

# Addenda to the BSc Exam and Education Regulations (EER) 2021-2022

## Table of Contents

Context of this addendum .....	1
Addendum to Chapter I Admission, Article 1.8 of the SBE BSc EER 2021-2022 .....	2
Addendum to Chapter IV Education and Examination, article 4.7, article 4.9 and article 4.10 of the Bachelor EER 2021-2022 .....	4
Addendum to Chapters VII Study abroad requirement, XIII Fulfillment of the Bachelor’s Exam Requirements, XVI SBE Bachelor’s study programmes of the Bachelor EER 2021-2022.....	7
Addendum to Chapters VII Study abroad requirement, XIII Fulfillment of the Bachelor’s Exam Requirements, XVI SBE Bachelor’s study programmes of the Bachelor EER 2021-2022.....	9

## Context of these addenda

### **Context of the addendum to Chapter I of the SBE BSc EER 2021-2022**

This addendum is a permanent change in the admission requirements of the SBE pre-masters in light of the limited capacity as announced in Article 1.8 of the published SBE BSc EER 2021-2022.

### **Context of the addenda to Chapter IV, Chapter VII, Chapter XIII and Chapter XVI of the SBE BSc EER 2021-2022**

These addenda should be read in the light of the worldwide measures taken in the context of the COVID-19 crisis. In case of rapid changes and/or unforeseen and exceptional circumstances, occurred beyond the student’s and/or Maastricht University’s control, the SBE Board and/or the UM Executive Board may deviate from the BSc-EER and may decide to prescribe and/or provide (an) appropriate alternative(s).

## Addendum to Chapter I Admission, Article 1.8 of the SBE BSc EER 2021-2022

*This addendum states the admission requirements of the SBE pre-masters.*

### **Article 1 Applicability**

This addendum is applicable to all students applying to one of the SBE pre-masters for academic year 2021-2022.

### **Article 2 Definitions**

For the purpose of this addendum the SBE pre-masters have been split into two categories:

- SBE Business pre-masters:
  - Pre-master Business Intelligence and Smart Services;
  - Pre-master Digital Business Economics;
  - Pre-master Global Supply Chain Management and Change;
  - Pre-master International Business specialisation Accounting and Business Information Technology;
  - Pre-master International Business specialisation Accounting and Control;
  - Pre-master International Business specialisation Entrepreneurship and Business Development;
  - Pre-master International Business specialisation Information Management and Business Intelligence;
  - Pre-master International Business specialisation Managerial Decision-Making and Control;
  - Pre-master International Business specialisation Marketing-Finance;
  - Pre-master International Business specialisation Organisation: Management, Change and Consultancy;
  - Pre-master International Business specialisation Strategic Corporate Finance;
  - Pre-master International Business specialisation Strategic Marketing;
  - Pre-master International Business specialisation Strategy and Innovation;
  - Pre-master International Business specialisation Supply Chain Management;
  - Pre-master International Business specialisation Sustainable Finance;
  - Pre-master Learning and Development in Organisations.
  
- SBE Economics pre-masters:
  - Pre-master Economics;
  - Pre-master Economics and Strategy in Emerging Markets;
  - Pre-master Financial Economics;
  - Pre-master Human Decision Science.

### **Article 3 Eligibility SBE pre-masters**

1. In order to be eligible for admission a prospective student has to:
  - a. Submit the completed application form; and
  - b. Submit a copy of a valid passport or ID-card; and
  - c. Submit a passport photo; and
  - d. Meet the prerequisites regarding the payment details and tuition fee.
2. A prospective student also needs to meet the prerequisites concerning:
  - a. Previous education, as per article 4 and 5 of this chapter in this addendum;
  - b. Language tests, as published on the UM website;
  - c. Requested additional information, as published on the UM website.

