

Education and Examination Regulations (EER)

Onderwijs- en examenregeling (OER)

Master of Science Programme

Sustainability Science, Policy and Society

(M.Sc. SSPS)

2021-2022

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SECTION 1 GENERAL PROVISIONS

Article 1.1 Applicability of the regulations

These regulations apply to the education and examination of the Master of Science programme Sustainability Science, Policy and Society (M.Sc. SSPS), hereinafter to be referred to as: 'the programme', and to all students who are registered for the programme.

The programme is provided by Maastricht University's School of Business and Economics (SBE), hereinafter to be referred to as: 'SBE'.

The regulations were adopted by the SBE board after advice and consent of the Board of Examiners (BoE), the Educational Programme Committee (EPC) and the SBE Council (FC). The regulations will take effect on 1 September 2021 for the academic year 2021-2022

These regulations also apply to students from other programmes, faculties or institutions of higher education, insofar as they follow components of the programme to which these Education and Examination Regulations apply.

For components of the programme that students follow at another degree programme, faculty or institution of higher education, the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.

Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. the Act: the Higher Education and Scientific Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*];
- b. student: a person who is registered at the university for education and/or to take examinations and the exam of the programme;
- c. course: a study unit of the programme within the meaning of the Act;
- d. module: an educational component of the programme, such as a course, skills training or a written paper, as referred to in Article 3.6;
- e. academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- f. programme: the master's programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- g. examination: course examination as defined in Article 1.2(i)
- h. skills training: practical exercise as referred to in Article 7.13(2)(d) of the Act, in one of the following forms:
 - writing a 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;
- i. course examination: a component of the examination as referred to in Article 7.10 of the Act;
- j. exam: the examination for the degree programme;
- k. ECTS credit: a unit expressed in ECTS credits, with one ECTS credit equalling 28 hours of study;
- l. programme board (PB) and programme director (PD): the board responsible for the overall design and implementation of the programme, chaired by the programme director;
- m. board of examiners (BoE): the board of examiners referred to in Article 7.12 of the Act;
- n. examiner: the person designated by the board of examiners to administer examinations and to determine the results of such examinations;
- o. SBE board : the faculty board referred to in Article 9.12 of the Act;
- m1. board of admission (BoA): the board responsible for judging the admissibility of the candidate to the programme;
- m2. educational programme committee (EPC): the representation and advisory body that carries out the duties described in Article 9.18 and 9.38c of the Act
- p. semester: portion of the academic year, 1st semester starting 1 September until 31 January, and 2nd semester starting 1 February until 31 August;
- q. UM: Maastricht University;
- r. syllabus: the programme guide which include further details about programme-specific provisions and information.

- s. Student & Career Counselling: the department of study advisors who offer coaching and support to SBE students on a variety of personal and academic related topics.
- t. GPA: abbreviation for Grade Point Average, the weighted and not rounded average score of all final numerical grades of the educational units registered within the Master's study programme and that are stated on the Master's curricular (final) transcript. The weighting is based on the credits of these educational units.

SECTION 2 ADMISSION MASTER PROGRAMME

Article 2.1 Admission

Persons who meet the requirements referred to in article 2.2 are eligible for admission to the programme.

Article 2.2 Admission requirements

1. Persons who have obtained a bachelor of scientific education, that is equivalent to a Dutch university bachelor, and who have written a bachelor thesis or equivalent research paper are eligible for admission to the programme.¹ To be eligible for admission, the prospective student has to:

- submit a copy of the applicant's most recent certified grades transcript and a copy of the certified diploma if obtained. If the applicant has not yet graduated, the official grades transcript from the bachelor's programme can be uploaded. If the certified copy of transcript of grades is in a language other than English or Dutch it has to be translated into English or Dutch

2. Beside the requirements as mentioned in paragraph 1, to be eligible, the prospective has to :

- submit a completed and signed application form; and
- submit a copy of a valid passport or EU/EEA ID-card; and
- submit a recent passport picture; and
- Meet the prerequisite regarding the payment details and tuition fee

3. In addition a prospective student, who needs to be assessed by the Board of Admission, has to:

- submit a curriculum vitae; and
- submit proof of English proficiency as specified in Article 2.3; and
- write and submit a motivation letter describing the applicant's motivation for following this specific programme (max. 300 words) and what the applicant expects to gain from completing this master (max. 300 words)

4. (Dutch) students who have a bachelor diploma of a (Dutch) University of Applied Science (HBO), or students who did not write a bachelor thesis in their university bachelor programme, have the possibility to meet the requirements mentioned under 1) by successfully completing a tailor-made Bridging Programme (except for the language requirements). (see Article 2.7).

