

The Vrije Universiteit Amsterdam  
School of Business and Economics

and

University of Amsterdam  
Economics and Business

Teaching and Examination Regulations (OER)  
2019-2020

Joint Master's degree programmes

Entrepreneurship  
Business in Society (research master)

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## Section A: Faculty Section

### 1. General provisions

#### Article 1.1 Applicability of the Regulations

1. These Regulations apply to the teaching and examinations for the Master's degree programmes Entrepreneurship and Business in Society (hereinafter referred to as: the degree programme) provided by the Vrije Universiteit Amsterdam (hereinafter referred to as VU) School of Business and Economics (hereinafter referred to as SBE) and the Faculty of Economics and Business (hereinafter referred to as UvA EB) of the University of Amsterdam (hereinafter referred to as UvA).
2. These Regulations consist of a faculty section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Master's degree programmes of SBE and UvA EB. Section B contains programme-specific provisions. Together, Sections A and B form the Teaching and Examination Regulations for the programme.
3. The Regulations can be declared to apply *mutatis mutandis* to the joint degree programmes and units of study, pursuant to Section 7.3c of the WHW, also provided by the faculties.
4. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.
5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant degree 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. final examination: the final examination of the master'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. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a degree programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
- e. component: a unit of study of the programme within the meaning of the WHW;
- f. period: a part of a semester;
- g. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
  - researching and writing a thesis
  - carrying out a research assignment
  - taking part in fieldwork or an excursion
  - taking part in another educational learning activity aimed at acquiring specific skills or
  - participating in and completing an internship
- h. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
- i. thesis: a component comprising literature research and/or a contribution to scientific research, always resulting in a written report;
- j. VUnet: the VU Student Information System;
- k. SIS: the UvA Student Information System;
- l. study guide: the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The

- course catalogue is available electronically at [www.vu.nl/en/study-guide](http://www.vu.nl/en/study-guide) (VU) or [www.studiegids.uva.nl](http://www.studiegids.uva.nl) (UvA);
- m. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC. (The workload for 1 year (1,680 hours) is 60 EC credits);
- n. working day: Monday to Friday, except for public holidays or days designated as holidays by VU and/or UvA;
- o. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
- p. examination: an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An examination may consist of one or more partial examinations, which can have different forms and be individual and/or team based. A resit always covers the same material as the original interim examination;
- q. Admissions Board: the committee that assesses, on behalf of the SBE Board (VU)/Dean (UvA EB), whether a candidate meets the requirements for admission to the Master's degree programme of his/her choice. If there is no Admissions Board appointed for the degree programme, the Examinations Board (within the meaning of Section 7.12 of the WHW) functions as Admissions Board;
- r. Universities: Vrije Universiteit Amsterdam and the University of Amsterdam;
- s. WHW: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW);
- t. Regulations and Guidelines: regulations and guidelines regarding examinations Joint Master's programme in Entrepreneurship and Business in Society, drafted by the Examination Board;

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

## 2. Previous education and admission

### Article 2.1 Previous education

1. In order to qualify for enrolment in a Master's degree programme, a Bachelor's degree obtained in academic higher education (WO) is required. The requirements that the Bachelor's degree must meet are specified in Section B.
2. The Admissions Board of the degree programme will assess suitability for admission to the programme on the basis of the requirements stipulated in Section B.
3. In order to qualify for enrolment in a Master's degree programme for teaching in pre-university education, the individual concerned must have been awarded the Master's degree in the relevant subject area, pursuant to Section 7.10a of the WHW.

### Article 2.2 Registration and enrolment

1. The deadline for registering for the Master's programme is stipulated in Article 3.3 (Section B).
2. After registering on time, the student must enrol before 1 September.

### Article 2.3 Admissions Board

1. The SBE Board (VU)/ Dean (UvA EB) will establish one or more Admissions Boards.
2. The SBE Board/Dean will appoint its members after consultation with the Programme Directors of the relevant degree programmes.

### Article 2.4 Admissions procedure

1. The Admissions Board is responsible for admission to the programme.
2. With a view to admission to the programme, the Admissions Board assesses the candidate's knowledge, understanding and skills. The Board may request experts within or outside the

University to test certain types of knowledge, understanding and skills, in order to supplement written evidence of the programme/programmes the student has already completed. In its assessment, the Board includes knowledge and skills of the language in which the programme will be taught.

3. Candidates receive either confirmation of admission or a negative decision. An appeal against a negative decision can be lodged with the VU Examinations Appeals Board within six weeks.

#### **Article 2.5 Refusal or termination of enrolment (unsuitability/judicium abeundi)**

1. Based on the provisions of Section 7.42a of the WHW, the SBE Board/Dean or the Examinations Board may, in exceptional cases, ask the Admissions 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 Examinations Board or the SBE Board/Dean will institute an inquiry, of which the student will be informed immediately. The Examinations Board or the SBE Board/Dean will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

### **3. Degree programme structure**

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

1. A year in the degree programme is divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks.

#### **Article 3.2 Organisation of the programme**

1. The programme comprises the components of study included in Section B.
2. The size of the degree programme in EC is stipulated in Section B.
3. The study load of programme components is 6 EC or a multiple thereof.
4. By way of exception to paragraph, the Study Guide may stipulate that a component comprises a multiple of 3 EC.
5. The programme is made up of a compulsory part and an individual Master's thesis and/or academic internship and, if applicable, a subject-specific optional component as specified in more detail in the programme-specific section B.

### **4. Examinations**

#### **Article 4.1 Signing up for examinations and course components**

1. Students must sign up for participation for all programme components. This is only possible in the periods designated for that purpose, which are published at [student.uva.nl/ecb/vakaanmelden](http://student.uva.nl/ecb/vakaanmelden) (for UvA EB courses) and VUnet (for VU courses).
2. Some courses are classified as SBE VU courses, and others as UvA EB courses.
- 2.a. SBE VU exams: Every student must sign up for every examination opportunity. The procedure for signing up is described on VUnet. Participation in the examination will be refused if the student does not sign up or fails to do so in time.
- 2.b. By way of exception to the provisions of paragraph 2.a, 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.
- 2.c. UvA EB exams: Students are registered for exams by registering for the component. This also applies to possible constituent examinations and resit examinations.
- 2.d. UvA EB: Students can sign up for a maximum of 42 ECTS per semester of UvA courses. Participation in units of study may be conditional on:
  - the successful completion of certain other units. These conditions are listed in the overview of units of study in Article 4.2. Participation in units of study is only possible if the student meets the entry requirement(s) no later than the third week of the course in question.

- Attending lectures and classes. These conditions are mentioned in the Course Catalogue. The periods and procedure to be followed are determined by the Dean before 1 June and published at [student.uva.nl/ecb/vakaanmelden](http://student.uva.nl/ecb/vakaanmelden).
- 4. Students with a course registration, who do not participate in the course, will receive the result NA (not attended) for this course.  
Students who do not wish to participate in a unit of study for which they are signed up should sign out via SIS or VUnet in the periods designated for that purpose.
- 5. Rules concerning admission to units of study with limited capacity can be included in Section B.
- 6. Students who are enrolled in a Master's degree programme may not take part in final or interim examinations of Bachelor's degree programmes at the UvA.

#### **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 Examinations Board may permit a different form of examination than that stipulated in the study guide. If applicable, more detailed regulations on this are included in the Regulations and Guidelines of the Examinations Board.
4. At least 60% of the final grade of a unit of study should be based on individual examinations. For assessed components of a unit of study, including interim examinations, assignments and final examinations, a minimum score may be set for completing the course successfully. The mark of the final examination for every course must always be at least 5.0, but a higher minimum score can be specified (maximum 5.5) before the scores have been rounded off (see the study guide for the minimum scores of each course).
5. For any course with written interim examinations, students are entitled to receive representative examination examples including answers. The examples must be representative in terms of length, type of questions and content. The model of answers are as follows:
  - Multiple choice questions: a list of correct answers;
  - Reproductive questions: elements that students should name in their answer;
  - Open or essay questions: at least the criteria that also comply with the assignments.
6. The procedures and guidelines for marking and awarding results in interim and other examinations are described in the Rules and Guidelines for the Examinations Board as laid down in Section 7.12, paragraph 4 of the WHW.