3. Applicants need to meet the requirements stated in this article before the start of the SBE pre-master.

#### **Article 4 Admission criteria for the SBE Business pre-masters**

1. The number of students accepted into all SBE Business pre-masters together will be limited to a maximum of 240 students.
2. All applicants who have successfully completed a related Bachelor's degree at a NVAO accredited, relevant University of Applied Sciences, as published on the SBE website, are required to:
  - a. Submit their GPA with a minimum of 7.00 over the last completed study year with a minimum of 60 ECTS credits of their NVAO accredited University of Applied Sciences programme; and
  - b. Submit the motivation form as published on the UM Website.
  - c. Instead of fulfilling the requirements of paragraph 2a and 2b of this article, the applicants also allowed to apply conform the requirements of Article 4 paragraph 3a and 3b.
3. All applicants who have successfully completed a related Bachelor's degree at a relevant EEA/EU University of Applied Sciences without a NVAO accreditation, are required to submit:
  - a. A GMAT score equal or above the minimum score of 500; and
  - b. Submit the motivation form as published on the UM Website.
4. The applicants as defined in Article 4 paragraph 2 of this chapter in this addendum and the applicants as defined in Article 4 paragraph 3 of this chapter in this addendum will be ranked separately based on their GPA or GMAT score and their motivation letter.
5. Applicants who meet the admission requirements as stated in this Article and who have not immediately been admitted will be put on a separate waiting list for the applicants as defined in Article 4 paragraph 2 of this chapter in this addendum and a separate waiting list for the applicants as defined in Article 4 paragraph 3 of this chapter in this addendum for a maximum of two months after the application deadline for the SBE pre-masters as set out in Article 7 of this chapter in this addendum.

#### **Article 5 Admission criteria for the SBE Economics pre-masters**

1. All applicants who have successfully completed a related Bachelor's degree at a NVAO accredited, relevant University of Applied Sciences, as published on the SBE website, are directly admissible.
2. All applicants who have successfully completed a related Bachelor's degree at a relevant EEA/EU University of Applied Sciences without a NVAO accreditation, are required to submit a GMAT score equal or above the minimum score of 500.

#### **Article 6 Application to the SBE pre-masters**

Applicants to all the SBE pre-masters can only apply to one SBE pre-master, including not more than one specialisation. Applicants to the SBE Business pre-masters can also only be ranked once.

#### **Article 7 Application deadline**

For all the SBE pre-masters, the application deadline will be October 15<sup>th</sup> in the same academic year as the start of the SBE pre-master.

## Addendum to Chapter IV Education and Examination, article 4.7, article 4.9 and article 4.10 of the BSc EER 2021-2022

### *Online attendance in the hybrid education model during academic year 2021-2022*

#### **Article 1 Definitions**

**Hybrid education model:** the education model where the majority of the students must attend educational units and participates in examinations on campus, and some students are, under strict conditions, allowed to attend that same educational unit online via a screen in the same lecture room and are allowed to participate in the corresponding examination(s) online.

**On campus:** at one of the SBE locations as published on the MySBE intranet or announced by the scheduling office.

#### **Article 2 Applicability**

1. This addendum is applicable to all students who are registered for Bachelor's study programmes and SBE Pre-masters at the School of Business and Economics in academic year 2021-2022 and/or students who are registered for an SBE educational unit in academic year 2021-2022.
2. This addendum provides students with the rules and regulations concerning the hybrid education model.
3. If the Dutch Government changes the COVID-19 measures where on campus education and examination is no longer allowed, this chapter of this addendum will no longer be applicable.

#### **Article 3 Attendance requirement**

1. This article is in addition to the regulations stated in the Bachelor EER 2021-2022 article 4.9.
2. If attendance at and/or participation in educational units is part of the examination as announced along with its assessment norms in the syllabus, students will have to attend at and/or participate in a maximum of 75 percent (75%) of the planned educational units on campus, unless a student has requested and has been approved to follow online education by the Board of Examiners based on the exceptions of Article 4 of this chapter in this addendum or unless the exceptions of Article 5 of this chapter in this addendum are applicable to the student.
3. If attendance at and/or participation in educational units is not part of the examination as announced in the syllabus, any attendance at and/or participation in the educational unit will have to be on campus, unless a student has requested and has been approved to follow online education by the Board of Examiners based on the exceptions of Article 4 of this chapter in this addendum or unless the exceptions of Article 5 of this chapter in this addendum are applicable to the student.

