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Introduction

These are the Education and Examination Regulations (BSc-EER’s) 2019-2020 for the Bachelor’s programmes at the School of Business and Economics (SBE) of Maastricht University (UM), as required by article 7.13 of the Dutch Higher Education and Research Act (WHW). The Education and Examination Regulations 2019-2020 meet the standards laid down in sections 2 and 3 of the aforementioned article, as well as other standards required by law. These regulations have been approved and adopted for the academic year 2019-2020 by the Board, after advice of the Programme Committee and after consent from the Council of the School of Business and Economics of Maastricht University.

The Education and Examination Regulations are published on ‘MySBE Intranet’.

Adoption

These Education and Examination Regulations will take effect on 1 September 2019 and stay in force for the academic year 2019-2020, up to and including 31 August 2020.
PART 1

GENERAL INFORMATION
Chapter I  General provisions

Article 1 Applicability

1. Objective scope
These regulations apply to the education, examinations and exams of the following Bachelor’s study programmes at the SBE:
- Bachelor of Science in Economics and Business Economics (EBE);
- Bachelor of Science in Econometrics and Operations Research (E&OR);
- Bachelor of Science in Fiscal Economics (FE); and
- Bachelor of Science in International Business (IB).

- Bachelor of Business Analytics (BA)*
* Without prejudice; as of academic year 2020-2021 pending accreditation

2. Subjective scope
These regulations apply to all students enrolled in education, examinations or exams of the Bachelor’s study programmes of the SBE at Maastricht University in the academic year of 2019-2020.

3. Temporal scope
These regulations are valid for the duration of the academic year of 2019-2020, starting 1 September 2019 and ending 31 August 2020, and are reviewed annually.

4. Authoritative scope
In case of discrepancies with oral or written disclosures either from the SBE Board or from the Board of Examiners regarding the objective scope of these regulations, these regulations shall prevail.

5. Legal scope
These regulations are in compliance and in conformity with, but without prejudice to, the Dutch Higher Education and Research Act (WHW).
Article 2 Definition of terms

For the purpose of these Bachelor Education and Examination Regulations, the following terms are defined as:

**Academic year**: The period from 1 September of a calendar year up to and including 31 August of the following calendar year.

**(The) Act (or the abbreviation WHW)**: the Dutch Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, Stb. 1992, 593).

**Bachelor’s Thesis**: an individually and independently written essay, related to a specific domain, that concludes a Bachelor’s programme.

**Binding Study Advice (BSA)**: the advice given during the First-Year Bachelor’s Exam in accordance with Article 7.8b of the Act/WHW entailing that the student can or cannot continue with the study programme, in case of the latter also referred to as the ‘negative binding study advice (NBSA)’.

**Board of Admissions**: the board responsible for the assessment of admissibility of prospective students to a study programme.

**Board of Examiners**: the examination board referred to in Articles 7.12, 7.12a and 7.12b of the Act/WHW.

**BSc-EER**: abbreviation for Bachelor of Science Education and Examination Regulations.

**Course**: a Bachelor’s programme component or educational unit within the meaning of Article 7.3 of the Act/WHW.

**Course assignment**: an assignment that can be used as a substitute for attendance and/or participation requirements.

**Course catalogue**: information concerning the education and the study programmes of the SBE, including a list and description of all courses. Available via the Student Portal.

**Course Coordinator**: the person responsible for developing the content of a course. The course coordinator is often assisted by a planning group. During the course, she or he gives guidance to the tutors of the course, resolves problems in the organisation of the course, and coordinates all tasks related to the examination and/or assessment of the course.

**Course manual**: a paper or electronic document outlining the goals and content of a particular course, describing methods of education and examination of that particular course and prescribing particular regulations and guidelines applicable to that particular course.
Course period: a temporal unit as defined in the academic calendar, equal to the
duration of the educational activities and subsequent examination of a course.

Credit: a unit expressed in European Credit Transfer System (ECTS) credits, with one credit equalling 28 hours of study referred to in Article 7.4 of the Act/WHW.

Elective course: a course within the final Bachelor’s exam freely chosen from the list of elective courses of the relevant study programme.

Exam: the overall assessment or the final exam of the Bachelor’s study programme referred to in Article 7.10 of the Act/WHW.

Examination: a component of the overall assessment as referred to in Article 7.10 of the Act/WHW.

Examiner: the person designated by the Board of Examiners to administer examinations and to determine the results of such examinations.

First-Year Bachelor’s exam: a first-year programme specific for each Bachelor’s programme with a study load of 60.0 credits, coinciding with the Bachelor’s programme year 1. The student does not have to sit an ‘actual’ examination and will not receive a Diploma or Certificate. However the student will have to meet the First-Year Bachelor’s exam requirements.

Final Bachelor’s exam: years 2 and 3 of a Bachelor’s programme with a study load of 120.0 credits.

GPA: abbreviation for Grade Point Average, the weighted average of all final numerical grades of the educational units registered within the study programme.

Honours Programme: an enriched, individual educational programme for excellent students. The programme spans the second and third years of the Bachelor’s programme and students follow it next to their regular study programme. It consists of 60.0 credits of which 30.0 credits are on top of the 180.0 credits of the regular study programme.

Internship: a limited time period of supervised work experience offered by an organization, awarded with (extracurricular) credits.

Maastricht University (UM): an institution of higher education according to article 1.8 sub section 1 of the Act/WHW.

Major: two cohesive courses and a related Bachelor’s thesis as part of the final Bachelor’s exam, as specified in the course catalogue.

MARBLE: abbreviation for Maastricht University Research-Based Learning, a combination of courses and a Bachelor’s Thesis in the third year Bachelor’s programme that offers students an emphasis on research skills.
**Matching**: (‘Studiekeuzecheck’) an obligatory part of the Bachelor’s admission process for study programmes without assessment by a Board of Admissions. Applicants have to participate in the procedure before August.

**‘MySBE Intranet’**: a web-based environment in which students can access and exchange information regarding their studies at Maastricht University and for which a username and password are provided to the student upon enrolment at Maastricht University. Accessible via the Student Portal > UM Launchpad > ‘MySBE Intranet’.

**NVAO**: abbreviation for ‘Nederlands-Vlaamse Accreditatieorganisatie’ (Dutch-Flemish Accreditation Organisation), the quality assurance agency for higher education in the Netherlands and in Flanders.

**Open Programme**: deviation from the study programmes as provided in this Education and Examination Regulations will result in a switch from the specific Bachelor’s study programme to the Open programme.

**Programme (or Study programme)**: the Bachelor’s programmes referred to in Chapter VII, Article 39 of these Regulations and referred to in Article 7.3 of the Act/WHW.

**Programme Committee**: A committee as referred to in article 9.18 of the Act/WHW.

**Resit (opportunity)/Re-examination**: A resit entails the second opportunity in an academic year for the examination of a course or parts thereof, after prior failing.

**SBE**: abbreviation for ‘School of Business and Economics’, a faculty of Maastricht University. Officially Maastricht University School of Business and Economics, before 1 September 2009 referred to as the Faculty of Economics and Business Administration (FEBA).

**SBE Board**: the faculty board of the SBE referred to in Article 9.12 of the Act/WHW.

**Semester**: a temporal unit of the academic year, starting 1 September and ending 31 January, or starting 1 February and ending 31 August. Each comprising of two (2) course periods and one (1) skills training (period).

**Skills training**: an educational unit referred to in Article 7.13 sub section 2 d of the Act/WHW, carried out in, but not limited to, one of the following forms:
- writing a Bachelor’s thesis;
- writing a paper, creating a technological design or performing another written assignment;
- performing a research assignment;
- participating in field work or a field trip;
- completing an internship;
- participating in an activity intended to develop certain skills.
Skills training period: a temporal unit as defined in the academic calendar, equal to the duration of the educational activities and subsequent examination of a skills training.

Specialisation: a combination of courses that students choose during their Bachelor’s programme and that allows them to specialise within a subdomain of their study programme.

Student: a person registered at the SBE for education and/or examinations and the exam of one of SBE’s study programmes.

‘Student Portal’: the portal to the digital personal environment of Maastricht University which can be used by the student for administrative purposes, e.g. course registration, for which a username and password are provided to the student upon enrolment at Maastricht University.

Study Abroad/Exchange: an arrangement through which students study abroad for one semester at one of the SBE partner institutions.

Study material: literature, hardware, software and other sources of information made available to the student for educational purposes.

Study programme: a Bachelor’s programme mentioned in Chapter VIII Article 39 which consists of a coherent programme of educational units.

Study year: a period of time which is composed of two consecutive semesters and that starts once a year, on 1 September of an academic year.

Summer/Winter Course/School: a short educational programme organised by a different University or Business School. Summer/Winter schools typically take place during the summer/winter vacation periods and range between one and six weeks.

Tutor: a person responsible for the supervision of students’ academic work, often operating through tutorials.

The other terms in these Education and Examination Regulations have the meaning conferred to them by law.
Article 3 Aim of the Study programmes

Aims
The learning goals of (Bachelor’s) study programmes at the SBE at Maastricht University are that graduates:
- are able to understand and use academic knowledge in a self-directed manner;
- have developed an academic attitude;
- are aware of their responsibility in a global, ethical and social context;
- are able to demonstrate excellent interpersonal competences in an international context.
Article 4 Form of the study programmes

Full-time Study programmes
All Bachelor’s study programmes at the SBE are offered as full-time study programmes. The Bachelor’s study programmes start once a year in September. Each Bachelor’s study programme takes three (3) academic years.
Article 5 Language and communication

1. Language
Because of the specific educational nature and profile of the SBE study programmes, teaching and examinations are conducted in English for all study programmes, with the exception of the study programme Fiscal Economics, for which the education and examinations are partly given in English and partly in Dutch. Some components of the SBE study programmes may be in another official language common in the EU.

2. Communication
The SBE Board, the Board of Examiners and the examiners may use digital communication channels for communications relating to the programme, exam(ination)s, and decisions.
Chapter II Education and Examination (Requirements)

Article 6 Course and Examination Registration

1. Course
The student is only allowed to participate in a course after he/she has registered for it through the Student Portal before the deadline.
In case a student has not registered in time, participation and results/grades will be declared invalid.

2. Examination
The student is only allowed to participate in an examination after having a valid registration for the examination opportunity (before the applicable deadline).
Upon registration for a course, the student is automatically registered for the first sit examination.
In case a student was given a ‘No Grade’ for the previous examination opportunity, the student always has to register him/herself for the resit examination.

It is the responsibility of the student to check in time whether he/she has a valid registration before the deadline and to register for the examination opportunity or to take action.

In case a student has no valid registration, results/grades will be declared invalid.

3. Deadlines
Students will be timely informed of the respective deadlines, among others by publication on the Student Portal and MySBE Intranet.
Article 7 Prerequisites

1. Prerequisite courses
Participation in a course and its examination or in a skills training or other educational units may require students to have passed other courses or skills trainings prior to registration for that particular course, its examination or skills training.

2. Announcement
Prerequisites for courses, skills trainings or other educational units as mentioned in section 1 of this Article will be announced in the course catalogue.
Article 8 Rules of procedure and conduct during examinations

1. Authority
In the rules of procedure and conduct which are attached to these Education and Examination Regulations the Board of Examiners lays down the rules and guidelines regarding proper conduct with regard to examination and regarding the procedural aspects of examination, including non-compliance with these rules.

2. Non-compliance
The Board of Examiners may decide to regard a student's non-compliance with the rules of procedure and conduct as irregularities in an examination or part(s) thereof as meant in Article 27 of these regulations.
Article 9 Examination

1. Examination
Examinations will be conducted orally, in writing or otherwise (e.g. presentations and discussion facilitation), as announced in the course catalogue and/or course manual, without prejudice to the Board of Examiners’ competence to determine otherwise in exceptional cases.

2. Written examination
For every written examination, an assessment norm is determined and stated on the examination paper. ‘Written examinations’ also include taking these examinations by computer/digitally.

3. Oral examination
Oral examinations are open to the public, without prejudice to the Board of Examiners’ competence to determine otherwise in exceptional cases or the relevant examiners decide otherwise in a special case or if the student objects to this. For every oral examination an assessment norm is determined and made available by the examiners. An oral examination is given by an examiner in the presence of an assessor (second examiner), unless the board of examiners has decided otherwise.

4. Course assignment
Each first year course has a course assignment as part of the examinations from which students will be exempted if they fulfil attendance and participation requirements as stated in the course manual.
For second and third year courses a course assignment may be part of the examination, provided the corresponding assessment norms are included in the course manual.

5. Attendance and Participation requirement
Attendance at and participation in educational activities may be part of an examination when announced along with its assessment norms in the course manual.

6. Examinations in the first year
Students who have attended at least 75 per cent (75%) of the group tutorials of a course will be exempted from the course assignment of that course. In addition, participation can either be linked to the exemption requirement of the course assignment or to the requirements of the course.

7. Written assignments
Rules and guidelines are laid down how to compose a writing assignment as part of the Exam, including possible sanctions, as mentioned in Article 27, regarding non-compliance with the rules and guidelines.

8. Invalid examination
If an examination involves irregularities that make it impossible to accurately assess the candidate’s knowledge, insight and skills, the board of examiners may declare the examination invalid for both the examinee and a group of examinees.
Article 10 Assessment and publication of examination results

1. Written examination
A written examination in any form will be assessed and graded by an examiner appointed by the Board of Examiners.

2. Oral examination
An oral examination will be assessed and graded by examiners appointed by the Board of Examiners. The student will receive a written transcript of this assessment stating the grade.

3. Scale
All examinations in the Bachelor’s study programmes are assessed by means of a whole or a half grade on a scale from 0.0 to 10.0 or qualified as a pass/fail in accordance with this Article. Grades are given on a scale from 0.0 to 10.0 in whole grades, half grades or a pass/fail or a ‘No grade’. A grade of 5.5 is considered a pass. The grading scale from 0.0 to 10.0, as applied by the SBE, is to be interpreted as indicated below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>9.0</td>
<td>Very good</td>
</tr>
<tr>
<td>8.0</td>
<td>Good</td>
</tr>
<tr>
<td>7.0</td>
<td>More than satisfactory</td>
</tr>
<tr>
<td>6.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>5.5</td>
<td>Pass</td>
</tr>
<tr>
<td>5.0</td>
<td>Almost satisfactory</td>
</tr>
<tr>
<td>4.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>3.0</td>
<td>Very unsatisfactory</td>
</tr>
<tr>
<td>2.0</td>
<td>Poor</td>
</tr>
<tr>
<td>1.0</td>
<td>Very poor</td>
</tr>
<tr>
<td>0.0</td>
<td>Fail - Use is at the discretion of the Board of Examiners</td>
</tr>
</tbody>
</table>

- Pass ≥5.5; performance at least meets the minimum criteria.
- Fail <5.5; performance below the minimum criteria.
- ‘No grade’ Inability to determine result
4. Publication
Official final examination results will be published within fifteen (15) working days after the examination date in the Student Portal.

5. Determination of results
The Board of Examiners determines the results of each examination. Prior to determining the examination results, the Board of Examiners can commence an investigation with relation to one or more items or aspects of the study programme, if and to the extent that the concerning examinations give rise to such investigations.
Article 11 Examination periods and examination dates

1. Examination periods
There are six (6) examination periods in each academic year: one (1) at the end of each course period.

2. Written examination
A written examination concluding a course will be conducted in the examination period at the end of the course period in which the course to be examined was taught.

3. Re-examination
A re-examination will be conducted during the course of the same academic year, according to the academic calendar.

4. Location of the examination
Examinations can be held at any of the SBE location(s) or at one of the, by the Board of Examiners, approved locations as published on 'MySBE Intranet'.
Article 12 Bachelor’s thesis

12.1 Bachelor’s Thesis

1. The Bachelor’s thesis is an individually and independently written essay based on scientific articles and other texts/materials that concludes the SBE Bachelor’s programmes. Information, procedures and guidelines on the Bachelor’s thesis can be found in separate documents (e.g. Thesis Code of Practice, and Bachelor Thesis Guideline) which are available on ‘MySBE Intranet’.

Economics and Business Economics
/ specialisation Economics
/ specialisation Economics and Management of Information
The topic of the thesis has to be related to a specific domain related to the chosen specialisation.