#### **Article 4.3 Oral examinations**

1. Unless otherwise specified for the relevant component in Section B, no more than one student will be examined orally at the same time.
2. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner.
3. The examiners make a report of the oral examination in which the questions are briefly summarised. An audio recording may take the place of a written report. The student can, on request, inspect the written report and/or the audio recording.
4. The procedures and guidelines for marking and awarding results in interim and other examinations are described in the Rules and Guidelines for the Examinations Board as laid down in Section 7.12, paragraph 4 of the WHW.

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

1. The examiner determines the result (= mark) of the thesis as soon as possible, but at the latest within twenty working days (VU) / fifteen working days (UvA). The results of centrally scheduled examinations must be determined at the latest within ten working days. The examiner and programme secretariat will ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. If, as a result of exceptional circumstances, the examiner is likely to exceed the deadline, he or she must inform the Examinations Board, stating reasons. If the Examinations Board approves

the delay of maximum five working days 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 sentence of the first paragraph applies.
4. In the case of alternative forms of oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.
5. Together with the result of an examination, the student's attention will also be drawn to their right 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 (Cobex) VU.
6. A student may lodge an appeal against the way in which the result was reached with the Examinations Appeals Board within six weeks of the announcement of the result. In possible cases of re-evaluation through the examiner, the deadline for submitting an appeal will not be extended.
7. In the event that the Examinations Board ascertains that a student has committed fraud, it is entitled to take measures against the student.
8. The procedures and guidelines for marking and awarding results in interim and other examinations are described in the Rules and Guidelines for the Examinations Board as laid down in Section 7.12, paragraph 4 of the WHW.

#### **Article 4.5 Opportunities to sit examinations**

1. An opportunity will be offered to sit examinations in the degree programme twice in each academic year.
2. Paragraph 1 does not apply in the case of a pass mark for an internship or a thesis. The options for retaking internships and theses are detailed in the internship manual or thesis regulation, whereby students do not have opportunity to resit if they have earned a pass mark for their internship or thesis.
3. The most recent mark will apply in the event of a resit or if the student is taking the same course twice.
4. The resit for an examination must not take place within ten working days of the announcement of the result of the examination being resat, barring the courses of period 6.
5. If a student takes the same course twice within an academic year, all interim results from the first participation are declared void.
6. Contrary to the provisions in paragraph 1, a separate resit is not provided for interim examinations.
7. During a resit, the full course material will be tested. An exception can be made for results of practical interim examination assignments such as papers. The results of these examinations may be valid for the resit, on the condition that the resit gives the student a reasonable opportunity to pass the course. In any case, the digital Course Catalogue should clearly state the grading policy.

#### **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. The grades exactly in between two official final grades will be rounded up (for example 7.25 will be rounded up to 7.5). An exemption on this rule are the grades between 5 to 6. Final marks between 5 and 6 will be rounded off like this: Grades from (and including) 4.75 to (excluding) 5.5 will be rounded to 5. Grades from (and including) 5.5 to (and excluding) 6.25 will be rounded to 6.
3. Symbols may be used rather than numbers (v, g, AVV, NAV etc).
4. If the mark for the final assessment is lower than 5, the final grade will be the weighted average with a maximum of 5. For a number of courses, the minimum grade for the final assessment is higher than 5. This is indicated in the description of assessment in the course description for the course in question.



5. UvA EB: Students who do not participate in an exam for which they are registered, will receive NA ('Not Attended') at UvA or NS (No Show) at VU.

#### **Article 4.7 Exemptions**

1. At the written request of the student, the Examinations Board may exempt the student from taking one or more examination components, if the student has passed a course component of a university Master's degree programme that is equivalent in both content and level. Additional rules concerning exemptions can be found in the Rules and Guidelines for the Examinations Board in Appendix I of this document. The rules in the Rules and Guidelines fall under the exclusive authority of the Examinations Board.
2. This exemption does not apply to the Master's thesis. This exemption likewise does not apply to compulsory courses of the curriculum, when the replacing course is passed during the regular registration for the Master's programme
3. The Examinations Board will make a decision within twenty working days of receiving the request.
4. The maximum number of exemptions that can be granted in order to meet the requirements of the Master examination of a degree programme is notified in section 4.7 of the B part of the OER.

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

1. Passed Master's courses have a guaranteed validity period of 3 years, The Examinations Board will extend the validity period of passed courses as long as the courses are still part of the curriculum and their substance has not changed.
2. The validity period of all types of interim examination is limited to the academic year in which it was sat, or if the course is offered twice a year, until the end of the course concerned, as stipulated for the relevant units of study in Section B.

#### **Article 4.9 Right of inspection**

1. Within twenty working days (VU) / ten working days (UvA) 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, as well as the standards applied for marking.
2. The Examinations Board can determine that the inspection or post-examination discussion referred to in paragraph 1 take place exclusively at a specified place and at a specified time. In that case, the place and time will be announced at the time of the examination. There must be at least ten working days between this announcement and the time of the inspection.
3. If the student was unable to attend at the place and time referred to in paragraph 2 due to circumstances beyond his or her control (including course attendance), 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.
5. During the inspection as mentioned in paragraph 1, students may also inspect their interim examinations. Furthermore, an opportunity will be offered to receive interim (collective) feedback on interim examinations before the final examination for the course in question is held.

#### **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 due to circumstances beyond his or her control (including course attendance).
2. Students who meet the requirements stipulated in the first paragraph can submit a request for an individual post-examination discussion to the relevant examiner. The discussion will take place at a time and location to be determined by the examiner.

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

1. The Examinations Board determines the final examination result and the date on which the student obtains his/her degree after it has been established that the student has passed all components belonging to the programme.
2. As an exception to paragraph 1, prior to assessing the result of the examination, the Examinations 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 questions warrant it.
2. 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.
3. The Examinations Board can award a citation. If the student has demonstrated exceptional ability, the Examinations Board will award the citation 'cum laude'; criteria for citations are listed in the 'Regulations and guidelines regarding examinations for joint programmes'.

#### **Article 4.12 Diplomas and transcripts**

1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The Programme Director sets the model for the diploma. The Examinations Board adds a diploma supplement to the diploma providing information on the nature and content of the degree programme completed. The diploma supplement is drawn up in English and complies with the European format.
2. Individuals who have successfully completed one or more components of the programme and cannot be awarded a diploma as stipulated in paragraph 1 will, on request, receive a statement to be issued by the Examinations Board stating at least the components that have been successfully completed, the number of EC obtained and the way in which the examinations were taken.

#### **Article 4.13 Fraud and plagiarism**

1. The provisions of the Regulations and Guidelines 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. Study supervision and study progress**

#### **Article 5.1 Administration of study progress and academic student counselling**

1. The SBE Board and UvA EB Dean are responsible for the correct registration of the students' study results in VUnet and SIS. After the assessment of an examination component has been registered, every student has the right to inspect the result for that component via VUnet and SIS and also has a list of the results achieved at his/her disposal in VUnet and SIS.
2. Enrolled students are eligible for academic student counselling. The types of academic student counselling available are listed on VU and UvA website.

#### **Article 5.2 Adaptations for students with a disability**

1. A student with a disability can submit a written request (UvA) and a digital request (VU) 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 recommendation from a student counsellor. The recommendation must be based on a recent statement from a physician or psychologist.
3. The SBE Board or UvA EB Dean or, on his/her behalf, the UvA EB College/Graduate School director decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
4. In the event of a positive decision in response to a request as referred to in paragraph 1, the

student will make an appointment with the study adviser to discuss the details of the provisions.

5. A request for adaptations will be refused if it would place a disproportionate burden on the organisation or the resources of the Faculty or University were it to be upheld.
6. If the disability justifies an extension to the time in which the examination may be sat, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures being taken, the study adviser can initiate the necessary measures.
7. The statement referred to in paragraph 6 is valid for a maximum period of the length of the programme plus one year. The period of validity can be extended on the recommendation of a student counsellor.

## **6. Hardship**

### **Article 6.1 Hardship clause**

In instances not regulated by the Teaching and Examination Regulations or in the event of significant unfairness or unreasonableness, the Dean responsible for the degree programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

## **7. Transition and final provisions**

### **Article 7.1 Amendments and periodic review**

1. Any amendment to the Teaching and Examination Regulations will be adopted by the SBE Board/Dean after taking advice from the relevant programme committee. A copy of the advice will be sent to the authorised representative advisory bodies
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory bodies if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v, as well as paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

### **Article 7.2 Transitional provisions**

1. The Examinations Board shall propose a transitional arrangement, with due regard for the provisions in the WHW regarding examinations and examination components, for students who, on the date when these regulations come into force, have passed one or more but not all of the examination components and whose interests are damaged by these regulations where they deviate from those in older versions.
2. Programme-specific transitional provisions are listed in Section B.