#### **Article 4 Requesting exception for on campus education per course period**

1. Per course period, students can request an exception for on campus education by providing proof of one of the situations as set out in Article 4 paragraph 2 and 3 of this chapter in this addendum to the Board of Examiners immediately when it occurs and per the procedure as published on MySBE Intranet. Only when the Board of Examiners has approved the request can students follow the educational unit online.
2. Students have to provide proof of one of the following travel restrictions prohibiting them from traveling to Maastricht:

- a. A travel restriction is set by the Dutch government or government of the home country of the student which does not allow said student to travel to the Netherlands;
  - b. An entry ban is set by the Dutch government for people from the home country of the student, which also applies to students;
  - c. The borders of the home country of the students are closed for traveling outside of said country, as officially communicated by the government of the home country of the student.
3. Students have to provide proof of one of the following personal circumstances prohibiting them from following on campus education during the whole course period:
  - a. The student has a medical condition, placing them at higher risk of severe illness if the student gets infected with COVID-19.
  - b. The student lives together with, or takes care of, a third person with a medical condition, placing the third person at higher risk of severe illness if they get infected with COVID-19.
4. If students are not approved for online education by the Board of Examiners, course coordinators and tutors can deny the student access to online education. If the student is able to follow (parts of) educational units online even though the student is not approved for online education by the Board of Examiners, this online attendance will not be registered for any attendance requirement of the educational unit.

**Article 5 Requesting temporary exception for on campus education during a course period**

1. During a course period, students can request a temporary exception for on campus education based on one of the personal circumstances as set out in Article 5 paragraph 2 of this chapter in this addendum immediately when it occurs per the procedure as published on MySBE Intranet.
2. Students have to provide proof of one of the following personal circumstances prohibiting them from following on campus education:
  - a. The student is infected with or still experiences symptoms from being infected with COVID-19;
  - b. The student has recently been in touch with a person infected with COVID-19 and has to self-quarantine;
  - c. The student has (mild) symptoms of COVID-19.
3. If students are not approved for online education as per the procedure as published on MySBE Intranet, course coordinators and tutors can deny the student access to online education. If the student is able to follow (parts of) educational units online even though the student is not approved for online education as per the procedure as published on MySBE Intranet, this online attendance will not be registered for any attendance requirement of the educational unit.

**Article 6 Maximum attendance requirement**

1. This article is in addition to the regulations stated in the Bachelor EER 2021-2022 article 4.9.
2. When attendance at educational units is part of the examination as announced along with its assessment norms in the syllabus, the requirement may not exceed 75 percent (75%) of the tutorial sessions.
3. The attendance of 75 percent (75%) of the tutorial sessions is only counted when the attendance is on campus, unless the student complies to the conditions as set out in Article 4 paragraph 2 and 3 and Article 5 paragraph 2 of this chapter of this addendum.

**Article 7 First-year course assignment Bachelor's study programmes in the hybrid educational model**

1. This article is in addition to the regulations stated in the Bachelor EER 2021-2022 article 4.10.

2. The attendance of 75 percent (75%) of the tutorial sessions of a first-year course required to receive exemption from the course assignment is only counted when the attendance is on campus, unless the student complies to the conditions as set out in Article 4 and Article 5 of this chapter in this addendum.

**Article 8 Location of the examination**

1. This article is in addition to the regulations stated in the Bachelor EER 2021-2022 article 4.7.
2. Students are only allowed to participate in an online examination when the student meets the conditions and follows the regulations as set out in Article 4 and Article 5 of this chapter in this addendum. The procedure of requesting online examinations is published on MySBE Intranet.
3. When a student does not participate in the on campus examination and/or fails to request an online examination and/or has not received an approval from the Board of Examiners before the start of the examination and the student will receive a No Grade (NG) and has to participate in the resit. This also applies when the student does not participate in the online examination despite the approval from the Board of Examiners for doing the examination online.
4. Students who have received an approval from the Board of Examiners for doing the examination online, are not allowed to do the examination on campus.