/ specialisation Emerging Markets
The topic of the thesis has to be related and/or linked to the internship.

/ specialisation International Business and Economics
The topic of the thesis has to be related to the chosen major in the third year.

Econometrics and Operations Research
The topic of the thesis has to be related to one of the relevant courses within the third year.

Fiscal Economics
The topic of the thesis has to be related to a specific domain related to the study programme.

International Business
The topic of the thesis has to be related to the chosen major in the third year.

/ specialisation Emerging Markets
The topic of the thesis has to be related and/or linked to the internship.

2. Students who fail their Bachelor’s thesis in the first opportunity will be given one more opportunity to pass the thesis. Students will receive feedback on their first version at the latest on the date of the final deadline for publishing results.

3. Students must submit their thesis through Safe Assignment via the Student Portal. Students do not need to register for the first resit. Deadlines for handing in a revised version are published on the Student Portal.
**Article 13 Awarding credits**

1. **Awarding credits**
   The number of credits representing the full study load of a course, skills training or other educational unit will only be awarded in full. It is not possible to award part of the credits.

2. **Requirements**
   Credits are awarded by decision of the Board of Examiners upon the student’s fulfilment of all requirements of a course or skills training or other educational units by obtaining at least a grade 5.5, before rounding, on a 0.0 to 10.0 scale or a pass on the pass/fail scale.
Article 14 Validity

1. Examination results
In principle, the positive final (overall) results for passed educational units and exemptions, registered in the Student Portal, are valid for an unlimited period. Notwithstanding this, the Board of Examiners may require an additional or replacement examination or examination component for an educational unit which was passed more than six (6) years ago if the student’s knowledge or insight that was examined is demonstrably outdated or the skills that were examined are demonstrably outdated.

2. Partial examination results
Parts of an educational unit which were passed will remain valid in the academic year in which the partial results are obtained and two (2) more academic years, without prejudice to the competency of the Board of Examiners to extend this period of validity.
Article 15 Right of inspection

1. Right of inspection
   The right of inspection comprises that, within ten (10) working days after the official publication date of the grade in the Student Portal, students will be given the opportunity to inspect:
   - their assessed written examination or written part of an examination;
   - the questions and assignments posed and given within the framework thereof; and
   - the norms applicable to the assessment thereof.

2. Executive authority
   The course coordinator will provide the opportunity mentioned in section 1 of this Article and is responsible for a timely announcement of the inspection date, time, location and the registration process.

3. Unforeseen circumstances
   Within the given period of time, as stated in section 1, a student will be given a second opportunity to exercise the right of inspection, provided that the student can demonstrate the inability to exercise this right in the first instance due to circumstances beyond the student’s control.

4. Comments regarding written examinations
   (General) Comments regarding written examinations with open and/or closed questions or parts thereof have to be submitted to the course coordinator according to the rules as published in the Student Portal.
   Complaints regarding the individual examination have to be submitted in writing during the inspection according to the guidelines communicated by the coordinator.

5. Examination retention periods
   The tasks, results and the assessed work of written examinations have to be filed for at least two (2) years after the result of the examination is determined.
   The Bachelor’s thesis and the assessment thereof has to be filed for a period of seven (7) years after the Bachelor’s thesis grade is determined.
Article 16 Resits

1. Definition
A resit of an examination entails the second, or in exceptional cases third, opportunity in an academic year for a student to take an examination facilitated for all educational units or parts thereof, unless explicitly excluded as mentioned in the course manual.

2. Frequency
A re-examination occurs with the same frequency as regular examinations throughout the academic year. Students therefore have a first and second (resit) opportunity for all courses during an academic year. For written re-examinations, a timetable will be duly announced.

3. Additional regulations
The course manual may stipulate additional rules with regard to the resit opportunity, including additional chances for parts of the course, which are also considered to be resits.

4. An extra opportunity to take an examination during one academic year
An extra opportunity for an examination may be permitted by the Board of Examiners, under very strict conditions. The Board of Examiners offers a structural extra examination opportunity for the last compulsory course twice a year. The applicable rules and guidelines are published on ‘MySBE Intranet’.

5. Final grade
The highest grade obtained will be considered the final grade.

6. Restriction
It is not allowed to take a resit for an educational unit that is already awarded with a pass or a grade of five and a half (5.5) or higher.

7. No Grade
In case of inability to determine a result, for instance if a student has registered for the examination but has not actually taken the examination or part thereof and did not de-register during the registration period, an examination will be graded with a ‘No Grade’ (NG).

8. No resit opportunity
A resit opportunity can be denied for components of assessment that can only be assessed within the relevant education period (e.g. participation, software labs, presentation).
Article 17 Special examination arrangements for disabled students and athletes

1. Applicability
For the purpose of creating equal opportunities regarding examination possibilities, the Board of Examiners may decide to adopt and apply individual examination arrangements suited to the individual situation of the following categories of students:
- Physically or otherwise impaired students;
- Students who have been recognised as top athletes by the NOC-NSF or the Olympic Service Office.

2. Requirements
The student needs to submit a written request in order to be eligible for the appliance of individual examination arrangements as mentioned in section 1 of this Article.

3. Consultation of experts
Before reaching a decision, the Board of Examiners may consult an expert.
Article 18 Exemptions

1. Authority
The Board of Examiners is authorised to grant full exemption from a particular examination, provided that the student can demonstrate the successful completion of substitutable examinations at an institution of higher education or of the acquisition of appropriate skills elsewhere. Students cannot get exempted from partial results, with the exception of students switching to another SBE Bachelor’s programme, for which the regulations are published on ‘MySBE Intranet’.

2. Restriction
Regarding the first-year Bachelor’s exam, exemption can only be granted for the entire Bachelor’s first year. Only students switching study programmes within one of the study programmes of SBE may request partial exemption within the first-year Bachelor’s exam. Switchers can only be exempted from a course if they passed the complete corresponding course and the credits for this course have been granted.
The Board of Examiners may grant students upon request exemption for the entire Bachelor’s first year and herewith endorse enrolment in the second year.
A maximum of 60 credits worth of exemptions can be granted within the final Bachelor’s exam.
No exemptions will be granted for knowledge that is obtained at another faculty or school during the time the student is excluded from participating in examinations based on committed fraud/plagiarism.

3. Procedure
A request for exemption from a particular examination must be submitted to the Board of Examiners before enrolling as a student with the Bachelor’s programme of the SBE. Along with the request for exemption the student needs to submit the properly validated documentation proving the successful completion of the examination or the acquisition of the skills equivalent to the examination the student requests to be exempted from.

4. Credits
No actual credits will be awarded for the examination from which the student has been granted exemption. The credits awarded to the exempted examination are fictitious and exist for the sole purpose of fulfilling the requirements for the Bachelor’s exam only.

5. Grades
No grades will be awarded for the examination from which the student has been granted exemption.

6. Grade Point Average (GPA)
Exemptions do not constitute a part of a student’s GPA.
Article 19 Extracurricular educational units

1. Courses/skills trainings
Courses/skills trainings taken at another faculty/school of the UM which are not part of a student’s curriculum are extracurricular. One extracurricular course/skills training per period can be taken without approval of the Board of Examiners. Upon approval of the Board of Examiners students can request more extracurricular educational units. These requests will be verified by the Board of Examiners on a case-by-case basis. All extracurricular credits will be listed on the extracurricular grade transcript.

2. Summer/Winter Course
Students can take part in an extracurricular summer/winter course. The credits obtained during this extracurricular course cannot substitute part of the study abroad requirement and will be listed on the extracurricular grade transcript.

3. Exchange/Study Abroad
Credits on top of the 30 credits for the compulsory study abroad within EBE, IB and E&OR are extracurricular and will not be listed on the Final Bachelor’s transcript.

4. Internship
Students can take part in an extracurricular Internship of 12-30 credits. Students have to apply and be accepted via the Internship Office in order to participate in an Internship. The credits have to be checked by the Internship Office and approved by the Board of Examiners.

5. Honours
In total, honours students have to obtain at least 60 credits for honours programme activities, of which at least 30 credits are in addition to the 180 credits of the regular Bachelor’s programme. Also refer to Article 41.6

6. Research Project Maastricht (RPM)
The Research Project (company-specific project abroad) may be used to substitute 26 credits of the Study Abroad requirement. If they are not substituted they will be listed as extracurricular.

7. Interfaculty Minor
The Interfaculty Minors at the UM can only be taken as extracurricular courses. The credits will be listed on the extracurricular grade transcript. Exception: a, by the Board of Examiners, approved interfaculty and interdisciplinary minor organized by the SBE and one of the other UM faculties.

8. Educational Minor
The Educational minor can only be taken as extracurricular courses, except within the Fiscal Economics programme. Upon completion of the Educational minor requirements within the study programme Fiscal Economics, the candidate is allowed to teach ‘Bedrijfsdeconomie’ in junior secondary education and the first three years of higher general secondary and pre-university education. The educational minor, ‘teaching endorsement’, will be listed on the Bachelor’s Degree.
More information regarding extracurricular credits is published on ‘MySBE Intranet’.
Article 20 Courses from other universities or faculties/schools

1. Approval
Courses from other universities or other faculties/schools within the UM may be used to be exempted from a course or a skills training in a study programme, provided that the student has obtained approval from the Board of Examiners of the SBE prior to the commencement of the course.

2. Relation to the period of study abroad
The regulations pertaining to courses from other universities that are taken within the context of the period of study abroad in a study programme are laid down in Article 21.
Article 21 Study abroad, Summer/Winter Course and Internship

1. Selection criteria
Once every academic year, the SBE Board lays down the selection criteria for the study abroad procedure. The criteria are applied by the International Relations Office and are published on ‘MySBE Intranet’.

2. Courses taken during study abroad
Courses taken in the context of the study abroad requirement are solely considered to be part of fulfilling this requirement of the study programme of the SBE.

3. Summer/Winter course
A maximum of 4.0 credits for a summer/winter course may be used to substitute for the study abroad requirement, provided that the summer/winter course has an individual assessment of performance (see also Article 41.4). Guidelines are published on ‘MySBE Intranet’. A summer/winter course can also be taken solely as an extracurricular educational unit.

4. Internship
A maximum of 4.0 credits for an internship may be used to substitute for the study abroad requirement (see also Article 41.4). Guidelines are published on ‘MySBE Intranet’. It is also possible to partake in an internship as an extracurricular educational unit.

5. Summer/Winter Course and Internship
A combination of a summer course and an internship in order to substitute credits for the study abroad requirement is not allowed.
Chapter III  (Final) Exam Requirements

Article 22 Exams

The decision of the Board of Examiners that a student has fulfilled all requirements of the
exam means that the student has given evidence of having obtained the general qualities
as set out in the aims listed in Article 3 of these regulations and the specific qualities as
specified by the descriptions of the specific courses, examinations and skills trainings.
Article 23 Assessment of the first-year Bachelor’s exam

1. Requirements
A student will pass the first-year Bachelor’s exam on the conditions that the student has obtained 60.0 credits by fulfilling all requirements of the first-year programme.

2. Decision
The Board of Examiners decides once a year at the end of the academic year on the fulfilment of the requirements by the student as set out in section 1 of this Article.
Article 24 Assessment of the final Bachelor’s exam (year 2 & 3)

1. Decision
The Board of Examiners determines the result and date of the fulfilment of the exam requirements of the programme by the student as set out in section 2 of this Article.

Prior to determining the result of the exam, the Board of Examiners may conduct their own investigation of the student’s knowledge regarding one or more components or aspects of the programme.

The last day of the month, in which a student has satisfied all obligations will be considered the graduation date.

2. Requirements
To pass the final Bachelor’s exam a student must have passed the first-year Bachelor’s exam and must have obtained at least a grade five-and-a-half (5.5), before rounding, on a scale from 0.0 to 10.0, or a pass or an exemption for all courses and skills trainings within the study programme of the final Bachelor’s exam.

In addition a student must have a valid registration for the applicable study programme.
Article 25 Bachelor’s Degree and Certificate

1. Degree
A Bachelor of Science Degree is awarded to students who have fulfilled all the requirements of the relevant Bachelor’s programme.

2. Certificate
The Degree certificate and/or the accompanying supplements will state:
- the name of the university.
- the name of the Bachelor’s study programme;
- the educational units of the exam;
- the Degree that is awarded;
- the study programme’s last accreditation date;
- a transcript of the student’s list of grades;
- the passed specialisation, if applicable;
- the passed major, provided that the student has passed two (2) major courses and the related Bachelor’s Thesis as specified in the course catalogue;
- Grade Point Average (GPA).

The Board of Examiners includes a diploma supplement, in accordance with Article 7.11 of the Act/WHW.

3. Signature
The Degree certificate is signed by the Dean of the SBE and by the Chair of the Board of Examiners.

4. The Grade Point Average (GPA)
The Grade Point Average of a Bachelor’s exam (first and final Bachelor’s exam) equals the weighted average of all final numerical grades on the student’s transcript, including the numerical grades below 5.5 for educational units that were not passed by the student. The weighting is based on the credits of these educational units.

5. Graduation procedure
Students will automatically graduate when the exam requirements are met, the Degree certificate will be issued during the graduation ceremony. Students who are entitled to graduate may ask the Board of Examiners to postpone the graduation in due time. A Degree certificate can only be issued when a student meets all requirements in order to graduate including a valid registration and the payment of the tuition fee.
More information regarding the graduation procedure is published on ‘MySBE Intranet’.

6. Graduation ceremony
The graduation ceremony of the Degree certificates is open to the public, unless the Board of Examiners decides otherwise.
Article 26 Passing with (highest) distinction/(Summa) Cum Laude

1. General
If a candidate has given evidence of exceptional competence within the study programme, the Board of Examiners may decide to award the degree classification ‘Cum Laude or Summa Cum Laude’ and have this degree classification stated on the Degree certificate. This rule is applicable to students who started as of 1 September 2013. For students who started before 1 September 2013 the old regulation is applicable, see Appendix II Transitional Regulations.

2. Requirements for passing with distinction/Cum Laude
The Bachelor’s exam (incl. Open programme) is passed with Cum Laude if the candidate has obtained a weighted and not rounded average score of at least 8.0 for all final grades within the Bachelor’s exam (first-year and final exam) on condition that no resit examinations have been taken and no fails or a ‘no grade’ (NG) have been obtained. The weighting is based on the credits of these educational units.

3. Requirements for passing with highest distinction/Summa Cum Laude
The Bachelor’s exam (incl. Open programme) is passed with Summa Cum Laude if the candidate has obtained a weighted and not rounded average score of at least 9.0 for all final grades within the Bachelor’s exam (first-year and final exam) on condition that no resit examinations have been taken and no fails or a ‘no grade’ (NG) have been obtained. The weighting is based on the credits of these educational units.

4. Fraud/plagiarism
Students who committed fraud/plagiarism and whose examination is completely or partially declared void or annulled are excluded from the (Summa) Cum Laude degree classification.

5. Exemptions
Any exemptions granted are not taken into account in determining whether the exam is passed with distinction. The minimum credits required in order to determine if a Bachelor’s exam is passed with distinction are 65.0 credits.
Chapter IV  
Fraud

Article 27 Fraud (including Plagiarism)

1. Authority
In case of irregularities in an examination or part(s) thereof, preventing the Board of Examiners from assessing the student’s knowledge, or in case of the student committing fraud or plagiarism or creating the opportunity to commit fraud or plagiarism, the Board of Examiners is authorised to impose sanctions upon the student. The Board of Examiners may only decide to impose sanctions after having given the student the opportunity to put forward his/her views on the matter. If fraud is established, this is included in the student’s file.

1.1 The Board of Examiners may impose a sanction if it establishes that a student has committed fraud in any examination or part(s) thereof. Fraud includes but is not limited to a student:
- having any unauthorised aids, texts or notes, or unauthorised electronic aids and/or communication devices at his or her disposal;
- having communicated or tried to communicate with fellow students, either verbally or through gesture, without permission from an exam supervisor, examiner, or a member of the Board of Examiners;
- having copied or tried to copy fellow students’ answers, or has given another student the opportunity to copy his/her own answers;
- having posed as someone else or have themselves represented by someone else at the examination;
- having deliberately misled or tried to mislead an exam supervisor/invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam(ination), or has provided an opportunity for them to be misled.