### **Article 7.3 Publication**

1. The SBE Board/Dean shall ensure appropriate publication of these Regulations, as well as of any adjustments to them.
2. The regulations are set out in the digital VU Study Guide ([www.vu.nl/en/studyguide](http://www.vu.nl/en/studyguide)) and the digital UvA Study Guide ([www.studiegids.uva.nl](http://www.studiegids.uva.nl)).

### **Article 7.4 Effective date**

These Regulations enter into force with effect from 1 September 2019

Thus drawn up by the

Vrije Universiteit Amsterdam, SBE Board on 2 July 2019

And approved by the Joint Meeting SBE on 11 July 2019

and University of Amsterdam, UVA EB Dean on 2 September 2019

Advice and approval from the Programme Committee Entrepreneurship on 11 July 2019  
Advice and approval from the Programme Committee Business in Society on 11 July 2019  
Advice of the Works Council UvA (OR-UvA EB) on 11 July 2019  
Advice of the Student Council UvA (FSR-UvA EB) on 20 August 2019  
Advice from the Board of Examiners on 10 July 2019 and 22 May 2019

## **Section B: Programme section**

### **B1 Master's Programme in Entrepreneurship**

#### **1. General provisions**

##### **Article 1.1 Definitions**

Not applicable.

##### **Article 1.2 Degree Programme information**

1. a. The MSc Entrepreneurship (CROHO number 65006) is offered on a full-time basis and the language of instruction is English.  
b. This programme is offered as a joint degree of the University of Amsterdam and the Vrije Universiteit Amsterdam.
2. The programme has a workload of 60 EC.

##### **Article 1.3 Enrolment**

The intake date for the study programme is 1 September.

#### **2. Programme content**

##### **Article 2.1 Aim of the programme**

The Master Entrepreneurship provides the student with cutting-edge knowledge on entrepreneurship, relevant skills, and an entrepreneurial attitude. In addition, the student is able to bridge theory and practice by applying and creating relevant academic knowledge on entrepreneurship in real life settings to solve challenging problems. Accordingly, the student is equipped to assess and successfully develop new business ideas, in uncertain environments, with limited resources but with decent foundations, in the context of both new ventures as well as established firms.

##### **Article 2.2 Exit qualifications**

1. Knowledge and understanding: the student has demonstrated thorough knowledge and understanding about entrepreneurship and is able to use that knowledge and understanding to develop, assess and validate both innovative and scalable business ideas as well as academic research.
2. Applying knowledge and understanding: the student is able to apply his/her knowledge and understanding on entrepreneurship to solve problems in entrepreneurial contexts that are characterized by a high degree of uncertainty and with limited resources.
3. Making judgments: the student is able to integrate knowledge on entrepreneurship, handle complexity, and formulate judgments with incomplete information, in both an entrepreneurial as well as a research context.
4. Communication: the student is able to clearly communicate his/her findings related to entrepreneurship, including the underpinning knowledge and rationale, to specialist and non-specialist audiences.
5. Learning skills: the student is able to study entrepreneurship and apply his/her knowledge and skills in a largely self-directed way.
6. Entrepreneurial attitude: the student has developed an attitude that is relevant for the creation, discovery, and exploitation of value-adding opportunities.

#### **3. Admission**

##### **Article 3.1 Admission criteria**

The Master's in Entrepreneurship falls within the domain of business and economics. Applicants should therefore be familiar with those related concepts. Furthermore, since this is a Master of Science

programme, proven experience in academic writing and demonstrable knowledge of research methods are strict requirements. An admissions committee will assess the applicants' eligibility for admissions based on the entry requirements.

1. Applicants from Economics and Business (Administration) from the VU or UvA.

The following applicants are unconditionally eligible for admission:

- VU students holding one of these Bachelor's degrees: BSc in Bedrijfskunde, BSc in Economics and Business Economics, BSc in International Business Administration.
- UvA Students holding one of these Bachelor's degrees: BSc Actuarial Science, BSc in Economics and Business/Economie en Bedrijfskunde, BSc Econometrics and Operations Research, BSc Fiscale Economie.

2. Applicants from a Dutch university of applied sciences (hbo):

Students holding a Bachelor's degree from a Dutch university of applied sciences cannot be unconditionally admitted to the Master's programme in Entrepreneurship. For hbo Bachelor's a pre-Master's programme is available at the VU.

3. Applicants from another Dutch research faculty/university

a. Academic Bachelor's degree: An admissions committee will assess the applicant's eligibility for admission based on the entry requirements stated below.

- Applicants from various academic research university backgrounds (e.g. completed academic BSc, BA or LLB degrees) may be eligible for admission to the programme, as long as they can indicate a history of having completed enough relevant courses.
- An academic working standard, including experience in academic writing. Course requirements: at least 5 EC in academic writing courses (e.g. a Bachelor's thesis) at the third-year Bachelor level.
- Sound knowledge of research methodology, including sufficient analytical and statistical skills. Course requirement: at least 12 EC in research skills (qualitative and quantitative) at 3rd year Bachelor's level.
- Experience with entrepreneurship; demonstrated with completed courses in Entrepreneurship (at least 6 ECs on 3rd year bachelor level) and/or entrepreneurial experience as (co-)founder or (co-)owner (at least 6 months, in the past 3 year).

Applicants are expected to have the intrinsic motivation to test and build upon knowledge gained in the programme. Coursework is designed in keeping with this expectation and demands personal initiative and an active contribution on the part of the student. Students are expected to describe their motivations in a letter that must be included with the online application. In addition, a sample of the applicant's academic writing (English or Dutch, max 1500 words, including references) in the online application is asked.

4. International applicants

a. Academic Bachelor's degree

Applicants from various academic backgrounds may be eligible for admission to the programme, as long as they can indicate a history of having completed enough relevant courses.

- Completed academic BSc, BA or LLB degree (or higher) from a research university.
- An academic working standard, including experience in academic writing. Course requirements: at least 5 EC.
- Sound knowledge of research methodology, including sufficient analytical and statistical skills. Course requirement: at least 12 EC in research skills (qualitative and quantitative) at 3rd year Bachelor's level.
- Experience with entrepreneurship; demonstrated with completed courses in Entrepreneurship (at least ECs on 3rd year Bachelor's level) and/or entrepreneurial experience as (co-)founder or (co-)owner (at least 6 months, in the past 3 year).
- Applicants need to upload a writing sample in English, their official course list and course descriptions of all the required courses.

b. A GPA calculation should be included.

c. Motivation and initiative

Applicants are expected to have the intrinsic motivation to test and build upon knowledge gained in the programme. Coursework is designed in keeping with this expectation and demands personal

initiative and an active contribution on the part of the student. Students are expected to describe their motivations in a letter that must be included with the online application. In addition, a sample of the applicant's academic writing (English or Dutch, max 1500 words, including references) in the online application is asked.

### Article 3.2 Limited programme capacity

1. The SBE Board and the UvA EB Dean will, if necessary, announce the maximum programme capacity by 1 May prior to the start of the academic year.
2. If a limited programme capacity applies, the Admissions Board will offer admission to the candidates in the order of ranking.

### Article 3.3 Application deadline

An application for admission to the study programme must be submitted to the UvA EB Admissions Office in the form of a digital registration by the following dates before the start of the academic year:

- a. 1 April for students who do not have a Dutch diploma
- b. 1 June for students with a Dutch diploma.