Addendum to Chapters VII Study abroad requirement, XIII Fulfillment of the Bachelor's Exam Requirements, XVI SBE Bachelor's study programmes of the BSc EER 2021-2022

*Alternatives for students to fulfill the Study Abroad Requirement due to COVID-19*

**Article 1 Applicability**

1. This chapter of this addendum is applicable to students who, according to their regular study outline, should normally fulfill their study abroad requirement (as laid down in chapters VII, XIII and XVI of the SBE BSc EER 2020-2021) in the first semester of academic year 2021-2022.
2. This chapter of this addendum provides students with the possibility to do an alternative programme to the study abroad requirement of 26 ECTS credits and is applicable to students from the following BSc programmes and/or specialisations in the first semester academic year 2021-2022:

<b>BSc programme</b>	<b>Specialisation</b>
Econometrics & Operations Research	-/-
Economics & Business Economics	Economics
Economics & Business Economics	Economics & Management of Information <sup>1</sup>
Economics & Business Economics	International Business Economics
International Business	-/-

3. This chapter of this addendum is applicable to the above mentioned students:
  - A. whose receiving institution (partially) cancelled/interrupted its incoming exchange;
  - B. who cannot travel due to government-imposed restrictions to their receiving institution;
  - C. who themselves decide to cancel their Study Abroad programme.

**Article 2 Postponement of the study abroad programme**

If the receiving institution cancels its incoming exchange programme in the Fall semester, the student can only postpone his study abroad programme to Spring semester if the partner university offers SBE additional places. The International Relations Office will inform the student on the possibilities.

**Article 3 Lottery left-over spots**

Students that were placed to participate in the study abroad programme of the Fall 2021 semester can choose to participate in an unweighted lottery for any 'leftover' spots in the Spring 2022 exchange programme. The International Relations Office will inform the student on this procedure.

**Article 4 Alternative programme to fulfill the study abroad requirement**

1. Students who are subject to the applicability of this addendum can choose to do and successfully complete the following alternatives in the first semester of academic year 2021-2022 to fulfill the study abroad requirement of 26.0 ECTS credits:
  - A. An internship abroad of 26.0 ECTS credits. Procedures and/or guidelines for these internships are published by the Internship Office on the MySBE Intranet.

---

<sup>1</sup> Students in this specialisation can also opt to do an international internship. This chapter of this addendum to the EER only regards students who have chosen to participate in study abroad.

2. The student is obliged to successfully complete the skills training ESA9002 Global Citizenship (4.0 ECTS credits), if the student chooses to do the following alternatives of 22.0 ECTS credits:
  - B. An internship in the Netherlands of minimal 22.0 ECTS credits. Procedures and/or guidelines for these internships will be published by the Internship Office.
  - C. An alternative programme with a minimum of 22.0 ECTS credits at SBE. The courses can be freely chosen from the list of 3<sup>rd</sup> year courses from the study programme that the student is enrolled in.
  - D. A UM-wide minor with a minimum of 22.0 ECTS credits; contrary to the provisions of Article 8.2(3) of the BSc-EER of 2021-2022 a UM-wide minor may replace the study abroad requirement. The results obtained will also be listed on the curricular transcript. A list of UM-wide minors that are available for SBE students will be published by the International Relations Office.
  - E. Students enrolled in the BSc Econometrics & Operations Research (EOR) can also obtain credits from courses offered by the Department of Knowledge Engineering (DKE). Note that such courses have a limited capacity and may require certain pre-requisites. The registration procedure will be published by IRO. As stated in the IRO Rules & Regulations, EOR students must obtain at least half of the ECTS credits (11) in quantitative courses (e.g. from Econometrics, Finance, Economics, Computer Science, Mathematics), and no courses should have significant overlap with courses of the regular programme. The results obtained will also be listed on the curricular transcript.
  - F. A combination of options C and D (and E for EOR students) with a minimum of 22.0 ECTS credits (i.e. regular SBE courses in combination with courses from a UM-wide minor). The UM-wide minor will only be mentioned on the student's transcript if the minimum ECTS credits requirement of the minor is met.
3. The options mentioned under paragraph 1 and 2 of this Article, can only be used for fulfilling the study abroad requirement if the student has successfully completed the chosen option and has received the ECTS credits for it. If the student chooses for option C, D, E or F under paragraph 2, the results of the courses will be added to the grade transcript and will consequently be included in the GPA of the student.