1.2 The Board of Examiners may impose a sanction if it establishes that a student has committed plagiarism in any examination or part(s) thereof. Plagiarism includes but is not limited to a student:
- using or copying his/her personal or other people’s texts, data, ideas or thoughts without adequate reference to the source;
- presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
- not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or an appropriate layout;
- paraphrasing the content of his/her own or other people’s texts without adequate reference to the source;
- copying video, audio or test material, software and programme codes from others without adequate reference to the source and thus passing them off as his/her own;
- copying work from fellow students and thus passing it off as his/her own;
- submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.
2. Sanctions
When fraud or plagiarism has been established by means of section 1 of this Article, the Board of Examiners may reach the decision to impose any of the following sanctions, referred to in Article 7.12b of the Act/WHW, or a combination thereof upon the student:
- a reprimand/official warning;
- complete or partial voidance or annulment of the relevant examination; and
- exclusion from participation or further participation of one or more examinations or exams at the SBE for a period of time to be determined by the Board of Examiners, with a maximum period of one year.

3. Unsuitability (Iudicium Abeundi)
In exceptional circumstances and after carefully weighing the interests at stake, the Board of Examiners may, stating reasons, ask the Dean of the SBE to request that the Executive Board of the UM terminates or denies a student’s registration for a study programme if, through his/her conduct or statements, the student shows that he/she is unsuitable to practice one or more professions for which the programme he/she is enrolled in is training him/her or is unsuitable for the practical preparation for the profession.

If the Dean of the SBE is asked by the Executive Board of the UM for a recommendation on a proposed termination or denial of registration based on the reasons stated in section 1, the Dean will in turn ask for a recommendation from the Board of Examiners. The recommendation to the Dean will be supported by reasons.
Chapter V  Advice and Guidance

Article 28 Progress records

On behalf of the SBE Board, the Education and Exams Office keeps records of examination results. This list is published in the Student Portal. Students registered at the SBE have electronic access to their own records.
Article 29 Advice and guidance

The SBE Board appoints Student & Career Counsellors for the purpose of giving advice and guidance to students enrolled in a study programme at the SBE regarding their individual study progress and their possible study options within and outside the study programme.
Chapter VI Binding Study Advice

Article 30 Binding Study Advice (BSA)

1. Definition
At the end of the first year of enrolment in any study programme of the first-year Bachelor’s exam, the SBE Board will advise each student on his/her continuation in the study programme.

2. Conditions
Students who do not meet the requirements for admission to the final Bachelor’s exam as stated in Article 31 of these regulations by the end of their first year of enrolment at the SBE will receive a negative binding study advice (NBSA) issued by or on behalf of the SBE Board. Before establishing the binding study advice, the personal circumstances of the student and their views will be taken into account by the Binding Study Advice (BSA) Committee on behalf of the SBE Board. The student will be given the opportunity to share his/her views during a hearing.

3. Warning
Students will receive a warning if their study results make this necessary. Students affected by Article 32 of these regulations are advised to contact Student Advisors/Academic Counsellors.

4. Consequences
A negative binding study advice leads to exclusion from the concerning study programme for a period of six (6) years.

5. Exception switchers
If a student starts in a, or switches to another, first-year Bachelor’s programme provided by the SBE, the student must obtain at least 47 new credits within the first year programme. Within the total amount of credits obtained, the exemptions included, at least 6.5 credits have to be obtained within the courses ‘Quantitative Methods 1’ and ‘Quantitative Methods 2’, with the exception of the study programmes Econometrics and Operations Research.
In case a student has received exemptions for 13 credits or more, the student should complete all remaining first year courses and skills trainings within the first year of enrolment in the new programme.
Article 31 Admission to the final Bachelor’s exam (year 2 and 3)

Students who have failed to pass the first-year Bachelor’s exam by the end of their first year of enrolment at the SBE may be allowed admission to the final Bachelor’s exam programme by the SBE Board and to continue with their study programme in case they fulfil the following requirements.

1. Requirements for Economics and Business Economics, Fiscal Economics and International Business

Students enrolled in the three study programmes are required to have obtained at least 47 credits within the first-year Bachelor’s exam in order to be eligible for admission to the final Bachelor’s exam programme.

At least 6.5 credits of the aforementioned 47 credits have to be obtained within the courses ‘Quantitative Methods 1’ or ‘Quantitative Methods 2’.

2. Requirements for Econometrics and Operations Research

Students enrolled in the Econometrics and Operations Research study programme are required to have obtained at least 47 credits within the first-year Bachelor’s exam in order to be eligible for admission to the final Bachelor’s exam programme. There are no requirements concerning courses passed.
Article 32 Personal circumstances

1. Condition
Personal circumstances which result in not meeting the required standards for admission to the final Bachelor’s exam, as prescribed in Article 31 of these regulations, may constitute a precondition for the Binding Study Advice (BSA) Committee on behalf of the SBE Board to postpone the decision made on the basis of Article 31 of these regulations.

2. Definition
Personal circumstances that may qualify as the precondition mentioned in the previous section are:

A. Student’s illness
In order for the student’s illness to be regarded as the aforementioned precondition:
- the illness must have occurred on the examination date or must have lasted for at least eight (8) days; and
- the student must have notified the Student Advisor/Academic Counsellor of the illness as a cause of failing to take or failing to pass an examination during the illness or within five (5) days after recovery; and
- the student must have submitted a statement from the attending physician with a date of diagnosis and, if applicable, a date of recovery.
If the student cannot meet the final requirement, he/she needs to contact a Student Advisor/Academic Counsellor, a Student Psychologist or a Student Dean.

B. Extraordinary family circumstances
In order for extraordinary family circumstances to be regarded as the aforementioned precondition:
- the student must have notified the Student Advisor/Academic Counsellor, five (5) days prior to or within five (5) days after the affected examination, of his/her extraordinary family circumstances as a cause of failing to take or failing to pass an examination; and
- the student must have provided proof of the occurrence and nature of the extraordinary family circumstances.
If the student cannot meet the final requirement, he/she needs to contact a Student Advisor/Academic Counsellor, a Student Psychologist or a Student Dean.

C. Student’s physical, sensorial or other functional disorder
In order for a student’s physical, sensorial or other functional disorder to be regarded as the aforementioned precondition, the student must have reported the physical, sensorial or other functional disorder to a Student Advisor/Academic Counsellor at the start of his/her studies, or as soon as the physical, sensorial or other functional disorder occurred. At the student’s request a Student Advisor/Academic Counsellor may draw up individual regulations regarding the binding study advice as prescribed in Article 31 of these regulations. These individual regulations need to be approved by the Board of Examiners in order to come into force.

D. Student’s pregnancy
In order for a student’s pregnancy to be regarded as the aforementioned precondition:
- the student must have reported her pregnancy to a Student Advisor/Academic Counsellor; and
- the student must have submitted a statement from the attending physician or midwife with a confirmation of her pregnancy or a birth certificate.

If the student cannot meet the final requirement he/she needs to contact a Student Advisor/Academic Counsellor, a Student Psychologist or a Student Dean.

**E. Student’s administrative activities**

In order for a student’s administrative activities to be regarded as the aforementioned precondition the administrative activities as such need, among others, to be recognised by law or by the Executive Board of Maastricht University in accordance with the rules governing the ‘Afstudeerfonds UM’, the graduation fund of Maastricht University.

**F. Participation in top-level sport**

In order for a student’s sport activities to be regarded as the aforementioned precondition, the top-level sport activities need to be recognized as such and reported to the Student Advisor/Academic Counsellor as soon as possible.

**G. Other**

Circumstances other than those referred to in subsections A. to F., which, if they were not taken into consideration by the faculty board would lead to excessive unfairness. These circumstances need to be reported to the Student Advisor/Academic Counsellor as soon as possible.
Chapter VII  Final Provisions

Article 33 Amendments

1. Competent authority
Amendments to these regulations are laid down by a separate decision of the SBE Board.

2. General effect
No amendments will be made that apply to the current academic year, unless the proposed amendments in all fairness do not affect the students’ interests.

3. Individual effect
Amendments will not negatively affect a decision, regarding a student, made under the existing regulations, by the Board of Examiners.
Article 34 Announcement

1. Announcement
The SBE Board ensures proper announcement of these regulations, of the rules and guidelines as established by the Board of Examiners and of all amendments of these regulations, rules and guidelines.

2. Availability
Up-to-date digital versions of the regulations, rules and guidelines mentioned in section 1 of this Article will be made available on ‘MySBE Intranet’.
**Article 35 Unforeseen circumstances**

The Board of Examiners shall decide on cases which are not provided in these regulations. No rights can be derived from decisions, announcements, advices etc. from others than the Board of Examiners if these decisions, announcements, advices etc. are in contradiction or not in accordance with these regulations, unless the Board of Examiners explicitly decides otherwise.
Article 36 Hardship

The Board of Examiners is authorised to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.
Article 37 Time limit for decisions by the Board of Examiners

1. A decision shall be made within the time limit prescribed by statutory regulation, or, in the absence of such a time limit, within a reasonable period after receipt of the request.

2. The reasonable period, referred to in section 1 of this Article, shall in any event be deemed to have expired when the Board of Examiners has not made a decision or given communication, as referred to in Article 4:14 Awb (‘Dutch General Administrative Law Act’), within eight (8) weeks of receiving the request.

3. If, in the absence of a time limit prescribed by statutory regulation, a decision cannot be made within eight (8) weeks, the Board of Examiners shall inform the student, stating a reasonable time limit for the decision to be made (adjournment).

4. The time limit for making a decision shall be suspended with effect from the day on which the Board of Examiners requests the student/applicant to amplify, in accordance with Article 4:5 Awb, until the day on which the student/applicant has amplified or the time limit set for this purpose expires without having been used.
Article 38 Right of objection and the right of appeal

1. Subjects of appeal
Students may lodge an appeal with the Board of Appeal for Examinations of the UM against:
- a Negative Binding Study Advice as mentioned in Article 30 of these regulations;
- decisions of the Board of Examiners with regard to the acquisition of credits and the passing of examinations;
- decisions with regard to exemptions as mentioned in Article 18 of these regulations;
- decisions not of a general nature regarding admission, as mentioned in Chapter III of these regulations;
- decisions of the Board of Examiners or of examiners.

2. Legality of decisions
An appeal may be lodged with regard to the legality of a decision by a party involved.

3. Term for lodging appeals
The term for lodging an appeal is six (6) weeks, starting from the date the decision was procedurally correctly announced.

4. Resolution
A party involved can lodge an appeal, by means of a notice of appeal within six (6) weeks after proclaiming the decision of the Board of Examiners or the examiner, with the Complaints Service Point (CSP) for the attention of the Board of Appeal for Examinations. The notice of appeal has to be signed and dated, it should contain the name and address of the applicant. It should also contain the arguments on which the appeal is founded and, if possible, a copy of the decision against which the appeal is directed.

Before deciding on an appeal, the Board of Appeal for Examinations will send the appeal to the body to which the appeal is directed, inviting it to ascertain, in consultation with the concerned party(ies) whether the dispute can be settled. If the appeal is lodged against an examiner, the previous sentence applies to the Board of Examiners. Within three (3) weeks the body concerned informs the Board of Appeal for Examinations in writing of the result of the discussions. If an amicable settlement was not possible, the notice of appeal will be taken up by the Board of Appeal for Examinations.
PART 2

BACHELOR’S DEGREE PROGRAMMES

&

ADMISSION
Chapter VIII  Study programmes

Article 39 Study programmes

1. Credits
The Bachelor’s exam consists of
- the first-year Bachelor’s exam of 60.0 credits and
- the final Bachelor’s exam of 120.0 credits
and represents a total study load of 180.0 credits.

2. Available study programmes
The following Bachelor’s study programmes are offered at the SBE in Maastrict:

- Bachelor of Science in Econometrics and Operations Research (E&OR);
- Bachelor of Science in Economics and Business Economics (EBE), with the following specialisations in the final Bachelor’s exam:
  - Economics (EC),
  - Economics and Management of Information (INF),
  - Emerging Markets (EEM),
  and
  - International Business Economics (IBE).
- Bachelor of Science in Fiscal Economics (FE);
- Bachelor of Science in International Business (IB);
  - with the possibility of the following specialisation in the final Bachelor’s exam:
    Emerging Markets (IBEM).

- Bachelor of Business Analytics (BA)*
* Without prejudice as of academic year 2020-2021
**Article 40 First-year Bachelor’s exam**

**1. Credits**
The first-year Bachelor’s exam represents a total study load of 60.0 credits.

**2. Content**
The content and detailed structure of the (individual) study programmes are timely announced on ‘MySBE Intranet’, in the ‘Outline study programme’, and are included in Appendix IV of these BSc-EER (which forms an integral part of these regulations).

**3. Composition**

**A. Bachelor of Science in Econometrics and Operations Research**
The first-year Bachelor’s exam for the study programme in Econometrics and Operations Research is composed of two semesters, comprising:
- eight (8) compulsory courses of 6.5 credits per course; and
- two (2) compulsory skills trainings of 4.0 credits per skills training.

**B. Bachelor of Science in Economics and Business Economics**
The first-year Bachelor’s exam for the study programme in Economics and Business Economics is composed of two semesters, comprising:
- eight (8) compulsory courses of 6.5 credits per course; and
- two (2) compulsory skills trainings of 4.0 credits per skills training.

**C. Bachelor of Science in Fiscal Economics**
The first-year Bachelor’s exam for the study programme in Fiscal Economics is composed of two semesters, comprising:
- eight (8) compulsory courses of 6.5 credits per course; and
- two (2) compulsory skills trainings of 4.0 credits per skills training.

**D. Bachelor of Science in International Business**
The first-year Bachelor’s exam for the study programme in International Business is composed of two semesters, comprising:
- eight (8) compulsory courses of 6.5 credits per course; and
- two (2) compulsory skills trainings of 4.0 credits per skills training.
Article 41 Final Bachelor’s exam (Bachelor year two and three)

1. Credits
The final Bachelor’s exam represents a total study load of 120.0 credits. Each exam represents a combination of educational units thus building a cohesive programme in a specific area.
A. Bachelor of Science in Economics and Business Economics (EBE);
B. Bachelor of Science in Econometrics and Operations Research (E&OR);
C. Bachelor of Science in Fiscal Economics (FE);
D. Bachelor of Science in International Business (IB).

2. Content
The content and detailed structure of the (individual) study programmes are timely announced on ‘MySBE Intranet’, in the ‘Outline study programmes’, and are included in Appendix IV of these BSc-EER (which forms an integral part of these regulations).

3. Deviation
Deviation from the study programmes as provided in this article and further detailed in Appendix IV will result in a switch from the specific Bachelor’s study programme to the Open programme (see Article 43).

4. Composition Bachelor’s programmes

A. Bachelor of Science in Econometrics and Operations Research
The final Bachelor’s exam for the study programme in Econometrics and Operations Research is composed of four semesters.

The first and second semester comprises:
- eight (8) compulsory courses of 6.5 credits per course; and
- two (2) compulsory skills trainings of 4.0 credits per skills training.

The third and fourth semester comprises:
- a study abroad period of 26.0 credits;
- one (1) compulsory skills training of 4.0 credits;
- two (2) elective courses of 6.5 credits chosen from a specific set of disciplinary courses
- one (1) elective courses of 6.5 credits per course; and
- one (1) Bachelor’s thesis of 10.5 credits, consisting of and covering one (1) Bachelor’s thesis related course of 6.5 credits and one (1) skills training of 4.0 credits, which must be written during one of the above mentioned course periods and a skills training period.

A maximum of 4.0 credits of the study abroad requirements can be substituted by doing an internship. A maximum of 4.0 credits of the study abroad requirements can be substituted by doing a summer/winter course abroad. Guidelines are published on ‘MySBE Intranet’.
A combination of a summer/winter course and an internship in order to substitute credits for the study abroad is not allowed.
B. Bachelor of Science in Economics and Business Economics

The final Bachelor’s Exam for Economics and Business Economics:
- B.1 specialisation Economics;
- B.2 specialisation Economics and Management Information;
- B.3 specialisation Emerging Markets;
- B.4 specialisation International Business Economics.