### Article 3.4 English language requirement

1. Applicants to the Master's programme must demonstrate sufficient command of the English language by means of one of the following:
  - a. Possess a Bachelor's diploma from a Dutch research university (wo) or Dutch university of applied sciences (hbo)
  - b. Possess a Bachelor's diploma from a university located and accredited in Australia, Canada (with the exception of Quebec), Ireland, Malta, New Zealand, South Africa, United Kingdom or United States of America.
  - c. Submit an Official Score Report of one of the following English proficiency tests with a test date not more than 2 years before the start of the programme and with the respective minimum scores:
    - a. TOEFL-IBT
      - i. Overall Score: 92 Points
      - ii. Reading, Listening, Speaking, Writing: 22 points each
    - b. IELTS (Academic version)
      - i. Overall Score: 6.5 Points
      - ii. Reading, Listening, Speaking, Writing: 6.0 points each
    - c. Cambridge English:
 

170 points overall *and in each sub-category* on either a

      - Cambridge Certificate in Advanced English (CAE) or
      - Cambridge Certificate of Proficiency in English (CPE)

## 4. Curriculum

### Article 4.1 Components

1. The programme consists of
  - a. compulsory courses (36 EC)
  - b. specialization courses (6 EC)
  - c. internship or elective (6 EC)
  - d. thesis (12 EC)

### Article 4.2 Curriculum

	Semester 1			Semester 2		
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Period	1	2	3	4	5	6
Course	The Entrepreneurial Individual (6 EC, VU)	Specialisation Courses (6 EC, UVA/VU)	Thesis Proposal Entrepreneurship (6 EC, UVA/VU)	Entrepreneurial Finance (6 EC, UVA)	Master's Thesis Entrepreneurship (12 EC, UVA/VU)	
Course	The Entrepreneurial Venture (6 EC, VU)	The Startup Project (6 EC, UVA)		Venture Challenge (6 EC, UVA)	Entrepreneurial Internship / Elective (6 EC, UVA/VU)	

Course Code	Course Name	EC	Period	Entry requirements
<b>Compulsory Courses</b>				
Code volgt	The Entrepreneurial Individual	6	1	
Code volgt	The Entrepreneurial Venture	6	1	
UVA6314MA021Y	The Startup Project	6	2	
Code volgt	Thesis Proposal Entrepreneurship	6	3	
UVA6314MA018Y	Entrepreneurial Finance	6	4	
UVA6314MA044Y	Venture Challenge	6	4	
UVA6314MA011Y	Master's Thesis Entrepreneurship	12	5/6	The Master's Thesis Entrepreneurship can only be started after successful completion of the Thesis Proposal Entrepreneurship in Period 3
<b>Specialisation Courses (1 of 4)</b>				
VU6314MB025E	Social Entrepreneurship	6	2	
UVA6314MA043Y	Creative Entrepreneurship	6	2	
VU6314MB027E	Corporate Entrepreneurship	6	2	
UVA6314MA008Y	Entrepreneurship in Science & Technology	6	2	
<b>Electives</b>				
VU6314MA012E	Behavioural Strategy	6	5	
VU6314MB026Y	Entrepreneurial Internship	6	5	
VU6314MA014E	Cross Cultural Management	6	5	
VU6314MA016E	Enterprising Skills	6	5	
VU6314MA017E	Real Estate Management	6	5	
UVA6314M0346Y	Corporate Venturing	6	5	
UVA6314M0240Y	Managing Creativity	6	5	
UvA6314M0347Y	Entrepreneurship and Business in China	6	5	



### Article 4.3 Practical training

Not applicable

### Article 4.4 Electives

1. An elective outside the course list in Article 4.2 may be included if each of the following requirements are met:
  - a. the course must be provided at Master's level and should be relevant to the study programme;
  - b. the course is successfully completed elsewhere during the period that the student is enrolled in the Master's programme Entrepreneurship;
  - c. the Programme Director has provided the Examinations Board with a positive recommendation;
  - d. there is no substantial overlap between the course concerned and any other courses in the Master's study programme.

### Article 4.5 Component enrolment requirements

Enrolment in a programme component may be subject to entry requirements. Any such requirements are stated in the course list in Article 4.2 of this Part.

### Article 4.6 Exemptions

A maximum of 18 credits in the Master's curriculum may be accumulated through granted exemptions.

## 5 Teaching Evaluation

### Article 5.1 Evaluation of the teaching programme

The evaluation of the courses takes place as followed: The courses that are taught at the UvA are evaluated by the UvA and the courses of the VU are evaluated by the VU.

## 6. Transition and final provisions

### Article 6.1 Adjustments and periodic review

1. Any amendment to the Teaching and Examination Regulations will be adopted by the SBE Board / UvA EB Dean after taking advice from the Programme Committee of this Master's. A copy of the advice will be sent to the authorised representative advisory bodies.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory bodies if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v, as well as paragraph 4 of the Dutch Higher Education Research Act (*WHW*) and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

### Article 6.2 Transition arrangements

The following transition applies the changes that have taken place in the curriculum 2019-2020 as compared to the curriculum 2018-2019.

Curriculum 2018-2019		Curriculum 2019-2020	
Old courses	EC	Replacing new courses	EC
Entrepreneurship Theory & Practice	12.0	The Entrepreneurial Individual The start-up project	6.0 6.0
New Venture Creation and Development	6.0	The Entrepreneurial Venture	6.0

Social Dynamics in Entrepreneurship	3.0	Individual Assignment	3.0
Entrepreneurial Challenge	3.0	Venture Challenge	6.0
Entrepreneurship Research Skills	6.0	Thesis Proposal Entrepreneurship	6.0

### Article 6.3 Publication

1. The SBE Board VU and the Dean of the UvA shall ensure appropriate publication of these Teaching and Examination Regulations, as well as of any adjustments to them.
2. The regulations are set out in the digital VU Study Guide ([www.vu.nl/en/studyguide](http://www.vu.nl/en/studyguide)) and the digital UvA Course Catalogue ([www.studiegids.uva.nl](http://www.studiegids.uva.nl)).

### Article 6.4 Effective date

These Regulations enter into force with effect from 1 September 2019

Thus drawn up by the

Vrije Universiteit Amsterdam, SBE Board on 2 July 2019

And approved by the Joint Meeting SBE on 11 July 2019

and University of Amsterdam, UVA EB Dean on 2 September 2019

Advice and approval from the Programme Committee Entrepreneurship on 11 July 2019

Advice of the Works Council UvA (OR-UvA EB) on 11 July 2019

Advice of the Student Council UvA (FSR-UvA EB) on 20 August 2019

Advice from the Board of Examiners on 10 July 2019 and 22 May 2019

## B2 Research Master's Programme Business in Society

### 1. General provisions

#### Article 1.1 Definitions

Not applicable

#### Article 1.2 Programme characteristics

1. The MSc Business in Society (CROHO number 65008) is offered on a full-time basis and the language of instruction is English. This programme is offered as a joint degree of the University of Amsterdam and the Vrije Universiteit Amsterdam.
2. The programme has a workload of 120 EC, 60 ECTS in the first year, and 60 in the second.

#### Article 1.3 Enrolment

The intake date for the study programme is 1 September.

## 2. Programme content

### Article 2.1 Aim of the programme

1. The goal of the Research Master Business in Society is to develop excellent researchers who are able to conduct research at the intersection between business and society. The Research Master Business in Society meets the domain specific requirements established for Research Master programmes in the Netherlands worth of 120 ECTS of course work. Specifically, it aims to offer:
  - a) The focus on the relations between business and society as a connecting anchor to the whole programme. Throughout the 2-year programme students work on conceptualizing and empirically addressing problems related to business and its interaction with society, i.e., in the courses ‘Interdisciplinary project “Business in Society” I and II’ and the course ‘Business in Society’;
  - b) The programme’s three core pillars are inspired by the liberal arts and science educational philosophy: becoming a theorist (inspired by literary arts), becoming a methodologist (inspired by mathematical arts), and specializing in practice (in a sub-discipline in preparation for individual PhD trajectories). A core objective of the programme is to develop students in strong theorizing, writing as well as research methods skills to help them become excellent researchers;
  - c) High quality academic deliverables: (a) a PhD proposal that can be submitted to the two faculties, and to other organizations for funding (including NWO - Nederlandse Organisatie voor Wetenschappelijk Onderzoek ), (b) and a publishable academic paper that can become a chapter of the student’s prospective PhD dissertation;
  - d) Research experience (research internships) with the research groups of the Amsterdam Business Research Institute (VU) and/or the Research Institute of the Amsterdam Business School (UvA);
  - e) Skills, competencies, research experience and background to enter PhD at the two faculties of VU and UvA, other universities in the Netherlands and abroad, as well as other research positions outside of the academic realm, for example in companies or with the government or in private and public organisations.