Article 2.3 Language requirement with non-Dutch diplomas

1. Holders of a non-Dutch diploma can only register if they have met the minimum English language requirement corresponding to IELTS (international English Language Testing System) with a score of at least 6.5

2. The requirement referred to under (1) is met if the person concerned has obtained one of the following diplomas or certificates:

- a completed bachelor's or master's study programme where the language of instruction is English;
- an International or European Baccalaureate, a US high school diploma or UK GCE A-levels, or;
- can demonstrate sufficient proficiency in English, for example through English taught courses, internships or work experience in an English environment, or
- can submit one of the following language test certificates.
 - Academic IELTS: 6.5
 - TOEFL iBT: 90
 - TOEFL iBT Special Home Edition Test: 90
 - TOEIC listening and reading: 720; speaking and writing: 310

¹ See the UM website for the Covid-19 adjusted diploma requirements for the September 2021 intake

- Cambridge Advanced C1: Grade C (scale 180-184); First: Grade A (scale 180-184); First B2: Grade B (scale 176-179)
- TOEFL Paper-delivered Test: Reading: 20-30; Listening: 20-30; Writing: 20-30 (*We recommend taking one of the other tests listed above, as speaking skills are not assessed in this TOEFL test*)

Article 2.4 Limited capacity

Not applicable.

Article 2.5 Board of Admission

1. The SBE board appoints a Board of Admissions for the Master's programme. The Board of Admissions decides for each individual application whether the applicant will be admitted to the Master's programme.
2. The Board of Admission consists of:
 - the Chair, appointed from the academic staff responsible for the programme;
 - two members appointed from the academic staff responsible for the programme,
 - another staff member knowledgeable about the programme.
3. The Dean appoints the members of the Board of Admission after consulting with the Programme Board.

Article 2.6 Admissions dates

1. The admissions take place 3 times a year.
The application deadline regarding the Master programmes for each admission cycle will be announced on the SBE website.
2. A request for admission to the programme must be submitted to the Board of Admission. See the SBE website for the application deadlines.
3. The candidate will be admitted on the condition that, by the relevant start date for the programme, he/she will have met the requirements stated in Article 2.2 and 2.3 regarding knowledge, understanding and skills as evidenced by the certificates for the programmes and taken by him/her, and proficiency in English language.

Article 2.7 Bridging Programme

1. Applicants who do not meet the previous knowledge requirements of the programme as described in Article 2.2, have the possibility to meet those requirements by successfully completing a tailor-made Bridging Programme (except for the language requirements).
2. Applicants must contact the Board of Admissions (via the Admissions Office) to determine the course(s) of the Bridging Programme before they can apply for the programme. In case students have not contacted the Admissions Office and the Board of Admission assesses during an admission that the eligibility criteria are not met, the Board of Admission can require students to complete a tailor-made Bridging Programme before the student is admitted to the programme. The Bridging Programme consists of online modules (offered by a third party) that can be started at any time. No prerequisites apply for these online modules.
3. Applicants may send a copy of all course certificates from the Bridging Programme before or together with the final application for the programme. In case students do not have course certificates before the final application, the Board of Admission may accept applicants on a conditional basis, i.e. on the condition that the applicant will obtain all course certificates from the Bridging Programme before August 15th. The Board of Admission will check the eligibility for the programme, including the completion of the Bridging Programme.

SECTION 3 CONTENT AND STRUCTURE OF THE PROGRAMME

Article 3.1 Aim of the programme

1. The content of this programme has an international orientation and focus. The learning goals of the Master's study programmes of the SBE at Maastricht University are that graduates are able to:

- develop insights based on academic knowledge in a self-directed manner;
- demonstrate an academic attitude;
- actively engage in the global community in a globally responsible manner;
- demonstrate excellent interpersonal competences in an international professional setting.