B.1. Bachelor of Science of Economics and Business Economics / specialisation Economics

The final Bachelor’s exam for the study programme in Economics and Business Economics / specialisation Economics (EC) is composed of four semesters.

The first and second semester comprises:
- eight (8) compulsory courses of 6.5 credits per course; and
- two (2) elective skills trainings of 4.0 credits per skills training.

The third and fourth semester comprises:
- a study abroad period of 26.0 credits;
- four (4) elective courses of 6.5 credits per course;
- one (1) Bachelor’s thesis of 8.0 credits.

If, during the period of study abroad, a student acquires 30.0 credits instead of 26.0 credits, the additional 4.0 credits may be used to substitute one of the elective skills trainings (note that compulsory skills trainings cannot be substituted).

A maximum of 4.0 credits of the study abroad requirements or an elective skills training of 4.0 credits can be substituted by doing an internship. A maximum of 4.0 credits of the study abroad requirements can be substituted by doing a summer/winter course. Guidelines are published on ‘MySBE Intranet’.

A combination of a summer/winter course and an internship in order to substitute credits for the study abroad is not allowed.

B.2. Bachelor of Science in Economics and Business Economics / specialisation Economics and Management of Information

The final Bachelor’s exam for the study programme in Economics and Business Economics / specialisation Economics and Management of Information (INF) is composed of four semesters.

The first and second semester comprises:
- seven (7) compulsory courses of 6.5 credits per course;
- one (1) elective course of 6.5 credits;
- one (1) compulsory skills training of 4.0 credits; and
- one (1) elective skills training of 4.0 credits.

The third and fourth semester comprises:
- a study abroad period or internship abroad of 26.0 credits;
- two (2) compulsory courses of 6.5 credits per course;
- two (2) elective courses of 6.5 credits per course; and
- one (1) Bachelor’s thesis of 8.0 credits.

If, during the period of study abroad, a student acquires 30.0 credits instead of 26.0 credits, the additional 4.0 credits may be used to substitute one (of the) elective skills trainings (note that compulsory skills trainings, e.g. QM III, cannot be substituted). An internship abroad will be awarded with a maximum of 26.0 credits.

A maximum of 4.0 credits of the study abroad requirements or an elective skills training of 4.0 credits can be substituted by doing a curricular internship that is not part of the internship abroad as mentioned above. A maximum of 4.0 credits of the study abroad requirements can be substituted by doing a summer/winter course abroad. Guidelines are published on ‘MySBE Intranet’.

A combination of a summer/winter course abroad and an internship in order to substitute credits for the study abroad or an internship abroad is not allowed.

B.3. Bachelor of Science in Economics and Business Economics / specialisation Emerging Markets

Notification:
The procedure for enrolment in this specialisation is published on ‘MySBE Intranet’.

The final Bachelor’s exam for the study programme in Economics and Business Economics / specialisation Economics in Emerging Markets (EEM) is composed of four semesters.

The first and second semester comprises:
- four (4) compulsory courses of 6.5 credits per course;
- four (4) elective courses of 6.5 credits per course, to be chosen out of a list of core courses as specified in Appendix IV;
- two (2) compulsory skills trainings of 4.0 credits each

The third and fourth semester comprises:
- an internship abroad of 22.0 credits;
- two (2) elective courses of 6.5 credits per course;
- one (1) elective course of 6.5 credits related to a domain;
- one (1) compulsory course of 6.5 credits;
- one (1) compulsory skills training of 4.0 credits; and
- one (1) Bachelor’s thesis of 8.0 credits.

The internship abroad might be substituted by a period of study abroad of 22.0 credits, only after approval of the Board of Examiners.

An internship abroad will be awarded with a maximum of 22.0 credits.
B.4. Bachelor of Science in Economics and Business Economics / specialisation International Business Economics

The final Bachelor’s exam for the study programme in Economics and Business Economics / specialisation International Business Economics (IBE) is composed of four semesters.

The first and second semester comprises:
- eight (8) compulsory courses of 6.5 credits per course;
- one (1) compulsory skills training of 4.0 credits; and
- one (1) elective skills training of 4.0 credits.

The third and fourth semester comprises:
- a study abroad period abroad of 26.0 credits;
- two (2) elective courses of 6.5 credits per course in the format of the majors as specified in Appendix IV;
- two (2) elective courses of 6.5 credits per course;
- one (1) Bachelor’s thesis of 8.0 credits.

If, during the period of study abroad, a student acquires 30.0 credits instead of 26.0 credits, the additional 4.0 credits may be used to substitute one (of the) elective skills trainings (note that compulsory skills trainings, e.g. QM III cannot be substituted).

A maximum of 4.0 credits of the study abroad requirements or an elective skills training of 4.0 credits can be substituted by doing an internship. A maximum of 4.0 credits of the study abroad requirements can be substituted by doing a summer/winter course abroad. Guidelines are published on ‘MySBE Intranet’.

A combination of a summer/winter course and an internship in order to substitute credits for the study abroad is not allowed.
C. Bachelor of Science in Fiscal Economics
The final Bachelor’s exam for the study programme in Fiscal Economics is composed of four semesters.

The first and second semester comprises:
- eight (8) compulsory courses of 6.5 credits per course; and
- one (1) compulsory skills training of 4.0 credits; and
- one (1) elective skills training.

The third and fourth semester comprises:
- four (4) compulsory courses of 6.5 credits per course; and
- one (1) Bachelor’s thesis of 8.0 credits; and
- four (4) elective courses of 6.5 credits per course; or
- a study abroad period abroad of 26.0 credits.

A maximum of 4.0 credits of an elective skills training of 4.0 credits may be substituted by doing a curricular internship.
D. Bachelor of Science in International Business
- D.1 The final Bachelor’s exam International Business;
- D.2 specialisation Emerging Markets

D.1. Bachelor of Science in International Business
The final Bachelor’s exam for the study programme in International Business (IB) is composed of four semesters.

The first and second semester comprises:
- eight (8) compulsory courses of 6.5 credits per course;
- one (1) compulsory skills training of 4.0 credits; and
- one (1) elective skills training of 4.0 credits.

The third and fourth semester comprises:
- a study abroad period abroad of 26.0 credits;
- two (2) elective courses of 6.5 credits per course in the format of the majors as specified in Appendix IV;
- two (2) elective courses of 6.5 credits per course;
- one (1) Bachelor’s thesis of 8.0 credits.

If, during the period of study abroad, a student acquires 30.0 credits instead of 26.0 credits, the additional 4.0 credits may be used to substitute one of the elective skills trainings (note that compulsory skills trainings, e.g. QMIII cannot be substituted).

A maximum of 4.0 credits of the study abroad requirements or an elective skills training of 4.0 credits can be substituted by doing an internship. A maximum of 4.0 credits of the study abroad requirements may be substituted by doing a summer/winter course abroad. Guidelines are published on ‘MySBE Intranet’.

A combination of a summer/winter course and an internship in order to substitute credits for the study abroad is not allowed.

D.2. Bachelor of Science in International Business / Specialisation Emerging Markets

Notification:
The procedure for enrolment for this specialisation is published on ‘MySBE Intranet’.

The final Bachelor’s exam for the study programme in International Business / specialisation Emerging Markets (IBEM) is composed of four semesters.

The first and second semester comprises:
The first and second semester comprises:
- four (4) compulsory courses of 6.5 credits per course;
- four (4) elective courses of 6.5 credits per course, to be chosen out of a list of core courses as specified in Appendix IV;
- two (2) compulsory skills trainings of 4.0 credits each
The third and fourth semester comprises:
- an internship abroad of 22.0 credits;
- two (2) elective courses of 6.5 credits per course;
- one (1) elective course of 6.5 credits related to a domain;
- one (1) compulsory course of 6.5 credits;
- one (1) compulsory skills training of 4.0 credits; and
- one (1) Bachelor's thesis of 8.0 credits.

The internship abroad might be substituted by a period of study abroad of 22.0 credits, only after approval of the Board of Examiners.

An internship abroad will be awarded with a maximum of 22.0 credits.
5. Composition Double Degree programmes
A Double Degree programme is an approved combination of two study programmes leading to a Bachelor's degree at the SBE and a degree at a partner university.

The conditions for admission and participation, content, detailed structure and other information of the Double Degree study programmes are timely announced on ‘MySBE Intranet’.

Double Degree programmes are offered within the study programmes:
- **D. Bachelor of Science in International Business.**

### D. Bachelor of Science in International Business

**D.5 SBE (the Netherlands) – Universidad del Desarollo (Chile)**

**Outgoing students only**

The Bachelor’s final exam for the UDD – SBE Double Degree programme consists of the following components:

The programme at the **SBE** comprises:

- Year 2
  - eight (8) compulsory courses of 6.5 credits per course;
  - one (1) compulsory skills training of 4.0 credits; and
  - one (1) elective skills training of 4.0 credits;

- Year 3
  - the study abroad requirement at the partner university;
  - the Bachelor’s thesis of 8.0 credits.

The programme at **Universidad del Desarollo** comprises:

- Year 3
  - courses as part of the study abroad requirement of 30.0 credits (including a project evaluation);
  - three (3) courses and an internship of 30.0 credits in total. A maximum of 22.0 credits will be considered to be curricular and of which 8.0 credits will be listed on the final Bachelor’s transcript as ‘extracurricular’.
6. Honours Programme
Each Bachelor’s programme provides the option to graduate as an honours student within the programme. Students have to apply at the end of the first year to be admitted to an honours programme. Only a limited number of students will be accepted. The selection procedure is published on ‘MySBE Intranet’.
Participating in the honours programme means that you must follow the MARBLE programme as part of your regular programme and in addition you will need to obtain 30 extracurricular credits.

7. MARBLE (Maastricht Research Based Learning)
Research Based Learning offers students in the third year of their Bachelor’s programme the opportunity to focus on research in the form of a MARBLE project of in total 14.5 credits.
This MARBLE project includes
- the MARBLE research course of 6.5 credits; and
- one (1) MARBLE Bachelor’s thesis of 8.0 credits.

Students have to apply for participation in this project. Coordinators of the MARBLE projects decide on admission.
Project descriptions and guidelines including the selection procedure are published on ‘MySBE Intranet’. The MARBLE credits constitute part of the study load referred to in Article 39.1. Therefore, the MARBLE credits will substitute part of the regular 3rd year components.

8. Interfaculty Minor
An interfaculty minor offers students in the third year of their Bachelor’s programme the opportunity to participate in an interfaculty and interdisciplinary minor organized by the SBE and one of the other UM faculties.
The interfaculty minor consists of educational units partially taken at the SBE and partially at one of the other faculties at the UM. The minor consist of (at least) 30 credits in total and includes an SBE Bachelor’s thesis related to the interfaculty minor.

In case the Interfaculty minor constitutes part of the study load referred to in Article 39.1, it substitutes some elements of the study programme, consequently it needs approval from the Board of Examiners prior to the start.
The Interfaculty minor cannot substitute the study abroad requirement.
**Article 42 Elective Courses**

**A. Bachelor of Science in Econometrics and Operations Research**

In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in Econometrics and Operations Research programme, students need to choose:

- two (2) courses from a specific set of four (4) disciplinary courses provided in the course catalogue; and
- one (1) elective course from the list of elective courses provided in the course catalogue and as specified in the ‘Outline study programme’ (see Appendix IV).

**B. Bachelor of Science in Economics and Business Economics**

**B.1. Bachelor of Science in Economics and Business Economics / specialisation Economics**

In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in Economics and Business Economics / specialisation Economics (EC) programme, students need to choose:

- two (2) elective courses from the Economics electives list provided in the course catalogue; and
- one (1) elective course from the International Business Economics electives list provided in the course catalogue; and
- one (1) elective course from the Quantitative Economics electives list provided in the course catalogue; and
- two (2) elective skills trainings from the elective skills trainings list provided in the course catalogue.

**B.2. Bachelor of Science in Economics and Business Economics / specialisation Economics and Management of Information**

In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in Economics and Business Economics / specialisation Economics and Management of Information (INF) programme, students need to choose:

- three (3) elective courses from the electives list provided in the course catalogue. At least one (1) of these has to be a Quantitative Economics (QE) elective course; and
- one (1) elective skills trainings from the elective skills trainings list provided in the course catalogue.

**B.3. Bachelor of Science in Economics and Business Economics / specialisation Emerging Markets**

In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in Economics and Business Economics / specialisation Emerging Markets programme, students need to choose:

- four (4) core courses chosen from a set of second-year Economics and Business Economics courses, as specified in the course catalogue; and
- one (1) elective course chosen from a set of Emerging Markets elective courses provided in the course catalogue; and
- two (2) elective courses chosen from a set of third-year Economics and Business Economics courses, as specified in the course catalogue.

### B.4. Bachelor of Science in Economics and Business Economics / specialisation International Business Economics

In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in Economics and Business Economics / specialisation International Business Economics (IBE) programme, students need to choose:

- one (1) elective course from the Information Management electives list provided in the course catalogue, and
- one (1) elective course from either the Quantitative Economics electives list or the Economics electives list provided in the course catalogue, and
- two (2) elective courses from one of the majors, as specified in the course catalogue; and
- one (1) elective skills trainings from the elective skills trainings list provided in the course catalogue.

**Exceptions**

- Students who choose two (2) elective courses within the major Accounting may choose taking all four (4) elective courses within the major Accounting, thus replacing the other elective courses.
- Students who choose two (2) elective courses within the major Information Management may choose an arbitrary elective course within any of the other majors instead of the required elective course from the Information Management elective courses.
- Students who choose the major Microeconomics or Macroeconomics, need to choose one (1) elective course from the Business electives list instead of the Quantitative Economics or Economics electives list.

### C. Bachelor of Science in Fiscal Economics

In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in Fiscal Economics, students need to choose:

- four (4) elective courses from the list of elective courses provided in the course catalogue in case students do not take part in a study abroad; and
- one (1) elective skills trainings from the elective skills trainings list provided in the course catalogue.

### D. Bachelor of Science in International Business

#### D.1 Bachelor of Science in International Business

In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in International Business programme, students need to choose:

- one (1) elective course from either the Economics electives list or the Quantitative Economics electives list or the Law electives list or the Ethics electives list provided in the course catalogue; and
- two (2) elective courses from one of the majors, as specified in the course catalogue; and
- one (1) elective courses from the Business electives list as provided in the course catalogue; and
- one (1) elective skills trainings from the elective skills trainings list provided in the course catalogue.

Exception
- Students who choose two (2) elective courses within the major Accounting may choose taking all four (4) elective courses within the major Accounting, thus replacing the other elective courses.

D.2. Bachelor of Science in International Business / Specialisation Emerging Markets
In order to meet the exam requirements within the available space for elective courses in the Bachelor of Science in International Business / specialisation Emerging Markets programme, students need to choose:
- four (4) core courses chosen from a set of second-year International Business courses, as specified in the course catalogue; and
- one (1) elective courses chosen from a set of Emerging Markets elective courses provided in the course catalogue; and
- two (2) elective courses chosen from a set of third-year International Business courses, as specified in the course catalogue.
Article 43 Open Programme

1. Credits
An Open Programme represents a total study load of 180.0 credits.

2. Content
An Open Programme consists of the obligatory first-year Bachelor’s exam and a subsequent final Bachelor’s exam with a cohesive programme, built from sufficient educational units (120 credits) as required by the study programme. A student registered for one of the SBE Bachelor’s programmes may formulate a programme from programme components given by the SBE, upon approval of the Board of Examiners.

3. Requirements
The Open programme needs to meet the objectives of the programme and terms of consistency. The Board of Examiners establishes and publishes the minimum requirements for an Open Programme on ‘MySBE Intranet’.
Article 44 Evaluation

The SBE Board is responsible for the regular evaluation of the education and study programmes for monitoring purposes and if necessary adjustment of the study load of the study programme. The board will, in any case, take the workload for students into consideration.
Chapter IX  

Admission

Article 45 Admission requirements

1. General
The application deadlines regarding the Bachelor’s programmes will be announced on the SBE website.

The SBE Board appoints a Board of Admissions for the Bachelor’s programmes Economics and Business Economics and International Business. The Board of Admissions decides for each individual application whether the applicant will be eligible for a place for the Bachelor’s programme if the applicant meets all other requirements.