## **Article 2.2 Exit qualifications**

1. Academic skills: Can, under academic supervision, conduct research in the field of business which meaningfully contributes to the scientific debate and that can be submitted to an international, peer-reviewed journal
2. Bridging theory and practice – Knowledge: Demonstrate a critical understanding of state-of-the-art theory and advanced techniques and research methods in the field of business
3. Bridging theory and practice – Application: Develop theoretically sound solutions to complex real-life business cases, based on academic theory and methods
4. Social professional skills: Can present and defend research outcomes (orally and in writing) to an audience of academic researchers
5. Broadening your horizon: Evaluate the effects of business on society and vice versa; Can apply the standards of research ethics and integrity to their own research
6. Self-awareness: Can independently keep track of the developments in the field and embark on independent academic research

## **3. Admission**

### **Article 3.1 Admission criteria**

1. Applications are assessed by the Admissions Board.  
Applicants to the master programme need to show that they have obtained the following knowledge and skills at the level of an academic, university, bachelor programme:
  - a) an academic intellectual working standard (including experience in academic writing)
  - b) an academic knowledge base in business administration, organization & management studies (knowledge of strategy, marketing, finance, accounting, organization studies, HRM, and technology and innovation, together at least 30 ECTS)
  - c) a basic knowledge of research methodology and sufficient analytical and statistical skills and knowledge.  
If there are deficiencies regarding the background knowledge in business administration, organization & management studies, applicants will be asked to remedy these deficiencies either by (a) adding courses (e.g. a Minor in Business Administration) to their Bachelor's or Master's programme that precedes their entrance into our Research Master or (b) by familiarizing themselves with a 'required reading' list, their knowledge of which will be tested before the start of the programme.
2. In addition to the requirements listed in paragraph 1, the Admissions Board will assess the application on the following criteria:
  - a) motivation, as evidenced by a motivation letter
  - b) being in good standing at previous institutions, as evidenced by a reference letter from an instructor at a previous institution.
  - c) grade point average
  - d) preferably GMAT/GRE score in the 85 percentile or above
  - e) an essay on a topic of the applicant's choice related to business in society.
  - f) demonstration of excellent knowledge of English; non-native speakers should show evidence of their language proficiency (see English language requirements in 3.5).

### **Article 3.2 Pre-Master's programme**

This article of the model OER is not applicable.

### **Article 3.3 Limited programme capacity**

1. The SBE Board will, if necessary, announce the maximum programme capacity by May 1, prior to the start of the academic year.
2. Candidates will be selected in the following way: The Admissions Board will offer admission to the candidates on a rolling basis.

### Article 3.4 Application deadline

1. VU is responsible for the applications. An application for admission to the study programme must be submitted to the VU EB Admission Office by the following dates before the start of the academic year:
  - a) April 1, for students from EU and non-EU countries;
  - b) June 1, for students with a Dutch diploma.

### Article 3.5 English language requirement

1. Those possessing a Bachelor's degree from a Dutch university satisfy the requirement of sufficient command of the English language.
2. Additionally, prior knowledge of English can also be evidenced by:
  - a) a diploma from a university study programme taught in English, or
  - b) TOEFL computer: minimum 250, no older than five years;
  - c) TOEFL internet version: minimum 100, no older than five years;
  - d) TOEFL paper based test: minimum 600, no older than five years;
  - e) IELTS-test: minimum score: minimum 7, no older than five years;
  - f) Cambridge International Examinations: minimum score: CAE or CPE;
  - g) VU English language proficiency test: TOEFL ITP;
  - h) a programme of at least three years in the English language in an English-speaking country included on the relevant list issued by the International Office
  - i) an English-language 'international baccalaureate' diploma

## 4. Curriculum

### Article 4.1 Components

1. The programme consists of
  - a) mandatory courses
  - b) (restricted) elective courses; both on specializations and methods
  - c) mandatory projects and internships
  - d) a mandatory thesis

### Article 4.2 Curriculum

1. The courses in the following schedule are also included in the digital UvA and VU Study Guide 2018-2019. All courses carry 6 credits unless stated otherwise.

Year 1

<i>First semester</i>			<i>Second semester</i>		
<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Period 6</i>
Business Theories in Perspectives (9 EC)	Introduction to Quantitative Research in Business and Management (6 EC)	Research Internship (6 EC)	Qualitative Data Analysis for Business and Management Research (6 EC)	Specialization Seminar (6 EC)	Theory Building in Business and Management (6 EC)
Philosophy of Science for Business Administration (3 EC)	Introduction to Quantitative Research in Business and Management (6 EC)		Multivariate Data Analysis for Business and Management Research (6 EC)	Specialization Seminar (6 EC)	

## Year 2

<i>First semester</i>			<i>Second semester</i>		
<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Period 6</i>
Interdisciplinary Project (6 EC)	Guided Research Proposal Writing (6 EC)	Business Research Ethics (3 EC)	Advanced Methods Course (6 EC)		
Advanced Methods Course (6 EC)	Advanced Methods Course (6 EC)	Generating Impact with Academic Work (3 EC)	Thesis (24 EC)		

<i>Course Code</i>	<i>Course Name</i>	<i>Period</i>	<i>Entry Requirements</i>
<b>Compulsory Courses Year 1</b>			
VU E_BIS_BTP	Business Theories in Perspectives (9 EC)	1	
VU E_BIS_PSBA	Philosophy of Science for Business Administration (3 EC)	1	
VU E_BIS_IQNRBM	Introduction to Quantitative Research in Business and Management (6 EC)	2	
VU E_BIS_IQLRBM	Introduction to Qualitative Research in Business and Management (6 EC)	2	
VU E_BIS_RI1	Research Internship (6EC)	3	
VU E_BIS_MDABMR	Multivariate Data Analysis for Business and Management Research (6 EC)	4	Participation in E_BIS_IQNRBM
VU E_BIS_QDABMR	Qualitative Data Analysis for Business and Management Research (6 EC)	4	Participation in E_BIS_IQLRBM
VU E_BIS_TBBA	Theory Building in Business Administration (6 EC)	6	
<b>Compulsory Courses year 2</b>			
VU E_BIS_INTP	Interdisciplinary Project (6 EC)	1	
VU E_BIS_GRPW	Guided Research Proposal Writing (6 EC)	2	
VU E_BIS_BRE	Business Research Ethics (3 EC)	3	
VU E_BIS_GIAW	Generating Impact with Academic Work (3 EC)	3	
VU E_BIS_THS	Master's Thesis Business in Society (24 EC)	4-6	≥66 ECTS of credits
<b>Specialisation Seminars (choice of 2 out of 5)</b>			
VU	Specialization Seminars in	5	

E_BIS_SSA	Accounting (6 EC)	
VU E_BIS_SSM	Specialization Seminars in Marketing (6 EC)	5
VU E_BIS_SSOBHR	Specialization Seminars in OB and HRM (6 EC)	5
VU E_BIS_SSRDI	Specialization Seminars in Research on Digital Innovation (6 EC)	5
VU E_BIS_SSSE	Specialization Seminars in Strategy and Entrepreneurship (6 EC)	5

#### **Article 4.3 Practical training**

1. Research Internships are a mandatory part of the study programme. See the course description for more details.

#### **Article 4.4 Advanced Methods Course**

1. The Advanced Methods (18 EC in total) are electives that need to meet special requirements. Students may choose Advanced Methods electives offered by other research masters at the VU and UvA, or other universities. Students who wish to take a methods course from another research master as an elective must meet the following requirements:
  - a) the course must be provided at Research Master's level and should be relevant to the study programme;
  - b) the course is successfully completed elsewhere during the period that the student is enrolled in the Master's programme Business in Society;
  - c) the Programme Director has provided the Examinations Board with a positive recommendation;
  - d) there is no substantial overlap between the course concerned and any other courses in the Master's study programme.
2. Students have to meet the following entry requirements for the Advanced Methods Courses: they need to have completed at least 2 of the 3 following method-related courses, namely *Research Methods in Business Administration*, *Qualitative Research Methods in Business Administration*, and *Quantitative Research Methods in Business Administration*.

#### **Article 4.5 Component enrolment requirements**

Enrolment in a programme component may be subject to entry requirements. Any such requirements are stated in the course list in Article 4.2 of this Part.

#### **Article 4.6 Participation requirements**

See the Course Catalogue/Manual for attendance rules per course.

#### **Article 4.7 Exemptions**

A maximum of 60 EC may be accumulated through granted exemptions.

#### **Article 4.8 Validity period of examinations**

See article 4.8 of Part A.

#### **Article 4.9 Degree**

Students who have successfully completed their Master's examination are awarded a Master of Science degree (MSc in Business in Society). The degree awarded is stated on the diploma. It will also be stated on the diploma that it concerns a joint degree.