If the student has chosen to follow option C, D, E or F under paragraph 2 and has not successfully completed it, the regulations of Chapter IV of the SBE BSc EER 2021-2022 apply. Please note that once the student has chosen for option C, D, E or F under paragraph 2, he is not allowed to do the curricular study abroad programme later in his study programme.

#### **Article 5 Repeat students**

Students who have passed partial (components) of the study abroad requirement in or before Fall 2019, or if the student participated in alternatives for the study abroad requirement in academic year 2020-2021, in which the student obtained less than 26.0 ECTS credits (or less than 22.0 ECTS as per Article 7.5 and 7.6 from the SBE BSc EER 2021-2022), and therefore their study abroad requirement must still be completed, have the opportunity to do and successfully complete (a combination of) the alternatives C, D, E or F of Article 4, paragraph 2 of this chapter of this addendum resulting in the total of 26.0 ECTS credits in the end.

If the student obtained less than 13.0 ECTS credits for the study abroad requirement in or before Fall 2019, or if the student did not successfully complete the skills training ESA9002 in academic year 2020-2021, he is obliged to do and successfully complete the skills training ESA9002 Global Citizenship (4 ECTS credits) combined with (a combination of) the alternatives C, D, E or F of Article 4, paragraph 2 of this chapter of this addendum, resulting in the total of 26.0 ECTS credits in the end.



Addendum to Chapters VII Study abroad requirement, XIII Fulfillment of the Bachelor's Exam Requirements, XVI SBE Bachelor's study programmes of the BSc EER 2021-2022

*Alternatives for students in the BSc Economics & Business Economics, specialisation Economics & Management of Information who have chosen to do an internship abroad and BSc specialisation Emerging Markets who have to fulfill the internship requirement in an emerging market and cannot do so due to COVID-19.*

**Article 1 Applicability**

1. This chapter of this addendum is applicable to students who, according to their regular study outline, should normally fulfill their internship requirement for Economics & Management of Information (EMI) specialization and the Emerging Markets (EM) specialization (as laid down in chapters VII, XIII and XVI of SBE BSc EER 2021-2022) in the first semester of academic year 2021-2022.
2. This chapter of this addendum provides students with the possibility to do an alternative programme to fulfill the internship requirement of 26.0 ECTS credits for the EMI specialisation and 22.0 ECTS credits for the EM specialisation and is applicable to students from the following BSc study programmes and/or specialisations in the first semester of academic year 2021-2022:

<b>BSc programme</b>	<b>Specialisation</b>
Economics & Business Economics	Economics & Management of Information <sup>2</sup> (EMI)
Economics & Business Economics	Specialisation Emerging Markets (EM)
International Business	Specialisation Emerging Markets (EM)

3. This chapter of this addendum is applicable to the above mentioned students:
  - A. whose receiving company cancelled the internship;
  - B. who cannot travel due to government-imposed restrictions to their receiving company;
  - C. who themselves decide to cancel their internship;
  - D. who cannot travel to their receiving company due to the UM travel guidelines and restrictions as indicated in the Covid-19 FAQ students on the UM website.