2. Eligibility
The (specific) prerequisites for enrolment in the Bachelor’s programme of the SBE at Maastricht University are made available on the SBE website.

In order to be eligible for admission a prospective student has to:
- submit the completed application form; and
- submit a copy of a valid passport or ID-card; and
- submit a passport photo; and
- meet the prerequisites regarding the payment details and tuition fee.

A prospective student also needs to meet the published prerequisites concerning:
- previous education;
- mathematics level;
- language tests;
- requested additional information.

In addition, the prospective student also has to;
- have participated in a so called ‘studiekeuzecheck’ or ‘matching’ (for the programmes Fiscal Economics and Econometrics and Operations Research) before the published deadline; or
- be positively assessed by the Board of Admissions (for the programmes Economics and Business Economics and International Business).

Annually and in advance the prerequisites and deadlines are published on the SBE website.

3. Degree requirements
In order to be eligible for admission to the Bachelor of the SBE an applicant needs to fulfil the following requirement:
Previous Education:
- providing proof of having obtained a Dutch VWO degree; or
- providing proof of having obtained a non-Dutch ‘Dutch VWO equivalent’ degree, a list is annually published on the SBE website; or
- providing proof of having obtained a ‘UM Foundation Programme’ degree.
Mathematics level:
- providing proof of having a Dutch VWO Mathematics A or Mathematics B* level; or
- providing proof of having obtained a VWO equivalent level of mathematics, a list of approved non-Dutch mathematics levels is annually published on the SBE website.

* BSc Econometrics and Operations Research minimal Mathematics B.
* BSc Business Analytics minimal Mathematics B. (as of academic year 2020-2021 pending accreditation)

4. English Language Requirement for foreign diplomas
   a. The holder of a foreign diploma can only register if the requirement for adequate command of the English language is, with a minimum level equivalent to a 6.0 IELTS (International English Language Testing System) score.
   b. The requirement referred to under a. is met if the applicant is in possession of one of the following diplomas or certificates:
      - a secondary education diploma issued in an EU/EEA country where the applicant has followed English up to and including the last year;
      - a diploma issued in a non-EU/EEA country that is at least equivalent to the VWO diploma and in which English is the official language of instruction and teaching
      - a diploma from a completed English-language Bachelor's or Master's degree programme;
      - an International or European Baccalaureate, a US high school diploma or UK GCE A levels;
      - if the applicant has not completed an English-taught secondary school, Bachelor's or Master's degree prior, but can demonstrate sufficient English language proficiency, for example with the help of English-taught courses or an internship or work experience in an English-speaking environment, or if the applicant can demonstrate in other ways that the/she complies with the language requirement, through the following language tests:
        - 6.0 IELTS
        - 550 points TOEFL Paper-based test
        - 79 - 80 points TOEFL Internet test
        - 213 points TOEFL Computer-based test
        - 670 points TOEIC listening and reading and speaking and writing
        - Cambridge [First Certificate in English (FCE) Grade B, First Certificate in English (FCE) Grade C] or equivalent certification.

This proof needs to be provided to the Admission Office before enrolling into the study programme.

5. Board of Admission
   Applicants for the study programmes Economics and Business Economics and International Business are assessed by the applicable Board of Admissions whether the applicant is eligible for admission.
   If an applicant is positively assessed the applicant will receive a ranking number. Admission to the programme is granted in accordance with the ranking numbers of the applicants within the applicable study programme.
6. Matching
Participation in matching is a mandatory part of the admission procedure for the study programmes Fiscal Economics and Econometrics and Operations Research. More information is published on the SBE website.

The Board of Examiners is authorized to approve of participation in the matching procedure after the deadline.

7. Enrolment second year
The candidate who applies for admission into the second year has to demonstrate the successful completion of substitutable examinations at an institution of higher education, or the acquisition of appropriate skills at the SBE, or elsewhere, for the entire first year, as laid down in Article 18 section 2.
Article 46 Requirement of a Dutch language test for Fiscal Economics

A prerequisite for admission to the Fiscal Economics study programme is knowledge of the Dutch language at level 2 of the ‘Staatsexamen Nederlands als Tweede Taal’, proof of which needs to be provided to the Admissions Office before enrolling into the Fiscal Economics study programme. Level 2 of the ‘Staatsexamen Nederlands als Tweede Taal’ is equal to the regular pre-university education diploma (‘VWO’)-level.
PART 3

PREMASTER PROGRAMME
Chapter X SBE Premaster Programme

I
SBE Premaster Programme
Applicants, who have successfully completed a Bachelor’s degree at a listed, relevant University of Applied Sciences, as published on the website, may apply for admission to SBE’s Premaster programme of at least, and not exceeding, 30 credits.

The students in the SBE Premaster programme will be granted admission to the relevant mentioned three Master programmes after successful completion of the Premaster programme.

Composition of the SBE Premaster programme
The SBE Premaster programme is composed of
- Two (2) compulsory courses of 6.5 credits per course;
- Two (2) courses related to one the Bachelor’s International Business majors, of 6.5 credits per course;
- One (1) compulsory skills training of 4.0 credits.

II
Applicable regulations for the SBE Premaster programme
This section indicates the Education and Examination regulations that apply to the education and examinations for students in the SBE Premaster programme.

Chapter I General provisions
Articles 1, 2 and 5 fully apply.

Form of the Premaster Programme
The Premaster programme is a full-time programme that begins once a year, in February.

Chapter II Education and Examination
Articles 6, 8, 9 (except 9.6), 10, 11, 13, 15, 16 (except 16.4), and 17 fully apply.
For each course, there will be a first and a second sit.
No exemptions are allowed for the Premaster programme.

Chapter III (Final) Exam Requirements
Proof of successful completion – statements – transcripts
The faculty will list the results of the student participating in the Premaster programme. All courses and the skills training will need to be successfully completed within a period of two years in order to obtain the proof of successful completion for the SBE Premaster programme.
Upon fulfilment of the conditions, the student will be issued a transcript with the results for the educational units of the programme and a proof of successful completion.
Chapter IV  Fraud
Fully applies.

Chapter V  Advice and Guidance
Fully applies.

Chapter VI  Binding Study Advice.
Not applicable.

Chapter VII  Final Provisions
Fully applies.

Chapter VIII  Study Programmes
Study load
The Premaster programme is a full-time programme, has a study load of minimum and
not exceeding 30 credits and runs over a semester.

Chapter IX  Admission
Applicants, who have successfully completed a relevant Bachelor degree at a University
of Applied Sciences, as published on the website, may apply for admission to the SBE
Premaster programme.

The regulations for admission, application and eligibility for the SBE Premaster
programme are published on the SBE website.

Outline Premaster Programme

Start February

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Appendix I Rules of Procedure and Conduct during examinations

Note: please refer to MySBE for the most recent version.

Rules of Procedure and Conduct (version September 2017)

Rules of Procedure and Conduct for Examinations shall apply to provide students equal opportunities and proper conditions for taking examinations.

Section 1 General provisions

Article 1 Applicability
These Rules of Procedure apply to all written examinations administered at locations designated by or on behalf of the Maastricht University faculty or school Board of Examiners offering the examination. Where applicable, supplementary or different regulations may be appended for examinations administered in computer labs or faculty rooms.

Article 2 Definitions
a. Board of Examiners: the Board of Examiners of a faculty or school;
b. Examination Coordinator: the person responsible for scheduling and organising a written examination on the Board of Examiners’ behalf;
c. Head (or other) Invigilator: the person who monitors compliance with the Rules of Procedure at the examination location on the Board of Examiners’ or Faculty Board’s behalf;
d. Examiner: the teacher designated by the Board of Examiners to administer the examination and determine the results.

Section 2 Participation in the examination

Article 3 Proof of identity
1. Only students who are officially enrolled at UM at the time of the examination are permitted to participate in the examination. Students must provide proof of their identity during the examination, preferably by a clearly legible UM Card with an undamaged, recent passport photo bearing a clear resemblance to the holder and which complies with the Digital Passport Photo Guidelines for the UM Card (see Annex 1). Students can also identify themselves by an original, legal ID in the form of a valid:
   - passport; or
   - students from EU/EEA countries: driving licence or state-issued identity card; or
   - Dutch residence permit or in some cases EU residence permit.

The UM Card or legal ID must be placed on the student’s table and be clearly visible.

Copies of IDs will not be accepted as proof of identity.
2. Students who cannot provide a proof of identity during the examination in the prescribed manner will not be permitted to participate in or continue to participate in the examination, and will be required to leave the examination room at the Head (or other) Invigilator’s instruction.

Article 4 Right to participate
1. Students as referred to in Article 3 will be permitted to participate in the examination only if they are entitled to do so under the specific faculty regulations.
2. No student will be admitted into the room where the examination is being administered after the examination has officially begun. Such students will not be entitled to participate in the examination, regardless of the reason for their late arrival.

Article 5 Instructions
Students must always follow the instructions of the Examination Coordinator and/or the Head (or other) Invigilator.

Section 3 Use of examination room

Article 6 Arrangement of the room
1. The examination room will open at least 15 minutes before the examination begins. From the time the examination room is opened, students may enter and take a seat in accordance with the seating plan posted by the room entrance.
2. A seat shall be reserved for each student who has registered for the examination in conformity with the registration procedure.

Article 7 Personal belongings and other materials
1. Before the examination starts, coats, bags and other personal belongings must be placed underneath the table or in the place designated by the Head (or other) Invigilator. Bags must be closed. Head coverings are permitted with eyes and ears clearly visible.
2. Materials as referred to in Article 16(c) (such as communication devices and other information carriers) must be switched off and stored in students’ bags. Use of these materials is not permitted during the examination, unless the Board of Examiners has determined otherwise. Students are not permitted to take these unauthorised materials out of their bags until after they leave the examination room.
3. Students are not permitted to wear watches during the examination. Watches must be placed in students’ bags before the examination starts and are not to be taken out until after they leave the examination room.

Article 8 Leaving the examination room/seat
1. Students are not permitted to leave the examination room until 30 minutes after the official start of the examination.
2. Students are not permitted to leave the examination room or their seat without the Head (or other) Invigilator’s permission.
Article 9  Disruptive behaviour
1. Students are not permitted to engage in any behaviour that is disruptive to the other students or to the Invigilators or other persons present in the examination room. The Head (or other) Invigilator will judge whether behaviour is disruptive and speak to the student in question.
2. Students are permitted to consume food and drinks they have brought along during the examination provided this is not disruptive to others and they leave the area clean and tidy.
3. If a student creates a serious disruption, the Head (or other) Invigilator may exclude that student from further participation in the examination.

Article 10  Emergencies during the examination
In the event of an emergency, students must follow the instructions of the Invigilators, emergency services (such as the fire brigade) and/or company emergency response workers at the examination venue.

Section 4  Handing in examination

Article 11  Procedure
1. Students are permitted to hand in their examinations to their course Invigilator no earlier than 30 minutes after the examination starts. Students may indicate they wish to hand in their examination in two ways:
   – by raising a hand. The student must remain seated until the Head (or other) Invigilator has removed the examination papers from the student’s table;
   – by taking their examination papers to the Invigilator and handing them in. The Board of Examiners may determine that the examination questions must also be handed in.
2. The Head (or other) Invigilator will announce when there are only 30 minutes remaining until the end of the examination.
3. After students hand in their examinations they must leave the room as quickly and as quietly as possible. Students who have handed in their examinations and left the room will not be permitted to re-enter the room. The Board of Examiners may determine that students must provide proof of identity in conformity with the provisions of Article 3 when handing in their examinations and before they can leave the room.
4. Examination papers must be handed in no later than the official end of the examination or as instructed by the Head (or other) Invigilator. If a student continues writing on their answer form after the examination has officially ended, this may be documented on an Irregularity Report Form.

Section 5  Toilet visits

Article 12  Restrictions; medical necessity
1. Students are permitted a maximum of two toilet visits during two-hour examinations. No toilet visits are permitted during the first and last 30 minutes of the examination.
2. Students are permitted a maximum of three toilet visits during three-hour examinations. No toilet visits are permitted during the first and last 30 minutes of the examination.
3. If due to a medical necessity a student may have to make more than the maximum number of toilet visits permitted during the examination, the student must inform the Head (or other) Invigilator before the examination and present a document from the Board of Examiners or student adviser granting permission for this.

**Article 13  Procedure**

1. Students wishing to leave the examination room temporarily to go to the toilet must request permission from the Head (or other) Invigilator by raising a hand. If permission is granted, the student will receive a toilet pass in exchange for their ID, which will be returned in exchange for the toilet pass upon their return to the examination room.

2. No more than two students (per block) shall be allowed to go to the toilet area at the same time.

3. The Head (or other) Invigilator shall monitor toilet visits by recording the names of students who leave the room to go to the toilet. This information shall be retained by the Board of Examiners for no longer than it takes for any appeals to be decided.

4. Before being permitted to visit the toilet, students will be asked to present the contents of their pockets or the like to verify they are not in possession of any unauthorised materials as referred to in Article 16(c)), having due regard for students’ privacy. If a student refuses to present the full contents of their pockets or the like, an Irregularity Report Form will be drawn up. Article 15.2 shall apply by analogy.

5. Detection devices may be placed in toilet areas to monitor that students do not use communication devices and/or other electronic equipment while the examination is under way.

**Section 6  Completion instructions**

**Article 14  Compliance with completion instructions**

Instructions for completing examination answer forms, questions or booklets shall be included with the forms, questions or booklets in question. If a student fails to follow these instructions, uses materials other those permitted (see Article 16(c)), makes changes to pre-printed information or notes elsewhere on an answer form, it will not be possible to process the answer form and issue an examination result. Students will be held wholly responsible for the consequences of failure to comply with the completion instructions. Any suspected mistakes in the instructions must be reported immediately to the Head (or other) Invigilator.

**Section 7  Suspected fraud and reporting irregularities**

**Article 15  Irregularity Report Form**

1. If a student is suspected of fraud, the Head (or other) Invigilator shall submit a report to the Board of Examiners using an Irregularity Report Form.

2. The irregularity report shall describe in detail the factual situation as witnessed by the Head (or other) Invigilator. The Head (or other) Invigilator may draw up this report in Dutch or English, depending on the language spoken and written by the student. The Head (or other) Invigilator will make sure that the student understands the content of the report. After the student has read and agreed to the content of the Irregularity
Report Form, the Head (or other) Invigilator, the Examiner (if present) and the student shall sign the form. The student is not permitted to add their own statement to the form. If the student does not agree to the content of the report, they may state their disagreement on the form.

**Article 16  Suspected fraud**

FRAUD may be suspected in situations where a student:

a. exchanges information with another student or other persons in the examination room in any manner whatsoever before, during or after the examination is administered;

b. exchanges information with another student or other persons in any manner whatsoever before, during or after visiting the toilet during the examination;

c. has unauthorised materials within reach. Unauthorised materials in any case include:
   - forms of identification other than a UM Card or legal ID (see also Article 3);
   - communication devices and/or other electronic equipment (mobile phones, smart watches and the like);
   - other information carriers (calculators, palmtops and the like) other than the authorised materials specified on the front page of the examination;
   - dictionaries, books, texts and notetaking materials (notes can be made on blank pages in the examination booklet or on the scrap paper furnished by the examination administrators) other than the authorised materials specified on the front page of the examination;

d. leaves the room without an Invigilator’s permission;

e. goes to the toilet without an Invigilator’s permission;

f. takes something out of their bag without an Invigilator’s permission;

g. makes any changes to their answer form after the examination has officially ended.

**Article 17  Confiscation of unauthorised materials**

1. If in the Head (or other) Invigilator’s judgment a student has unauthorised materials as referred to in Article 16(c) within reach, the Head (or other) Invigilator may ask to inspect them.

2. The Head (or other) Invigilator shall inform the student of the potential irregularity or fraud observed and confiscate the unauthorised materials. In principle, the student may continue to participate in the examination.

3. If the student objects to the confiscation of unauthorised materials, the Head (or other) Invigilator will record this on an Irregularity Report Form and submit it to the Board of Examiners. To the extent that the confiscated materials cannot serve as evidence of fraud, they shall be returned to the student on a date/at a time to be determined by the Board of Examiners.