## **5. Teaching Evaluation**

### **5.1 Teaching Evaluation**

Each course is evaluated at VU via an anonymous questionnaire, and qualitatively via the student members of the PC, then per period the results, including the comments/reactions of the teachers, are discussed with the directors and a plan for improvement for next year is made

## 6. Transition and final provisions

### Article 6.1 Adjustments and periodic review

1. Any amendment to the Teaching and Examination Regulations will be adopted by the SBE Board/Dean at both universities after taking advice from the relevant programme committee. A copy of the advice will be sent to the authorised representative advisory bodies.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory bodies if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v, as well as paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

### Article 6.2 Transitional arrangements

The following transitional arrangements related to the curriculum changes are in place for students who started the programme before 1 September 2019:

<i>Curriculum 2018-2019</i>	<i>Type of Change</i>	<i>Replacing course</i>	<i>Transitional arrangement</i>
<b>Compulsory Courses Year 1</b>			
Business in Society Period 2	Not offered anymore		Customized course replacement*
Interdisciplinary Project I Period 3	Not offered anymore		Customized course replacement*
Research Methods in Business Administration Period 4	Not offered anymore		Customized course replacement*
Research Internship I Period 4	Change of name, period	Research Internship Period 3	
Quantitative Research Methods in Business Administration Period 5	Change of name, period	Multivariate Data Analysis for Business and Management Research Period 4	
Qualitative Research Methods in Business Administration Period 5	Change of name, period	Qualitative Data Analysis for Business and Management Research Period 4	
Interdisciplinary Project II Period 6	Change of name, period, year	Interdisciplinary Project Period 1 (Year 2)	
<b>Compulsory Courses year 2</b>			
Theory Building in Business Administration	Change of period, year	Theory Building in Business Administration	Course will be offered once more in Period 1 of academic year



Period 1		Period 6 (Year 1)	2019-2020
Research Internship II Period 3	Replaced by different course	Generating Impact with Academic Work	
Business in Society Period 2	Not offered anymore		Customized course replacement*
<b>Specialisation Seminars (choice of 2)</b>			
Specialization Seminars in Accounting Period 2	Change of period	Specialization Seminars in Accounting Period 5	Customized course replacement* (optional)
Specialization Seminars in Marketing Period 2	Change of period	Specialization Seminars in Marketing Period 5	Customized course replacement* (optional)
Specialization Seminars in OB and HRM Period 2	Change of period	Specialization Seminars in OB and HRM Period 5	Customized course replacement* (optional)
Specialization Seminars in Technology and Innovation Period 2	Change of name, period	Specialization Seminars in Research on Digital Innovation Period 5	Customized course replacement* (optional)
Specialization Seminars in Strategy Period 2	Change of name, period	Specialization Seminars in Strategy and Entrepreneurship Period 5	Customized course replacement* (optional)
Specialization Seminars in Organizational Theory Period 2	Not offered anymore	Choose a different specialization seminar	Customized course replacement* (optional)

\* Customized course replacement: In cases students failed to complete one of the mandatory first year courses that will not be offered anymore and do not have a direct replacement, they will have the opportunity to select a replacement course in consultation with the programme directors and approval from the examination board. The option of a customized replacement course will also be offered as an alternative for the second specialization seminars for students who will be writing their master's thesis in Period 4-6 of the academic year 2019-2020.

### Article 6.3 Publication

1. The SBE Board/Dean of both universities shall ensure appropriate publication of these Regulations, as well as of any adjustments to them.
2. The regulations are set out in the digital VU Study Guide ([www.vu.nl/en/studyguide](http://www.vu.nl/en/studyguide)) and the digital UvA Study Guide ([www.studiegids.uva.nl](http://www.studiegids.uva.nl)).

### Article 6.4 Effective date

These Regulations enter into force with effect from 1 September 2019

Thus drawn up by the  
Vrije Universiteit Amsterdam, SBE Board on 2 July 2019  
And approved by the Joint Meeting SBE on 11 July 2019

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Advice and approval from the Programme Committee Business in Society on 11 July 2019

Advice of the Works Council UvA (OR-UvA EB) on 11 July 2019

Advice of the Student Council UvA (FSR-UvA EB) on 20 August 2019

Advice from the Board of Examiners on 10 July 2019 and 22 May 2019

# ANNUAL SCHEDULE RESEARCH MASTER Business in Society (Joint degree) 2019 - 2020

Year 1

WEEK	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 (Sep-Okt)								Period 2 (Nov-Dec)								Period 3 (Jan)				Period 4 (Feb-Mar)				Period 5 (Apr-May)						Periode 6 (Jun)										
	Business Theories in Perspectives (9 EC)								Introduction to Qualitative Research in Business and Management (6 EC)								Research Internship (6 EC)				Qualitative Data Analysis for Business and Management Research (6 EC)				Specializations Seminars (2x6 EC)						Theory Building in Business and Management (6 EC)										
	Philosophy of Science for Business Administration (3 EC)								Introduction to Quantitative Research in Business and Management (6 EC)												Multivariate Data Analysis for Business and Management Research (6 EC)																				

Choose 2 of 5:

- \* Specialization Seminars in Accounting
- \* Specialization Seminars in Marketing
- \* Specialization Seminars in Organization Behavior / Human Resources
- \* Specialization Seminars in Research on Digital Innovation
- \* Specialization Seminars in Strategy and Entrepreneurship

Year 2

WEEK	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 (Sep-Okt)								Period 2 (Nov-Dec)								Period 3 (Jan)				Period 4 (Feb-Mar)				Period 5 (Apr-May)						Periode 6 (Jun)										
	Advanced Methods Course (6 EC)								Advanced Methods Course (6 EC)								Business Research Ethics (3 EC)				Advanced Methods Course (6 EC)				Thesis (24 EC)																
	Interdisciplinary Project (6 EC)								Guided Research Proposal Writing (6 EC)								Generating Impact with Academic Work (3 EC)																								

School of Business and Economics  
Vrije Universiteit Amsterdam

Economics and Business  
University of Amsterdam

MANDATORY COURSE
  SPECIALIZATION
  ELECTIVE
  PROJECT / INTERNSHIP
  Exam week

# ANNUAL SCHEDULE MASTER Entrepreneurship (Joint degree) 2019 - 2020

WEEK	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 (Sep-Oct)								T	Period 2 (Nov-Dec)								T	Period 3 (Jan)								T	Period 4 (Feb-Mar)								T	Period 5 (Apr-May)								T	Periode 6 (Jun)								T
	The Entrepreneurial Individual (6 EC) VU									The Startup Project (6 EC) UvA									Thesis Proposal Entrepreneurship (6 EC) VU									Entrepreneurial Finance (6 EC) UvA									Thesis (12 EC)																	
	The Entrepreneurial Venture (6 EC) VU									Specialization Courses (6 EC) UvA / VU																		Venture Challenge (6 EC) UvA									Internship / Elective (6 EC) UvA / VU																	
																												Methods Workshops (0 EC) VU									Analysis Workshops (0 EC) VU									UvA / VU								

Choose 1 of 4:

- \* Creative Entrepreneurship
- \* Corporate Entrepreneurship
- \* Entrepreneurship in Science and Technology
- \* Social Entrepreneurship

Choose 1 of 7 or Internship:

- \* Behavioral Strategy
- \* Corporate Venturing
- \* Cross Cultural Management
- \* Enterprising Skills
- \* Managing Creativity
- \* Real Estate Management
- \* Sustainable Business Models
- \* Internship

School of Business and Economics  
Vrije Universiteit Amsterdam

Economics and Business  
University of Amsterdam

MANDATORY COURSE
  SPECIALIZATION
  ELECTIVE
  WORKSHOPS
  Exam week

**Rules and Guidelines for Examinations  
in the Joint Master's programmes in Entrepreneurship and in Business in Society**

Academic year 2019-2020

The Vrije Universiteit Amsterdam  
School of Business and Economics  
and  
The University of Amsterdam  
Faculty of Economics and Business

## **Rules and Guidelines for examinations in the Joint Master's programmes in Entrepreneurship and in Business in Society**

### **1. Applicability**

1. Rules and Guidelines as stipulated in Article 7.12b of the WHW, and adopted by the Examinations Board. These Rules and Guidelines apply to all examinations in the Joint Master's programmes in Entrepreneurship and in Business in Society and relate to the Teaching and Examination Regulations (OER) for this programme, to be adopted jointly by the board of the Vrije Universiteit Amsterdam School of Business and Economics and the Dean of the Faculty of Economics and Business at the University of Amsterdam. The Student Councils and Boards of Studies do not have advisory powers or powers of consent with regard to these provisions. These Rules and Guidelines apply to anyone taking the programme in this academic year, irrespective of when he or she began the programme.
2. The concepts described in the OER that apply to the programme in question also apply to these regulations. Other concepts are defined in accordance with legislation.
3. In the case that a provision in these regulations conflicts with a provision from the OER applying to the programme in question, the provision from the OER will prevail.