**Article 2 Alternative programme to substitute the internship requirement for the EMI specialisation**

1. Students who are in the EMI specialisation and who are subject to the applicability of this chapter of this addendum can choose to do the following alternatives in the first semester of academic year 2021-2022 to fulfill the internship requirement:
  - A. An internship in the Netherlands of minimal 22.0 ECTS credits. Procedures and/or guidelines for these internships will be published by the Internship Office. The student is obliged to also successfully complete the skills training ESA9002 Global Citizenship (4.0 ECTS credits).
  - B. An alternative programme with a minimum of 22.0 ECTS credits at SBE. The courses can be freely chosen from the list of 3<sup>rd</sup> year courses from the study programme that the student is enrolled in. The student is obliged to also successfully complete the skills training ESA9002 Global Citizenship (4.0 ECTS credits).
  - C. A UM-wide minor with a minimum of 22.0 ECTS credits; contrary to the provisions of Article 8.2(3) of the BSC-EER 2021-2022 a UM-wide minor may replace the study abroad requirement. The

---

<sup>2</sup> Students in this specialisation can also opt to do study abroad. This chapter of this addendum to the EER only regards students who have chosen to participate in an internship abroad.

results obtained will also be listed on the curricular transcript. A list of UM-wide minors that are available for SBE students will be published by the International Relations Office. The student is obliged to also successfully complete the skills training ESA9002 Global Citizenship (4.0 ECTS credits).

- D. A combination of options B and C with a minimum of 22.0 ECTS credits (i.e. regular SBE courses in combination with courses from a UM-wide minor and once the skills training ESA9002 Global Citizenship). The UM-wide minor will only be mentioned on the student's transcript if the minimum ECTS credits requirement of the minor is met.
2. The options mentioned under paragraph 1 of this article, can only be used for substituting the internship if the student has successfully completed the chosen option and has received the ECTS credits for it. If the student chooses for option B, C or D under paragraph 1, the results of the courses will be added to the grade transcript and will consequently be included in the GPA of the student. If the student has chosen to follow option B, C or D under paragraph 1 and has not successfully completed it, the regulations of Chapter IV of the SBE BSc EER 2021-2022 apply.

### **Article 3 Alternative programme to substitute the internship requirement for the EM specialisation**

1. Students who are in the EM specialisation and who are subject to the applicability of this chapter of this addendum can choose to do the following alternatives to fulfill the internship requirement:
  - A. Students may choose to do an internship of 22.0 ECTS credits in any country satisfying the UM travel guidelines and restrictions as indicated in the Covid-19 FAQ students on the UM website, including countries (for instance in Western Europe) that are not considered emerging markets. The internship content should be related to the learning objectives of the study programme. Further guidelines for these internships will be provided by the SBE Internship Office.
  - B. Students can take part in an alternative programme of 22.0 ECTS credits at SBE, where they can choose freely from third year courses in the programme they are enrolled in (IB or EBE).
  - C. A combination of option A and B is also possible, if the internship does not constitute 22.0 ECTS credits. Part of the 22.0 ECTS credits should then come from the internship and part of the credits should come from the alternative programme at SBE. This option requires special approval from the Emerging Markets programme manager (currently Dr. K.M. Thomsson); students will only be given permission for this option if they can document why the internship cannot be extended to the full 22.0 ECTS credits.
2. The options mentioned under paragraph 1 of this article, can only be used for substituting the internship if the student has successfully completed the chosen option and has received the ECTS credits for it. If the student chooses for option B or C under paragraph 1, the results of the courses will be added to the grade transcript and consequently be included in the GPA of the student.

### **Article 4 Repeat students**

Students who have passed partial (components) of the internship requirement in or before Fall 2019 in which the student obtained less than 22.0 ECTS credits, and therefore their internship requirement must still be completed, have the opportunity to do and successfully complete (a combination of) the alternatives of Article 2 and Article 3 of this chapter of this addendum resulting to the total of 22.0 ECTS credits in the end.

If the student obtained less than 13 ECTS credits for the Study Abroad Requirement in or before Fall 2019, he is obliged to do and successfully complete the skills training ESA9002 Global Citizenship (4.0 ECTS credits) combined with (a combination of) the alternatives of Article 2 and Article 3 of this chapter of this addendum, resulting in the total of 22.0 ECTS credits in the end.