4. If a student has written permission from the Board of Examiners to use unauthorised materials during the examination they must inform the Examination Coordinator or Head (or other) Invigilator at the examination venue before the start of the examination and must be able to present a copy of this document.
Section 8  Liability

Article 18  Damage to or loss of property in the examination space
Maastricht University hereby expressly excludes any liability for damage to or loss of property given in custody to or confiscated by the Head (or other) Invigilator.

Section 9  Unforeseen cases

Article 19  Violations
Any violation of these Rules of Procedure shall be documented on an Irregularity Report Form. Article 15.2 shall apply by analogy.

Article 20  Consultation
In cases not provided for in these Rules of Procedure, the Examination Coordinator shall decide the matter in consultation with the Head Invigilator and, if possible, the Examiner or Board of Examiners.

Annex 1

Digital Passport Photo Guidelines for the UM Card:
- The photo is a recent photo of you and bears a clear resemblance to you.
- The photo shows solely your uncovered face.
- Both eyes are visible and clearly recognisable.
- Your head fills the available space as much as possible.
- The photo is in focus.
- The photo is not rotated.
- The dimensions are at least 85 x 113 pixels (width x height: 30 x 40 mm).
- The photo is in JPEG or JPG file format.
- Both colour and black-and-white photos are permitted.

Instructions for taking a digital photo:
- Have someone take a photo of your face using a digital camera. Save the photo as a JPEG or JPG file.
- Scan a passport or other photo of yourself or have someone do this for you. Then save the photo as a JPEG or JPG file.
Appendix II  

Transitional Regulations

Article 1 Applicability

1. Context
The Transitional Regulations apply to students who commenced their Bachelor’s programme in the academic year of the cohort corresponding with the chapter title of these Transitional Regulations. These regulations remain in force for those students only, because the regulations are more favourable for those students. They do not apply to students who commenced their Bachelor’s programme in a later academic year. Students are expected to find out about possible modifications and how these could affect them. Students may contact the Information Desk of the Education Office with any questions, or submit questions via Surfyourself (SYS).

2. Modifications
If modifications, which are to the detriment of the students, are made to the Education and Examination Regulations during the course of a programme, the Board of Examiners is required to provide an (interim) arrangement in order to prevent them from being disadvantaged. However if a change is made to the regulations that is less favourable for students of an earlier cohort, the new regulations will apply to those students if they were published at least one year before the introduction of the new or changed regulations.

If compulsory courses or components in the education programmes will be cancelled, two resit examinations still have to be offered in the upcoming year. If elective courses are cancelled, then no examination or resit will be offered.

3. Subsidiary
Other than the substituted rule, all other rules of the above Bachelor Education and Examination Rules 2019-2020 remain fully applicable.

4. Interpretation of terms
The authority for the interpretation of terms in the first instance is carried by the Board of Examiners.
Chapter II

12.2 Capstone Assignment

*Note: only applicable for Bachelor’s students who started in or prior to September 2013.*

For students who ultimately started in September 2013 with their Bachelor’s programme successfully completing a relevant capstone assignment is mandatory.

Due to the discontinuation, capstone assignments will no longer be offered as of academic year 2018-2019. Students who have failed to meet this requirement before the start of the academic year 2018-2019, should register for a bachelor thesis. Alternatively, students can file a request to get one extra opportunity for the capstone assignment. This request needs to be filed with the Board of Examiners. The deadline for such a request corresponds to the deadline for registration for skills training periods.

From the academic year 2019-2020 onward, students that have failed to meet the capstone requirement must register for a bachelor thesis, and the extra opportunity for the capstone assignment will be discontinued.
Chapter II

Article 13 Awarding credits

Note: only applicable for Bachelor’s students who started in or prior to September 2016.

3. Exception
In the first-year Bachelor’s exam, credits may be awarded by decision of the Board of Examiners for only one (1) educational unit for which the student has obtained at least a grade 5.0, before rounding, if the student has fulfilled all other requirements of the first-year Bachelor’s programme. Subsequently the First-Year Bachelor’s exam has been successfully fulfilled and therefore it is not allowed to take a resit for the course or skills training for which the credits have been awarded according to the prerequisite in this section.
Article 14 Validity

2. Partial examination results
For partial results, not officially registered in the Student Portal and obtained prior to September 2019.

For transition rules for grades obtained in the academic year 2018-2019 or earlier, please refer to ‘MySBE Intranet’.
Chapter II

Article 21 Study abroad, Summer Course and Internship

3. Summer course
Students that have applied for a summer course held before September 2019 can substitute a maximum of 6.5 credits obtained for a summer course at a university abroad for the study abroad requirement.
Chapter VIII

Article 40 and 41 Bachelor’s exam

Bachelor of Science in Economics and Business Economics, Fiscal Economics or International Business

The transitional regulations concerns a change in the first and second year of the above mentioned study programmes

For students who started prior to academic year 2018-2019 the following is applicable:

For Academic Year (AY) 2018-2019
Students who did not pass the courses EBC1013, EBC1014 or EBC1015 during AY2017-2018 or earlier will have the possibility to still register and participate in these courses as these will be offered for one more academic year (AY2018-2019), next to the new courses EBC1037, EBC1038 and EBC1039.

For AY 2019-2020
Students who did not pass the courses EBC1013, EBC1014 or EBC1015 during AY2017-2018 or earlier can replace these courses with the second-year course EBC2164.
Students who did not pass the courses EBC2002 or EBC2007 during AY2018-2019 or earlier will have the possibility to still register and participate in these courses as these will be offered for one more academic year (AY2019-2020), next to the new courses EBC2164 and EBC2165.

For AY 2020-2021 and further
Students who did not pass the courses EBC1013, EBC1014 or EBC1015 during AY2019-2020 or earlier can replace these courses with second-year courses EBC2164.
Students who did not pass the course EBC2002 during AY2018-2019 or earlier can replace this course with the first-year course EBC1037, EBC1038 or EBC1039 (depending on the BSc programme).
Students who did not pass the course EBC2007 during AY2019-2020 or earlier will have the possibility to write an examination, at the same time the examination for EBC2164 and EBC2165 takes place. Note that students who do not fulfil the participation requirement for EBC2007 during AY2019-2020 or earlier will have to pass the course assignment in order to pass the course.

<table>
<thead>
<tr>
<th>IB</th>
<th>EBC1013</th>
<th>Accounting I</th>
<th>EBC1037</th>
<th>Accounting and Financial Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBE</td>
<td>EBC1014</td>
<td>Accounting I</td>
<td>EBC1038</td>
<td>Accounting and Financial Reporting</td>
</tr>
<tr>
<td>FE</td>
<td>EBC1015</td>
<td>Accounting I</td>
<td>EBC1039</td>
<td>Accounting and Financial Reporting</td>
</tr>
<tr>
<td>EBE</td>
<td>EBC2002</td>
<td>Accounting II</td>
<td>EBC2164</td>
<td>Accounting for Managerial Decision Making</td>
</tr>
<tr>
<td>IB</td>
<td>EBC2007</td>
<td>Finance and Accounting</td>
<td>EBC2165</td>
<td>Managerial Finance and Accounting</td>
</tr>
</tbody>
</table>
Article 41 Final Bachelor’s exam

C. Bachelor of Science in Fiscal Economics

The transitional regulations concern a change in the first, second and third year of the above mentioned study programme.

For students who started prior to academic year 2019-2020, taking into account that the programme (outline) as stated in the Education and Examination Regulations of the academic year in which they started is leading, the following is applicable:

For AY 2020-2021:
- Students who did not pass the course Structuur Loon- en Inkomstenbelasting (EBC2129) during AY2019-2020 or earlier will have the possibility to write an examination. Note that students who do not fulfil the participation requirement for EBC2129 during AY2019-2020 or earlier will have to pass the course assignment in order to pass the course.

For AY 2021-2022 and later:
- Students who did not pass the course Structuur Loon- en Inkomstenbelasting (EBC2129) during AY2020-2021 or earlier can replace the course by the combination of the two courses EBC1041 (Belastingrecht voor Particulieren I) and EBC2162 (Belastingrecht voor Particulieren II). A student who passed both the courses EBC1041 (Belastingrecht voor Particulieren I) and EBC2168 (Belastingrecht voor Particulieren II) can submit a request to the Board of Examiners to exclude the grade obtained in EBC2129 from the computation of the GPA.


**Article 41 Final Bachelor’s exam**

**B. Bachelor in Economics and Business Economics, specialisation Emerging Markets**

and

**E. Bachelor in International Business, specialisation Emerging Markets**

The transitional regulations concern a change in the third year of the Emerging Markets specialization. The courses Management & Organisation of Asian Enterprises (EBC2036) and Management and Organisation of Latin American Enterprises (EBC2159) will no longer be offered.

- Students who started in the specialisation in the academic year 2018/2019 have to follow the programme as stated in the EER of 2019/2020.
- Students who started in the specialisation prior to academic year 2018/2019 and who did not pass the course EBC2036 can replace this by the course Emerging Markets in the Globalisation Debate (EBC2167).
- Students who started in the specialisation prior to academic year 2018/2019 and who did not pass the course EBC2159 can replace this by the course Emerging Markets in the Globalisation Debate (EBC2167).
Appendix III  Change in programme names

Change of names

Bachelor of Science in Economics and Business Economics / Specialisation Economics and Management of Information
- Until 1 September 2013 known as specialisation Infonomics.
The new name will be used for all students who graduate, within this specialisation, as of 1 September 2013.

Bachelor of Science in Economics and Business Economics / Specialisation Economics
- Until 1 September 2014 known as specialisation International Economic Studies.
The new name will be used for all students who graduate, within this specialisation, as of 1 September 2014.
Appendix IV

Outline Study Programmes

A. Bachelor’s programme Econometrics and Operations Research (E&OR)
B. Bachelor’s programme Economics and Business Economics (EBE),
   1. Specialisation: Economics (EC)
   2. Specialisation: Economics and Management of Information (INF)
   4. Specialisation: International Business Economics (IBE)
C. Bachelor’s programme Fiscal Economics (FE)
D. Bachelor’s programme International Business (IB);
   1. International Business (IB)
   2. Specialisation: Emerging Markets (IBEM)

Please also refer to articles 40, 41 and 42 and to ‘academic year 2019-2020 Bachelor courses’ at: code.unimaas.nl

Used abbreviations:

- BSc thesis - Bachelor’s thesis
- Elective - Elective Course
- SAB - Study Abroad
- Skill - Elective Skills Training
### A. Bachelor's programme Econometrics and Operations Research 2019-2020

#### Year 1: E&OR

<table>
<thead>
<tr>
<th>Term</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Quantitative Introduction to Business (EBC1036)</td>
<td>Analysis I (EBC1016) &amp; Linear Algebra (EBC1008) &amp; Orientation (EBS1008)</td>
</tr>
<tr>
<td></td>
<td>Microeconomics (EBC1012)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reflections on Academic Discourse (EBS1001)</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Macroeconomics (EBC1020)</td>
<td>Analysis II (EBC1032) &amp; Probability Theory (EBC1024) &amp; Orientation (EBS1008)</td>
</tr>
<tr>
<td></td>
<td>Finance (EBC1028)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Orientation (EBS1008)</td>
<td></td>
</tr>
</tbody>
</table>

#### Year 2: E&OR

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>Optimization (EBC2105)</td>
<td>Macroeconomics and Finance (EBC2001)</td>
</tr>
<tr>
<td></td>
<td>Programming (EBC2016)</td>
<td>Game Theory and Economics (EBC2110)</td>
</tr>
<tr>
<td></td>
<td>Second year Project I (EBS2002)</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Mathematical Statistics (EBC2107)</td>
<td>Operations Research (EBC2106)</td>
</tr>
<tr>
<td></td>
<td>Econometric Methods I (EBC2111)</td>
<td>Information, Markets, and Organisations (EBC2108)</td>
</tr>
<tr>
<td></td>
<td>Second year Project II (EBS2003)</td>
<td></td>
</tr>
<tr>
<td>Year 3: E&amp;OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term V</strong></td>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td></td>
<td>Study Abroad</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Introduction to Software in Econometrics, Operations Research and Actuarial Science (EBS2043)</td>
<td></td>
</tr>
<tr>
<td><strong>Term VI</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td>Select 2 courses from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Econometric Methods II (EBC2120)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Allocations and Algorithms (EBC2121)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Actuarial Mathematics (EBC2122)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Auctions and Electronic Markets (EBC2091)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Econometrics and OR Modelling (EBC2151) or Actuarial Modelling (EBC2124)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Writing a Bachelor Thesis Ect, Or, Act Sc (EBS2044)</td>
<td></td>
</tr>
</tbody>
</table>
B. Bachelor’s programme Economics and Business Economics (EBE) 2019-2020

Year 1: EBE

| Term I | 1 | Management of Organisations and Marketing (EBC1002) | Quantitative Methods I (EBC1006) |
|        | 2 | Microeconomics (EBC1010) | Accounting and Financial Reporting (EBC1038) |
|        | 3 | Reflections on Academic Discourse (EBS1001) |

| Term II | 4 | Macroeconomics (EBC1018) | Quantitative Methods II (EBC1034) |
|         | 5 | Finance (EBC1026) | International Economic Relations (EBC1030) |
|         | 6 | Economy Game (EBS1006) |

After the first year, Economics and Business Economics students must choose a specialisation in either:
B.1 Economics,
B.2 Economics and Management of Information;
B.3 Emerging Markets; or
B.4 International Business Economics.

For the four specialisations, the curricula will differ. As such, the second year consists of (compulsory) courses specifically designed for each specialisation. In the third year, there is some room for personal accents through the choice of a specific major and/or elective courses. Moreover, a personal touch can be given by the choice of courses during the obligatory half-year study abroad (if applicable).

The Bachelor’s thesis concludes the programme. The overview tables show the general outline of the programmes.

Choice of study direction:
All Economics and Business Economics students have to indicate their specialisation via ‘My UM’ portal before the start of the second year. Students will be informed about this during the Study Choice Information Day (period 5). Instructions are available on ‘MySBE Intranet’.