### **2. Composition of the Examinations Board**

1. The Parties will establish the Examinations Board jointly. In appointing the members of the Examinations Board, they will ensure:
  - a. that at least one member is associated as a lecturer with the relevant programme or one of the other programmes in the same group;
  - b. that members of the board of the institution or anyone with any other kind of financial responsibility for the cooperating partners are not appointed;
  - c. that there is a guarantee that the Examinations Board can operate in an independent and expert manner;
  - d. that an external member will be included.
2. The Examinations Board will designate a chairperson and a secretary from among its members.
3. Before the appointment of a member, the Examinations Board will be given an opportunity to present its views on the intended appointment.
4. The Parties may also decide to add an official secretary (*ambtelijk secretaris*) to the Examinations Board.
5. A member shall be appointed for three years and can be reappointed.
6. The SBE Board and the Dean are responsible for the independent and expert operation of the Examinations Board.

### **3. Duties of the Examinations Board**

- The duties of the Examinations Board are set out in Article 7.12 of the WHW. These include determining the rules for the execution of duties and powers and taking measures with regard to:
- a. determining objectively and professionally whether a student satisfies the requirements laid down in the OER with regard to the knowledge, understanding and skills that are required for obtaining a degree;
  - b. ensuring the quality of all examinations;
  - c. establishing guidelines and instructions within the framework of the OER in order to assess and determine the results of all examinations;
  - d. granting exemptions from taking one or more examinations;
  - e. taking measures in the event of fraud;
  - f. appointing examiners to conduct examinations and determine their results;
  - g. issuing the degree certificate, with the diploma supplement appended to it, as proof that the final examination has been successfully taken;
  - h. granting a student permission to follow a flexible curriculum, the final examination for which will lead to the obtaining of a degree;

- i. awarding the degree certificate and associated documentation in the event that a final examination has been successfully taken;
- j. issuing a certificate for passing examinations to a student who has successfully taken more than one examination, but to whom a degree certificate cannot be issued;
- k. producing an annual report on its activities.

#### **4. Working method applied by the Examinations Board**

1. As a rule, the Examinations Board will meet six times annually or whenever its chairperson deems such to be necessary. The meetings are not public.
2. In the event of a request or complaint involving a member of the Examinations Board, this will be handled in the absence of the member concerned.
3. Any request or complaint will only be processed if the reasons for the request or a description of the complaint are included, as well as the date and the name and student ID number of the student submitting it.
4. The Examinations Board will take a decision within six weeks of receiving a written request, unless the contents of the request demand or justify an earlier decision.
5. After receiving a petition, the Examinations Board takes a decision within six weeks. Petitions can only be submitted to the Examinations Board using the digital petitions form. The Examinations Board communicated its decision by email.

#### **5. Examiner**

1. The Examinations Board will appoint examiners to conduct examinations and to determine their results. Examiners from other UvA or VU degree programmes who conduct examinations for the courses included in the Joint Master's programme in Entrepreneurship are also authorised to serve as examiners. The Examinations Board is entitled to appoint experts from outside the institution as examiners.
2. In addition to signing examination lists and slips, examiners are also authorised to sign exemption notices and notices regarding course components obtained at another university in the Netherlands or abroad.
3. The examiner is primarily responsible for the testing method and the content and quality of the test. The examiner must ensure that the educational objectives and the testing method for a course are communicated in advance. The examiner must clearly communicate to students which pass marks and benchmarks will apply.
4. The examiner is responsible for ensuring that the examination runs smoothly. If requested, the examiner will provide information to the Examinations Board concerning the examination process.

#### **6. Examinations**

1. Written examinations will be conducted on dates and times that will be determined under the responsibility of the Examinations Board at least 30 days before the commencement of the teaching concerned and announced via [www.rooster.vu.nl/www.rooster.uva.nl](http://www.rooster.vu.nl/www.rooster.uva.nl).
2. Oral or individual written examinations will be conducted at a date and time to be determined by the examiner(s), where possible following consultation with the student.
3. In determining the dates and times of examinations, every effort will be made to prevent examinations coinciding.
4. The fixed dates and times may only be modified in the event of force majeure.

#### **7. Working language for examinations**

The examinations (including the final examination) will be conducted in English. At the student's request, the Examinations Board can decide that another language, in which both the examiner and the student has adequate proficiency, may be used.

## **8. Procedure during examinations, invigilation and duration of examinations**

For provisions regarding the procedure during examinations, invigilation and duration of examinations, please consult the Rules and Guidelines for the Examinations Board of the faculty, SBE VU or FEB UvA, where the course is offered.

## **9. Questions and assignments, subject matter and duration of examinations**

1. The questions and assignments included in examinations will not relate to areas outside the examination subject matter announced in advance. The examination subject matter will be announced in broad outline before the start of the teaching that leads up to the examination. At the start of the teaching period, the exact scope of the subject matter will be definitively announced via the course manual or equivalent.
2. That stipulated in the first paragraph will apply *mutatis mutandis* to an examination insofar as the Examinations Board wishes to proceed to assess the student's knowledge independently.
3. The Examinations Board or the examiner concerned will give the students an opportunity to acquaint themselves with a written example examination, together with model answers and the standards that will apply for assessment.
4. In the event of a resit in a different academic year, the student will take an examination on the subject matter determined for that examination in that specific academic year, unless the Examinations Board determines otherwise at the request of the examiner and/or the student.
5. The questions and assignments in a written examination will be such that the students have, in all reasonableness, sufficient time in which to answer the questions.
6. If possible, the phrasing of the questions will indicate the level of detail required in the student's answer.

## **10. Additional examination time for students with a disability**

1. Students with dyslexia or another psychological or physical disability may be eligible for additional examination time; this additional period is 30 minutes. This additional examination time will not be granted for more than three examinations in each study period, unless the study adviser judges that an exception may be made.
2. Students with a disability enrolled for the Master's programme must submit a letter from the FEB Student Counsellor concerning the recognised disability to the FEB study advisers before 15 September. This must state that the student is entitled to additional examination time and/or an alternative examination room because of dyslexia or another psychological or physical disability.

## **11. Championship Sports Regulations**

Special regulations have been adopted concerning examination dates for students who engage in championship sport. The study advisers are responsible for implementing the Championships Sport Regulations on behalf of the Examinations Board.

## **12. Examination assessment**

1. In each examination, the examiner will test the candidate's knowledge, understanding and skills and assess the results of that test.
2. Examinations are as far as possible assessed according to predetermined standards, which are set down in writing and which may be modified as a result of the marking process.
3. The assessment method will be sufficiently transparent to ensure that students and the Examinations Board can verify how the examination results were determined.
4. If more than one member of teaching staff is involved in the marking of an examination, the examiner will ensure that all teaching staff apply the same standards in their marking.
5. If the results of an examination are such that the examiner feels the need to intervene in the assessment, he or she should notify the Examinations Board of this in advance.



6. The most recent result determines the final mark.
7. The method of assessing Master's theses is laid down in the Regulations Governing Master's Theses. The programme uses an assessment form.

### **13. Recording of examination result**

1. The examination results are recorded by the examiner or the Education Office (*onderwijsbureau*).
2. Students can consult the marks in VUnet.
3. Results are only considered official after they have been recorded in VUnet and formally published.
4. Students can appeal against the way in which the assessment was reached. For details, see the Students' Charter.
5. If no result is determined for a student whose name appears on the candidates list, this will be noted on the results list as a 'no show'.
6. In case of a Master's thesis assessment, both grade form, signed by two assessors and the completed thesis assessment form and plagiarism score is to be submitted.
7. If a student wishes to have a separate declaration for an examination for compelling reasons, this will be provided.

### **14. Fraud in examinations**

#### *a. Fraud*

Fraud is interpreted as any action or failure to act on the part of a student with the intention of making it completely or partly impossible to form an accurate assessment of his or her knowledge, understanding and skills.

#### *b. Fraud during written examinations*

If fraud is identified or suspected during a written examination, the invigilator will indicate this immediately on the answer sheet in the presence of the student. After the examination, the invigilator will compile a written report of the fraud that has been identified or suspected. In this, the examiner or invigilator is authorised to seize as evidence the materials or equipment used for the fraud and to keep these insofar as and for as long as is necessary for verification.

