6 EC)			Business Statistics (6 EC)						Accounting (6 EC)						Business Processes (6 EC)													
People in Business and Society (6 EC)						Organization Theory (6 EC)									Global Supply Chain Management (6 EC)						Cross Cultural Marketing (6 EC)																			
Research Participation I (0 EC)															Trial course (6 EC; period 4 or period 5; Honours Programme)																									

YEAR 2

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Period 1 (sept-okt)						T	Period 2 (nov-dec)						T	Period 3 (jan)			T	Period 4 (feb-mar)						T	Period 5 (apr-may)						T	Period 6 (jun)			T					
Organizational Behavior - Human Resource Management (6 EC)						Finance (6 EC)						International Strategy (6 EC)			Business Research Methods I - Quantitative (6 EC)						Business Research Methods II - Quantitative (6 EC)						Integrative Research Project (6 EC)													
Business Information Systems (6 EC)						International Business Law (6 EC)									Elective Developed Economies (6 EC)						Elective Emerging Economies (6 EC)																			
Research Participation II (0 EC)																																								
Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)																																								

Elective Developed Economies: Choose 1 of 3 (Accounting in Multi-National Enterprises; Digital Innovation and Virtual Organizing in a Global Setting; Human Resource Management Practices: A Global Perspective)

Elective Emerging Economies: Choose 1 of 3 (Corporate Finance in Emerging Economies; Marketing in Emerging Economies; Supply Chain Management in Emerging Economies)

YEAR 3

36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Periode 1 (sep-okt)						T	Periode 2 (nov-dec)						T	Periode 3 (jan)			T	Periode 4 (feb-mrt)						T	Periode 5 (apr-mei)						T	Periode 6 (jun)			T					
Exchange (30 EC)																		Ethics (6 EC)						Thesis (12 EC)																
																														Specialization (2x6 EC)										
Courses Honours Programme (total 30 EC in year 2 and 3; includes the trial course taken in year 1)																																								

Specialization: Choose 1 from 11 specializations:

Accounting : Accounting Information Systems (periode 4); Auditing (periode 5)

Economics : Industrial Organization (periode 4); Choose 1 from Human Capital Across the Life Cycle and Inclusive Growth and Sustainability (periode 5)

Entrepreneurship : Foundations of Strategic Management (periode 4); Small Business Development (periode 5)

Finance : Financial Modelling and Derivatives (periode 4); Investments (periode 5)

Financial Management : Financial Modeling and Derivatives (periode 4); International Financial Management (periode 5)

Human Resource Management : Contemporary Perspectives on Organizational Behavior: Leading Change (periode 4); Contemporary Perspectives on HRM Theory (periode 5)

Information and Knowledge Management : Business Intelligence and Analytics (periode 4); Knowledge Management (periode 5)

Management Consulting : Foundations of Strategic Management (periode 4); Debates in Consulting Research (periode 5)

Marketing : Consumer Behavior (periode 4); Digital Marketing and Metrics (periode 5)

Strategy and Organization : Foundations of Strategic Management (periode 4); Strategic Management from a Practice Perspective (periode 5)

Transport and Supply Chain Management : Procurement and Supply Management (periode 4); Managing and Improving Quality (periode 5)