IMPORTANT - Specialisation Emerging Markets
The procedure for enrolment in this specialisation is published on ‘MySBE Intranet’. Students admitted to the specialisation Emerging Markets will be registered for the specialisation.
**Note:** the following composition is applicable to students started prior to September 2018

**B. Bachelor’s programme Economics and Business Economics (EBE) 2017-2018**

**Year 1: EBE**

<table>
<thead>
<tr>
<th>Term I</th>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Management of Organisations and Marketing (EBC1002)</td>
<td>Quantitative Methods I (EBC1006)</td>
</tr>
<tr>
<td>2</td>
<td>Microeconomics (EBC1010)</td>
<td>Accounting (EBC1014)</td>
</tr>
<tr>
<td>3</td>
<td>Reflections on Academic Discourse (EBS1001)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term II</th>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Macroeconomics (EBC1018)</td>
<td>Quantitative Methods II (EBC1034)</td>
</tr>
<tr>
<td>5</td>
<td>Finance (EBC1026)</td>
<td>International Economic Relations (EBC1030)</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Economy Game (EBS1006)</td>
</tr>
</tbody>
</table>
### B.1 Bachelor's programme Economics and Business Economics 2019-2020
**Specialisation: Economics (EC)**

#### Year 2: EC

<table>
<thead>
<tr>
<th>Term III</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Microeconomics: Choices, Markets and Welfare (EBC2010)</td>
<td>Quantitative Methods III (EBC2011)</td>
</tr>
<tr>
<td>2</td>
<td>Macroeconomics and Economic Policy (EBC2040)</td>
<td>Public Economics (EBC2012)</td>
</tr>
<tr>
<td>3</td>
<td>Skill</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term IV</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Productivity (EBC2013)</td>
<td>International Economics (EBC2014)</td>
</tr>
<tr>
<td>5</td>
<td>Understanding society (EBC2029)</td>
<td>Institutions, Behaviour and Welfare (EBC2015)</td>
</tr>
<tr>
<td>6</td>
<td>Skill</td>
<td></td>
</tr>
</tbody>
</table>

#### Year 3: EC

**Study abroad Term V (1st semester)**

<table>
<thead>
<tr>
<th>Term V</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>SAB</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term VI</th>
<th>Course 1</th>
<th>Course 2</th>
<th>Course 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Elective*</td>
<td>Elective*</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Elective*</td>
<td>Elective*</td>
<td>BSc thesis</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Study abroad Term VI (2nd semester)**

<table>
<thead>
<tr>
<th>Term V</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Elective*</td>
<td>Elective*</td>
</tr>
<tr>
<td>2</td>
<td>Elective*</td>
<td>Elective*</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term VI</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SAB</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Elective courses:**
Economics students must choose four (4) elective courses. Two (2) have to be Economics elective courses, one (1) has to be a QE elective course and one (1) has to be chosen from the IBE electives list.
## B.2 Bachelor’s programme Economics and Business Economics 2019-2020  
Specialisation: Economics and Management of Information (INF)

### Year 2: INF

<table>
<thead>
<tr>
<th>Term</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td>Introduction into the Information Society (EBC2018)</td>
<td>Information Management (EBC2060)</td>
</tr>
<tr>
<td></td>
<td>ICT, Labour and Inequality (EBC2130)</td>
<td>Knowledge Management (EBC2039)</td>
</tr>
<tr>
<td></td>
<td>Quantitative Methods III (EBS2027)</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Productivity (EBC2013)</td>
<td>Systems Analysis and Design (EBC2072)</td>
</tr>
<tr>
<td></td>
<td>Network Economics (EBC2109)</td>
<td>Elective* or QE elective*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 3: INF

<table>
<thead>
<tr>
<th>Term</th>
<th>Course 1</th>
<th>Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>Study Abroad/Internship</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI</td>
<td>Elective* or QE elective*</td>
<td>Elective* or QE elective*</td>
</tr>
<tr>
<td></td>
<td>Information, Justice and the Political Process (EBC2117)</td>
<td>ERP and Business Intelligence Systems (EBC2061)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSc Thesis</td>
</tr>
</tbody>
</table>

*Elective courses  
Economics and Management of Information Students must choose three (3) elective courses. At least one (1) of these electives has to be a Quantitative Economics elective course.
### B.3 Bachelor’s programme Economics and Business Economics 2019-2020  
**Specialisation: Emerging Markets (EEM)**

#### Year 2: EEM

<table>
<thead>
<tr>
<th>Term</th>
<th>Compulsory Courses</th>
<th>Core Courses*</th>
<th>Compulsory</th>
</tr>
</thead>
</table>
| III  | Institutions, Politics and Entrepreneurship in Emerging Markets (EBC2154) | Accounting for Managerial Decision Making (EBC2164)  
**or**  
Microeconomics: Choices, Markets and Welfare (EBC2010)  
**or**  
Quantitative Methods III (EC) (EBC2011)  
**or**  
Banking (EBC2019)  
**or**  
Market Research in Emerging Economies (EBS2063) |                                                                                   |
|      | Growth and International Economic Relations in Emerging Economies (EBC2155) | Industrial organisation (EBC2005)  
**or**  
Financial Markets (EBC2006)  
**or**  
Public Economics (EBC2012)  
**or**  
Macroeconomics and Economic Policy (EBC2040) |                                                                                   |
|      | QM Emerging Markets (EBS2064)                           |                                                                                |                                                                                   |
| IV   | Innovation in Emerging Economies (EBC2156)             | Productivity (EBC2013)  
**or**  
International Economics (EBC2014)  
**or**  
Corporate Governance (EBC2020)  
**or**  
Managerial Economics (EBC2023)  
**or**  
Customer-centric Supply Chain Management (EBC2024) |                                                                                   |
|      | Financing Emerging Economies (EBC2157)                 | Institutions, Behaviour and Welfare (EBC2015)  
**or**  
Quantitative Business (EBC2025)  
**or**  
International Business Strategy (EBC2027)  
**or**  
Understanding Society (EBC2029) |                                                                                   |

* Next to the compulsory course each period, students need to choose one (1) of the mentioned EBE core courses.
### Year 3: EEM

<table>
<thead>
<tr>
<th>Term V</th>
<th>1</th>
<th>Emerging Markets in the Globalisation Debate (EBC2167)</th>
<th>** Third year EBE course (major / elective course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Economics and Society in Contemporary Asia (EBC2037) ** or Economics and Society in Contemporary Latin America (EBC2160) ** or Doing Business in Emerging Markets (Capita Selecta) (EBC2161)</td>
<td>** Third year EBE course (major / elective course)</td>
<td>Creative Problem-Solving and Communication Skills for Emerging Markets (EBS2067)</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term VI</td>
<td>4</td>
<td>Internship</td>
<td>BSc Thesis</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
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</tr>
</tbody>
</table>

** Students are free to choose any course that is part of an IBE major or listed as an Economics) elective course within the EBE programme.

Finally students have to do an internship related to an emerging economy.

The Bachelor's programme EEM is completed with the Bachelor's thesis.
### B.3 Bachelor’s programme Economics and Business Economics 2017-2018

**Specialisation: Emerging Markets (EEM)**

#### Year 2: EEM

<table>
<thead>
<tr>
<th>Term</th>
<th>Compulsory Courses</th>
<th>Core Courses*</th>
<th>Compulsory</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>or Microeconomics: Choices, Markets and Welfare (EBC2010)</td>
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<tr>
<td></td>
<td></td>
<td>or Quantitative Methods III (EC) (EBC2011)</td>
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<td></td>
<td></td>
<td>or Banking (EBC2019)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Growth and International Economic Relations in Emerging Economies (EBC2155)</td>
<td>Industrial organisation (EBC2005)</td>
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<tr>
<td></td>
<td></td>
<td>or Financial Markets (EBC2006)</td>
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<tr>
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<td></td>
<td>or Public Economics (EBC2012)</td>
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</tr>
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<td></td>
<td></td>
<td>or Macroeconomics and Economic Policy (EBC2040)</td>
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<td>III</td>
<td>QM Emerging Markets (EBS2064)</td>
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<tr>
<td>IV</td>
<td>Innovation in Emerging Economies (EBC2156)</td>
<td>Productivity (EBC2013)</td>
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<tr>
<td></td>
<td></td>
<td>or International Economics (EBC2014)</td>
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<tr>
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<td>or Corporate Governance (EBC2020)</td>
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<tr>
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<td></td>
<td>or Managerial Economics (EBC2023)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Marketing &amp; Supply Chain Management (EBC2024)</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Financing Emerging Economies (EBC2157)</td>
<td>Institutions, Behaviour and Welfare (EBC2015)</td>
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<tr>
<td></td>
<td></td>
<td>or Quantitative Business (EBC2025)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or International Business Strategy (EBC2027)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Understanding Society (EBC2029)</td>
<td></td>
</tr>
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</table>

* Next to the compulsory course each period, students need to choose one (1) of the mentioned EBE core courses.
### B.4 Bachelor’s programme Economics and Business Economics 2019-2020

**Specialisation: International Business Economics (IBE)**

#### Year 2: IBE

<table>
<thead>
<tr>
<th>Term III</th>
<th>1</th>
<th>Accounting for Managerial Decision Making (EBC2164)</th>
<th>Banking (EBC2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Quantitative Methods III (EBS2027)</td>
<td></td>
</tr>
<tr>
<td>Term IV</td>
<td>4</td>
<td>Managerial Economics (EBC2023)</td>
<td>Customer-centric Supply Chain Management (EBC2024)</td>
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<tr>
<td></td>
<td>5</td>
<td>International Business Strategy (EBC2027)</td>
<td>Quantitative Business (EBC2025)</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Skill</td>
<td></td>
</tr>
</tbody>
</table>

In year 3 IBE students are free to choose their programme within the framework of the examination regulations. These stipulate that IBE students must choose one of the nine majors offered by the school:

- Accounting / Finance / Information Management / Supply Chain Management / Macroeconomics / Marketing / Microeconomics / Organisation / Strategy.

Each major consists of two courses. Except for Accounting, 2 courses from each specialisation are offered in each term. Thus students can choose their major independent from their choice of term in which they go abroad. Courses of the specialisation Accounting are only offered in term VI.

In addition, a student must choose two elective courses. One of these elective courses has to be from the major Information Management. The other, depending on the chosen major, a QE/Economics elective or Business elective course.

**Exceptions apply to students who do a major in**

- Accounting: These students may choose next to their 2 major courses in accounting another 2 courses in accounting. Thereby they can fulfil the prerequisites for the postdoctoral programme in accounting.
- Information Management: In this case, the student may choose in place of a 3rd course in Information Management any course from the other business majors.
- Microeconomics or Macroeconomics: students need to choose one elective course from the Business electives list instead of the QE/Economics elective courses list.

The specialisation IBE is completed with a study abroad period, in which students have to obtain 26 ECTS credits, and a Bachelor’s thesis.
**Note:** the following composition is applicable to students started prior to September 2018

### B.4 Bachelor’s programme Economics and Business Economics 2017-2018

**Specialisation: International Business Economics (IBE)**

#### Year 2: IBE

<table>
<thead>
<tr>
<th>Term</th>
<th>IBE Course 1</th>
<th>IBE Course 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term III</td>
<td><strong>1</strong> Accounting II (EBC2002)</td>
<td>Banking (EBC2019)</td>
</tr>
<tr>
<td></td>
<td><strong>3</strong> Quantitative Methods III (EBS2027)</td>
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</tr>
<tr>
<td>Term IV</td>
<td><strong>4</strong> Managerial Economics (EBC2023)</td>
<td>Marketing and Supply Chain Management (EBC2024)</td>
</tr>
<tr>
<td></td>
<td><strong>5</strong> International Business Strategy (EBC2027)</td>
<td>Quantitative Business (EBC2025)</td>
</tr>
<tr>
<td></td>
<td><strong>6</strong> Skill</td>
<td></td>
</tr>
</tbody>
</table>

In year 3 IBE students are free to choose their programme within the framework of the examination regulations. These stipulate that IBE students must choose one of the nine majors offered by the school:

- Accounting / Finance / Information Management / Supply Chain Management / Macroeconomics / Marketing / Microeconomics / Organisation / Strategy.

Each major consists of two courses. Except for Accounting, 2 courses from each specialisation are offered in each term. Thus students can choose their major independent from their choice of term in which they go abroad. Courses of the specialisation Accounting are only offered in term VI.

In addition, a student must choose two elective courses. One of these elective courses has to be from the major Information Management. The other, depending on the chosen major, a QE/Economics elective or Business elective course.

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- Accounting: These students may choose next to their 2 major courses in accounting another 2 courses in accounting. Thereby they can fulfil the prerequisites for the postdoctoral programme in accounting.
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The specialisation IBE is completed with a study abroad period, in which students have to obtain 26 ECTS credits, and a Bachelor’s thesis.
### Year 3: IBE

#### Study abroad Term V (1st semester)

<table>
<thead>
<tr>
<th>Term V</th>
<th>Major</th>
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<th>SAB</th>
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<table>
<thead>
<tr>
<th>Term VI</th>
<th>Major course</th>
<th>Elective</th>
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<th>BSc thesis</th>
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<tbody>
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<tr>
<td>5</td>
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#### Study abroad Term VI (2nd semester)

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<th>BSc thesis</th>
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</thead>
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<td>Major course</td>
<td>Elective</td>
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<tr>
<td>2</td>
<td>Major course</td>
<td>Elective</td>
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<table>
<thead>
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<th></th>
<th>SAB</th>
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<tbody>
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</tbody>
</table>

International Business Economics students must choose two (2) elective courses:

<table>
<thead>
<tr>
<th>Elective Courses</th>
<th>Elective Courses (within major Macro- and Microeconomics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) has to be an Information Management Elective Course</td>
<td>One (1) has to be an Information Management Elective Course</td>
</tr>
<tr>
<td>One (1) has to be a Quantitative Economics or Economics elective course</td>
<td>One (1) has to be a Business elective course (chosen from the other 7 specialisations)</td>
</tr>
<tr>
<td>Term</td>
<td>ACCOUNTING</td>
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<td>Detection</td>
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<td>(EBC2058)</td>
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<tr>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

International Business Economics students must choose two (2) elective courses:

*Elective Courses

- One (1) has to be an Information Management Elective Course
- One (1) has to be a Quantitative Economics or Economics elective course

1 Elective Courses (within major Macroeconomics and Microeconomics)

- One (1) has to be a Business elective course (chosen from the other 8 specialisations)
### C. Bachelor's programme Fiscal Economics 2019-2020

#### Year 1: FE

<table>
<thead>
<tr>
<th>Term I</th>
<th>1</th>
<th>Introduction to Fiscal Economics (EBC1040)</th>
<th>Quantitative Methods I (EBC1007)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>Microeconomics (EBC1011)</td>
<td>Accounting and Financial Reporting (EBC1039)</td>
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<td></td>
<td>3</td>
<td>Reflections on Academic Discourse (EBS1001)</td>
<td></td>
</tr>
<tr>
<td>Term II</td>
<td>4</td>
<td>Macroeconomics (EBC1019)</td>
<td>Quantitative Methods II (EBC1035)</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Finance (EBC1027)</td>
<td>Belastingrecht voor particulieren I (EBC1041)</td>
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<tr>
<td></td>
<td>6</td>
<td>Economy Game (EBS1007)</td>
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</tr>
</tbody>
</table>

#### Year 2: FE

<table>
<thead>
<tr>
<th>Term III</th>
<th>1</th>
<th>Privaatrecht (EBC2128)</th>
<th>Accounting for Managerial Decision Making (EBC2164)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>Winst uit Onderneming (TAX3004)</td>
<td>Financial Markets (EBC2006)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Quantitative Methods III (EBS2001)</td>
<td></td>
</tr>
<tr>
<td>Term IV</td>
<td>4</td>
<td>Vennootschapsbelasting (TAX3005)</td>
<td>Public Finance (EBC2127)</td>
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<td>5</td>
<td>Nederlands Internationaal Belastingrecht (TAX3008)</td>
<td>Belastingrecht voor particulieren II (EBC2168)</td>
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#### Year 3: FE

<table>
<thead>
<tr>
<th>Term V</th>
<th>1</th>
<th>BSc Thesis*</th>
<th>Hoofdzaken Formeel Belastingrecht (TAX2001)</th>
<th>Inleiding Ondernemings- en Faillissementsrecht (PRI3002)</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>BSc Thesis*</td>
<td>Design of Tax Systems (EBC2017)</td>
<td>Kostprijsverhogende Belastingen (TAX3003)</td>
</tr>
<tr>
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<td>*BSc Thesis: either in term V or VI.</td>
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<table>
<thead>
<tr>
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<th>4</th>
<th>Study Abroad OR *Four (4) Elective courses</th>
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<th>Elective*</th>
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<td>Elective*</td>
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*BSc Thesis: either in term V or VI.
Note: the following composition is applicable to students started September 2018

C. Bachelor’s programme Fiscal Economics 2018-2019

### Year 1: FE

<table>
<thead>
<tr>
<th>Term I</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Management of Organisations and Marketing (EBC1003)</td>
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<tr>
<td>2</td>
<td>Microeconomics (EBC1011)</td>
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</tr>
<tr>
<td>3</td>
<td>Reflections on Academic Discourse (EBS1001)</td>
<td></td>
</tr>
<tr>
<td>Term II</td>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>4</td>
<td>Macroeconomics (EBC1019)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Finance (EBC1027)</td>
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</tr>
<tr>
<td>6</td>
<td>Economy Game (EBS1007)</td>
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### Year 2: FE

<table>
<thead>
<tr>
<th>Term III</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
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<td>Term IV</td>
<td>Course</td>
<td>Credits</td>
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<td>Structuur loon en inkomstenbelasting (EBC2129)</td>
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### Year 3: FE

<table>
<thead>
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<th>Credits</th>
</tr>
</thead>
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<td>2</td>
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<td>3</td>
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<td>Credits</td>
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<tr>
<td>4</td>
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*BSc Thesis*: either in term V or VI.
Note: the following composition is applicable to students started prior to September 2018

C. Bachelor’s programme Fiscal Economics 2017-2018

### Year 1: FE

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<thead>
<tr>
<th>Term I</th>
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<th>Management of Organisations and Marketing (EBC1003)</th>
<th>Quantitative Methods I (EBC1007)</th>
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<tbody>
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<td>Reflections on Academic Discourse (EBS1001)</td>
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### Year 2: FE

<table>
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<th>1</th>
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<table>
<thead>
<tr>
<th>Term IV</th>
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<th>Public Finance (EBC2127)</th>
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</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td>6</td>
<td>Presentation Skills (EBS2030)</td>
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### Year 3: FE

<table>
<thead>
<tr>
<th>Term V</th>
<th>1</th>
<th>BSc Thesis*</th>
<th>Hoofdzaken Formeel Belastingrecht (TAX2001)</th>
<th>Inleiding Ondernemings- en Faillissementsrecht (PRI3002)</th>
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<td>Winst uit Onderneming (TAX3004)</td>
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<table>
<thead>
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<th>Internal Control and Accounting Information Systems (EBC2057)</th>
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<td>BSc Thesis*</td>
<td>Nederlands Internationaal Belastingrecht (TAX3008)</td>
<td>International Financial Accounting (EBC2056)</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*BSc Thesis: either in term V or VI.
D. Bachelor’s programme International Business 2019-2020

Year 1: IB

<table>
<thead>
<tr>
<th>Term I</th>
<th>Management of Organisations and Marketing (EBC1001)</th>
<th>Quantitative Methods I (EBC1005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Economics and Business (EBC1009)</td>
<td>Accounting and Financial Reporting (EBC1037)</td>
</tr>
<tr>
<td>2</td>
<td>Reflections on Academic Discourse (EBS1001)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Strategy (EBC1017)</td>
<td>Quantitative Methods II (EBC1033)</td>
</tr>
<tr>
<td>4</td>
<td>Finance (EBC1025)</td>
<td>Fundamentals of Supply Chain Management (EBC1029)</td>
</tr>
<tr>
<td>5</td>
<td>Management Game (EBS1005)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

During the first year, International Business students must choose a specialisation either
D.1 International Business; or
D.2 specialisation Emerging Markets.