#### *c. Fraud in preparing essays*

1. In this context, essay is understood to mean any written, audiovisual or digital production submitted by the student to complete a curriculum component with an assessment.
2. Notwithstanding that stipulated in the Act, it is not permitted to include in an essay a file, edited or otherwise, such as a text, an illustration, a digital and audiovisual file without acknowledging the author and the location where the file was found or, if no author can be identified, without acknowledging the original location of the file (also termed 'plagiarism').

#### *d. Fraud identified after completion of the examination*

1. If fraud is identified or suspected after the completion of a written examination, this is reported to the Examinations Board immediately by the examiner, together with documentary evidence.
2. The Examinations Board will instigate an investigation of the alleged fraud based on the documents submitted by the examiner.

#### *e. Procedure and sanctions*

1. If the examiner determines or has good reason to suspect that fraud has taken place, he or she will immediately report this to the Examinations Board in writing. The Examinations Board will issue the student with written notification of this report.
2. The Examinations Board will invite the student to respond to the alleged fraud and will decide on whether it is a case of fraud on the basis of the documentation and information provided by the student, where possible. The examiner may also be required to provide further information.

3. If the Examinations Board is convinced that fraud has been committed, a sanction will be imposed.
4. With due observance of the principles of legal fairness and proportionality, the Examinations Board may declare the examination or essay to which the fraud relates to be invalid or issue a judgement of fraud and in addition may also exclude the student from the subsequent relevant examination.
5. In the event of a repeat offence or a serious form of fraud, the Examinations Board can exclude the student from participation in one or more examinations or final examinations in the degree programme for a maximum period of one year.
6. If a highly serious form of fraud is identified, the Examinations Board can propose to the Executive Board that the student's enrolment be permanently terminated.
7. The student is entitled to appeal directly to the Examination Appeals Board against the Examinations Board's decision.
8. In urgent cases not covered by these Rules and Guidelines relating to fraud, the Examinations Board will decide, with due observance of the principles of a proper procedure.

### **15. Exemption from an examination**

Article 4.7 of the Teaching and Examination Regulations for the joint Master's programmes in Entrepreneurship and in Business in Society, provides for the rules on exemptions. This article provides for supplementary rules and guidelines on exemptions.

1. A request for exemption from taking an examination must be submitted to the Examinations Board at the latest six weeks before the start of the course component concerned.
2. With respect to exemptions requested based on courses that do not constitute part of a completed degree programme, the Examinations Board will apply the guideline that the examination results must not be more than three years old (for Master's courses), unless the course lecturer deems extension of these limits justified in terms of content. If the courses are part of a completed degree programme, the aforementioned limit may be extended.
3. The person making the request will be notified of the decision by email.

### **16. Departures from the regular programmes**

1. A request to depart from the curriculum must be submitted to the Examinations Board in writing, together with reasons. The Examinations Board will reach a decision within six weeks of receiving the written request.
2. A negative decision will be issued with regard to the request in all cases in which no replacement component is followed that has at least the same level and size as the component it replaces.
3. A request to take part of the degree programme at another university in the Netherlands or abroad must be approved by the Examinations Board before the start of the course at the other university. If approval is granted, the results achieved at the other university will be incorporated in the student's personal study programme. For results obtained at a university abroad, a mark on the Dutch scale of 1 to 10 will not be awarded, but the qualification 'V' (satisfactory/pass) only.

### **17. Extra-curricular courses**

1. The supplement to the Master's degree certificate can include reference to up to 30 ECTS credits for extra-curricular courses providing that the following requirements have been met:
  - a. the course is successfully completed at a Dutch or foreign university;
  - b. the course is successfully completed within the period that the student was enrolled for the degree programme;
  - c. the level at which the course is given must be equivalent to a Master's course;
  - d. the course must be related to the Master's programme;
  - e. there must be no overlap with other courses in the student's Master's programme.
2. In order to be able to include courses as extra-curricular courses, a request must be submitted to the Examinations Board at least six weeks before the degree certificate application.

### **18. Annotation cum laude**

1. If in determining the result of a final examination, it appears that the student has shown evidence of exceptional competence, the Examinations Board can award the annotation *cum laude*.
2. The annotation will be determined on the basis of the unweighted average result for all components included in the examination programme insofar as these components are awarded a mark.
3. The annotation *cum laude* will be awarded if the following conditions have been met:
  - a. the result for each individual course component is 8 or higher; Contrary to this provision, a 7 or 7.5 may be awarded for one course only (with the exception of the Master's thesis);
  - b. the unweighted average result for all course components specified on the list of marks is 8 or higher;
  - c. the student did not re-sit an examination for any course. A 'no show' registration is not seen as an exam attempt;
  - d. exemption was granted for a maximum of 12 credits;
  - e. the student completed the programme within the nominal study duration.
4. Extra-curricular course components will be excluded from the weighting process when determining a *cum laude* annotation.
5. The Examinations Board reserves the right to take other factors into account in its assessment.

Transitional provision:

Students who commenced their degree programme prior to 01-09-2019 are not required to complete their programme within the nominal study duration.

### **19. Standards**

1. In reaching decisions, the Examinations Board and/or the examiner will apply the following standards as guidelines and will, in the event of any conflict, weigh one standard against another:
  - a. safeguarding the quality and selection requirements for an examination;
  - b. efficiency requirements, expressed among other ways in an effort to prevent as far as possible any unnecessary wasted time for students in preparing for an examination;
  - c. leniency with regard to students whose study progress has been delayed by circumstances outside their control.
2. In any circumstances not covered by these Rules and Guidelines, the Examinations Board will decide.

### **20. Final Examination**

If the examinations for the programme components relating to the degree programme have been completed successfully, the final examination has been completed.

### **21. Determining the result of the final examination**

1. As soon as the student has met all the obligations of the degree programme, the student will apply for his or her diploma via VUnet. Thereupon the Examinations Board will determine the result and the date of graduation.
2. The certificate will be dated on the 15<sup>th</sup> or on the final day of the month in which the last result for the degree programme was obtained.

### **22. Certificate, list of marks and diploma supplement**

1. The Examination Board grants a degree certificate as proof that the student has successfully passed his or her examination after the Executive Board has confirmed that the procedural requirements for issuing the certificate have been met. The certificate will be signed by the chair of the Examinations Board and the student.
2. In the diploma supplement, all the components that the final examination consists of are

mentioned., including the study load and the results achieved. In addition, the certificate will include components that are not part of the final examination but in which the student was examined at his or her request before the result of the final examination was determined, provided the these components have been passed.

3. The diploma supplement contains the nature and content of the degree programme.
4. The results recorded in the diploma supplement are rounded to whole and half marks. The words Exemption (VRS), Insufficient (OV), Sufficient (V) and Good (G) as well as completed (VD) and Not Completed (NVD) are abbreviated. The abbreviation NVD is used in cases where the student has not fulfilled all the requirements of the course, and as a result no mark, V or VD can be awarded.
5. The Grade Point Average (GPA) stated on the Diploma Supplement is calculated on the basis of the weighted average result for all components that form part of the examination program, insofar as these components have been granted with a mark. The average is determined on the basis of rounded figures.

### **23. Retention periods**

Examination questions and scripts, including essays and other written materials for which a (partial) mark is awarded as well as the results of examinations, including Bachelor's theses or final assignments and Master's theses, degree certificates and diploma supplements, will be retained for the periods referred to in the Archiving Guide for Programme Administrations.

### **24. Hardship clause**

The Examinations Board may make exceptional arrangements in cases where the provisions of these Rules and Guidelines have unreasonable or unfair repercussions for the student.

### **25. Appeals procedure**

If a student does not agree with a decision of an examiner or the Examinations Board, he or she has the option of lodging an appeal against this with the VU Examination Appeals Board within six weeks of that decision. The appeals procedure can be found at [www.vu.nl](http://www.vu.nl).

### **26. Annual report**

The Examinations Board will compile a report of its activities in the previous academic year by 1 December. The Examinations Board will send copies of the annual report to the Parties. If requested, the annual report or parts thereof can be made available to other interested parties.

### **27. Amendments to these Rules and Guidelines**

No amendments will be made that apply to the current academic year, unless there is a reasonable expectation that this will not infringe the interests of the students.

### **28. Entry into force**

These Rules and Guidelines enter into force on 1 September 2019.

Adopted on 11 April 2019 by the Examinations Board