IMPORTANT - Specialisation Emerging Markets
The procedure for enrolment in this specialisation is published on ‘MySBE Intranet’. Students admitted to the specialisation Emerging Markets will be registered for the specialisation.
Note: the following composition is applicable to students started prior to September 2018

D. Bachelor’s programme International Business 2017-2018

### Year 1: IB

<table>
<thead>
<tr>
<th>Term I</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Management of Organisations and Marketing (EBC1001)</td>
</tr>
<tr>
<td>2</td>
<td>Economics and Business (EBC1009)</td>
</tr>
<tr>
<td>3</td>
<td>Reflections on Academic Discourse (EBS1001)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term II</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Strategy (EBC1017)</td>
</tr>
<tr>
<td>5</td>
<td>Finance (EBC1025)</td>
</tr>
<tr>
<td>6</td>
<td>Management Game (EBS1005)</td>
</tr>
</tbody>
</table>


D.1 Bachelor's programme International Business 2019-2020

Year 2: IB

<table>
<thead>
<tr>
<th>Term III</th>
<th>1</th>
<th>Managerial Finance and Accounting (EBC2165)</th>
<th>Management of Organisations (EBC2008)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>Marketing Management (EBC2009)</td>
<td>Global Business (EBC2021)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>Quantitative Methods III (EBS2001)</td>
</tr>
<tr>
<td>Term IV</td>
<td>4</td>
<td>Management Information Systems (EBC2003)</td>
<td>Corporate Governance (EBC2020)</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Management of Operations and Product Development (EBC2022)</td>
<td>Entrepreneurship and Small Business Management (EBC2158)</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Elective skill</td>
<td></td>
</tr>
</tbody>
</table>

In year 3 students are free to choose their programme within the framework of the Education and Examination Regulations. These stipulate that IB students must choose one of the seven majors offered by the school: Accounting / Finance / Information Management / Supply Chain Management / Marketing / Organisation / Strategy. Each major consists of two courses. Except for Accounting, 2 courses from each specialisation are offered in each term. Thus students can choose their major independent from their choice of term in which they go abroad. Courses of the specialisation Accounting are only offered in term VI.

In addition, a student must choose two elective courses, one of these has to be a business elective course. The business elective course has to be chosen from one of the other 6 specialisations. The other elective course can freely be chosen from the lists of QE/Economics/Law/Ethics elective courses.

**Exception:**
- Accounting: These students may choose next to their 2 major courses in accounting another 2 courses in accounting. Thereby they can fulfil the prerequisites for the postdoctoral programme in accounting.

IB is completed with a study abroad period, in which students have to obtain 26 ECTS credits, and a Bachelor's thesis.
Note: the following composition is applicable to students started prior to September 2018

<table>
<thead>
<tr>
<th>Year 2: IB</th>
<th>2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term III</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Finance and Accounting (EBC2007)</td>
</tr>
<tr>
<td>2</td>
<td>Marketing Management (EBC2009)</td>
</tr>
<tr>
<td>3</td>
<td>Quantitative Methods III (EBS2001)</td>
</tr>
<tr>
<td>Term IV</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Management of Operations and Product Development (EBC2022)</td>
</tr>
<tr>
<td>6</td>
<td>Elective skill</td>
</tr>
</tbody>
</table>
### Year 3: IB

**Study abroad Term V (1\textsuperscript{st} semester)**

<table>
<thead>
<tr>
<th>Term V</th>
<th>Major</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>SAB</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term VI</th>
<th>Major course</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>BSc thesis</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Study abroad Term VI (2\textsuperscript{nd} semester)**

<table>
<thead>
<tr>
<th>Term V</th>
<th>Major course</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>BSc thesis</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term VI</th>
<th>Major course</th>
<th>Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>SAB</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* **Elective Courses**

International Business students need to choose two elective courses/
One (1) has to be a Quantitative Economics/Economics/Law/Ethics elective course.
One (1) has to be a Business elective course chosen from the list provided in the course catalogue.
<table>
<thead>
<tr>
<th>Year 3: IB</th>
<th>ACCOUNTING</th>
<th>FINANCE</th>
<th>INFORMATION MAN.</th>
<th>MARKETING</th>
<th>ORGANISATION</th>
<th>STRATEGY</th>
<th>SUPPLY CHAIN MAN.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term V</td>
<td>1</td>
<td>Investment Analysis and Portfolio Management (EBC2054) &amp; Elective*</td>
<td>Information Management (EBC2060) &amp; Elective*</td>
<td>Strategic Marketing &amp; Practice (EBC2063) &amp; Elective*</td>
<td>Crisis Management in organisations (EBC2100) &amp; Elective*</td>
<td>Business and Politics in Europe (EBC2051) &amp; Elective*</td>
<td>Operations Management (EBC2064) &amp; Elective*</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Financial Management and Policy (EBC2055) &amp; Elective*</td>
<td>Knowledge Management (EBC2039) &amp; Elective*</td>
<td>Brand Management (EBC2062) &amp; Elective*</td>
<td>Comparative Management (EBC2067) &amp; Elective*</td>
<td>International Business History (EBC2069) &amp; Elective*</td>
<td>Global Supply Chain Management (EBC2030) &amp; Elective*</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>SAB or BSc Thesis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term VI</td>
<td>4</td>
<td>Management Accounting (EBC2059)</td>
<td>Internal Control and Accounting Information Systems (EBC2057)</td>
<td>International Financial Management (EBC2070) &amp; Elective*</td>
<td>Systems Analysis and Design (EBC2072) &amp; Elective*</td>
<td>Consumer Behaviour (EBC2041) &amp; Elective*</td>
<td>Organisational Behaviour (EBC2048) &amp; Elective*</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Auditing and Fraud Detection (EBC2058)</td>
<td>Intermediate Financial Accounting (EBC2056)</td>
<td>Options and Futures (EBC2053) &amp; Elective*</td>
<td>ERP and Business Intelligence Systems (EBC2061) &amp; Elective*</td>
<td>Services Marketing (EBC2043) &amp; Elective*</td>
<td>Human Resource Management (EBC2163) &amp; Elective*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAB or BSc Thesis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Strategic Mgmt. of Technology and Innovation (EBC2068) &amp; Elective*</td>
</tr>
</tbody>
</table>

* Elective Courses

International Business students need to choose two elective courses/
One (1) has to be a Quantitative Economics/Economics/Law/Ethics elective course.
One (1) has to be a Business elective course chosen from the list provided in the course catalogue.
**D.2 Bachelor’s programme International Business 2019-2020**  
*Specialisation: Emerging Markets (IBEM)*

**Year 2: IBEM**

<table>
<thead>
<tr>
<th>Term</th>
<th>Compulsory Courses</th>
<th>Core Courses*</th>
<th>Compulsory</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Institutions, Politics and Entrepreneurship in Emerging Markets (EBC2154)</td>
<td>Managerial Finance and Accounting (EBC2165) or Management of Organisations (EBC2008)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Growth and International Economic Relations in Emerging Economies (EBC2155)</td>
<td>Marketing Management (EBC2009) or Global Business (EBC2021)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>QM Emerging Markets (EBS2064)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Innovation in Emerging Economies (EBC2156)</td>
<td>Management Information Systems (EBC2003) or Corporate Governance (EBC2020)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Financing Emerging Economies (EBC2157)</td>
<td>Management of Operations and Product Development (EBC2022) or Entrepreneurship and Small Business Management (EBC2158)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Next to the compulsory course each period, students need to choose one (1) of the mentioned IB core courses.
Note: the following composition is applicable to students started prior to September 2018

D.2 Bachelor’s programme International Business 2017-2018
Specialisation: Emerging Markets (IBEM)

Year 2: IBEM

<table>
<thead>
<tr>
<th>Term</th>
<th>Compulsory Courses</th>
<th>Core Courses*</th>
<th>Compulsory</th>
</tr>
</thead>
<tbody>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Institutions, Politics and Entrepreneurship in Emerging Markets (EBC2154)</td>
<td>Finance and Accounting (EBC2007) &lt;br&gt;or Management of Organisations (EBC2008)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Growth and International Economic Relations in Emerging Economies (EBC2155)</td>
<td>Marketing Management (EBC2009) &lt;br&gt;or Global Business (EBC2021)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>QM Emerging Markets (EBS2064)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Innovation in Emerging Economies (EBC2156)</td>
<td>Management Information Systems (EBC2003) &lt;br&gt;or Corporate Governance (EBC2020)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Financing Emerging Economies (EBC2157)</td>
<td>Management of Operations and Product Development (EBC2022) &lt;br&gt;or Entrepreneurship and Small Business Management (EBC2158)</td>
<td></td>
</tr>
</tbody>
</table>

* Next to the compulsory course each period, students need to choose one (1) of the mentioned IB core courses.
<table>
<thead>
<tr>
<th>Term V</th>
<th>1</th>
<th>Emerging Markets in the Globalisation Debate (EBC2167)</th>
<th>** Third year IB course (major / elective course)</th>
</tr>
</thead>
</table>
| 2 | Economics and Society in Contemporary Asia (EBC2037)  
or Economics and Society in Contemporary Latin America (EBC2160)  
or Doing Business in Emerging Markets (Capita Selecta) (EBC2161) | ** Third year IB course (major / elective course) |
| 3 | | | |
| Term VI | 4 | Internship | BSc thesis |
| 5 | 6 | | |

** Students are free to choose one course per period from the approved third year IB courses list (major/elective courses).

Finally students have to do an internship related to an emerging economy.

The Bachelor's programme IBEM is completed with the Bachelor's thesis.
Appendix V

Student Portal

https://newstudentportal.maastrichtuniversity.nl/instructions

Examples
Course registration

https://newstudentportal.maastrichtuniversity.nl/instructions/mycourses

Add/remove a course

- Clicking this button opens a selection screen to open the SAP module where the student can execute the wanted action.
- Possibility to consult an instruction on how to execute the action in SAP.
(De)Registration Examinations

Register exams

- Click “more actions” to reveal all possible exam (de)registration actions. Actions are shown for the courses for which a registration window is open:
  - Empty checkbox = exam not registered.
  - Filled checkbox = exam is registered.

(De)register exams

- Click green icon behind course to change the exam registration:
  - register
  - deregister
Official grades

The official registered (final and partial) results can be viewed via Student Portal > My Courses > Show Results > click the relevant course for the details (final and partial results).

No rights can be derived from preliminary results published by a course coordinator.

Access results

• Click “show results” to reveal your results

View results

• Click “show results” to reveal your results
• Click a course result for details

The official registered (final and partial) results can be viewed via Student Portal > My Courses > Show Results > click the relevant course for the details (final and partial results).

No rights can be derived from preliminary results published by a course coordinator.
Appendix VI

MySBE Intranet

To be reached via Student Portal > My Links (previously UM Launchpad) > MySBE Intranet.

Excerpts
Student A-Z

Here you can find the student A-Z.

A
- Academic Advice and Coaching
- Academic Calendar
- Academic Writing Guide
- Accommodation
- Accreditation
- Additional course
- Additional re-sit/additional examination opportunity
- Admission procedure
- Bachelor
- Bachelor's degree certificate
- Bachelor's grade transcript, final
- Bachelor's programme
- Econometrics and Operations Research
- Economics and Business Economics
- Fiscal Economics
- International Business
- Bachelor's thesis
- Beta Gamma Sigma
- Blue Parking
- Binding Study Advice (BSA)
Appendix VII  
Language of Instruction

In the bachelor’s programmes, the language of instruction is English or another language.

The appropriateness of English or another language as language of instruction is determined by the international orientation of the programme in terms of its academic field of study and/or the fact that it prepares students for a specific field of activity or professional career in an international setting.

**Bachelor’s programmes**

**BSc Econometrics and Operations Research (E&OR)**  
**BSc Economics and Business Economics (EBE)**  
**BSc Fiscal Economics (FE)**  
**BSc International Business (IB)**

The choice for the language of instruction of the programme is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) art. 7.2.

Because of the specific educational nature and profile of the programmes, teaching and examinations are conducted in English. This guarantees the quality of education, because:

a. The content of the programme has an international orientation and focus. Besides the learning goals:
   (1) “knowledge and insight” (Our graduates are able to understand and use academic knowledge in a self-directed manner) and
   (2) “Academic Attitude” (Our graduates have developed an academic attitude),
   the following two learning goals, which explicitly imply an international focus, apply explicitly to the programmes:
   (3) “Global Citizenship” (Our graduates are aware of their responsibility in a global, ethical, and social context) and
   (4) “Interpersonal Competences” (Our graduates are able to demonstrate excellent interpersonal competences in an international professional setting).
   These four learning goals are characteristic for all SBE bachelor’s programmes. They are translated into programme specific programme objectives, which are offered and measured in obligatory as well as elective courses of the programme.

**Specific for EBE, E&OR and IB:**
An obligatory part of the curriculum is a study abroad period or an international internship period, in which the student studies at one of our partner universities, located in Europe, South-Africa, Asia, Australia and North and South America or do an internship at a company abroad, e.g. in emerging markets for the Emerging Markets specialisation within these programmes.

In line with the goals and content of the programme, all course material is based on international research and literature, which is in English.
b. The academic community is internationally oriented and the staff is international. Aligned with the learning goals and objectives an international classroom setting is a core element of the educational concept of the programme, where English is the common international language.

In order to make the concept work optimally, an internationally divers student population as well as an internationally divers group of teachers/staff, which are able to communicate in a common language (English), is indispensable.

c. The labour market demand is internationally oriented (English speaking) alumni. The graduates of the programme are well prepared to work in and with internationally oriented companies, such as the “big 4” consultancy companies, multinationals, banks, but also medium small enterprises, and national or international public institutions, in majority operating on international settings and in international markets.

Furthermore, graduates are well prepared to be accessible to connecting master programmes in English language.

d. The student intake and current population is internationally divers and English is the common language: more than 50% are non-Dutch students.

In FE the majority is Dutch: Please note that during the programme all students take part in courses in which they meet and work with international SBE students as well as incoming exchange students. They experience the international classroom educational concept, which is characteristic and distinctive for all SBE programmes.

**Specific for FE**
The language of instruction is English because of the abovementioned reasons, however some curriculum components, including accompanying tests, may be offered in Dutch or another language because:

- the relevant curriculum component is specifically focussed on Dutch law,
- the relevant curriculum component is taught by Dutch lecturers
- it is deemed necessary for this curriculum component that students acquire speaking and writing skills in Dutch or another language.
Thus laid down by the SBE Board, after having obtained consent, where applicable, from the SBE Council of the School of Business and Economics, in Maastricht on April 2019.