These four learning goals are characteristic for all SBE Master's programmes. They are translated into programme specific learning objectives, which are offered and measured in obligatory as well as elective courses of the programme. It is on the basis of these programme specific learning outcomes that the BoE determines if the requirements for the final exam have been met by a student.

2. The programme specifically aims to provide the student with:

- specialized knowledge, skills, and attitude (competencies) in the domain of sustainability science, in particularly sustainability assessment, innovation, and governance in the pursuit of sustainable development, and to acquire final qualifications as described in section 2 to become "bridge-builders" between different disciplines and societal domains;
- preparation for professional practice as policymaker, coordinator, advisor, consultant or researcher in the field of sustainable development, and working at a governmental, non-governmental or business organisation, or at a university/research institute.

3. Graduates of the programme [*Dublin descriptors*]:

- have demonstrated knowledge and understanding of sustainability science, and especially of assessment, innovation and governance to support policymaking and society in the pursuit of sustainable development.
- can apply concepts, theories and methods of sustainability science in new or unfamiliar situations, have the ability to integrate knowledge and handle complexity and normativity, and are able to formulate new ideas to support policymaking and society in the pursuit of sustainable development.
- are able to investigate and judge research and developments in policy and society in the context of sustainable development, can handle scientific facts and incomplete and value-laden information, and reflect on the social and ethical responsibilities of their work and judgement.
- can communicate and collaborate across disciplines and other 'boundaries', and give clear and scientific argumentations in support of their viewpoints but are also capable to respect other opinions and viewpoints, and have the ability to report to various audiences clearly and unambiguously.
- have a scientific problem-solving attitude and have acquired an attitude of lifelong learning that allows them to foster their academic skills during their professional life.

Article 3.2 Form of the programme

This is a full-time programme taking place in Maastricht and starting once a year in September.

Article 3.3 Language of instruction

The language of instruction of the programme is English (see Annex 1)

Article 3.4 Communications and announcement of decisions

1. The SBE Board, Programme Board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the student advisers may use MyUM and e-mail via the UM account for communications relating to the programme and examinations.

2. The SBE Board, programme board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the student advisers may use MyUM and e-mail via the UM account to announce decisions.

3. A participant must regularly check his/her university e-mail address, the SBE website, and the digital learning environment. Information disseminated via e-mail, the digital learning environment or the website will be assumed to be known.

Article 3.5 Study load

The programme has a study load of 60 ECTS credits, with one ECTS credit equalling 28 hours of study.

Article 3.6 Programme structure and content

The programme includes the following courses and related study load in ECTS credits:

- SSP1022 Problem-based learning and Academic skills (1 ECTS credit)
- SSP2011 Sustainable Development (5 ECTS credits)
- SSP2031 Sustainability Science (5 ECTS credits)

- SSP2081 Innovation for Sustainable Development (5 ECTS credits)
- SSP2041 Governance for Sustainable Development (5 ECTS credits)
- SSP2052 Sustainability, Law and the Environment (5 ECTS credits)

- SSP2062 Methodology for Sustainability Assessment (5 ECTS credits)
- SSP4011 Sustainability Assessment Skills (4 ECTS credits)
- SSP2071 Integrated Sustainability Project (5 ECTS credits)
-
- SSP3031 Research Approaches and Methods (2 ECTS credits)
- SSP3011 Thesis Research Proposal (3 ECTS credits)
- SSP3021 Master Thesis (15 ECTS credits)

Article 3.7 Programmes

Not applicable.

Article 3.8 Content of programmes (e.g. tracks, specialisations)

Not applicable.

Article 3.9 Components elsewhere (electives outside the faculty)

Not applicable.

Article 3.10 Flexible programme and flexible masters

Not applicable.

Article 3.11 Honours programme

Students of the programme can apply to participate in the UM honours programme PREMIUM. They can also apply to participate in the Honours Programme Sustainability Science, Policy and Society (art 8.2).

Article 3.12 Double degree

Not applicable

Article 3.13 The exam

The exam consists of the following components in accordance with Article 3.6:

- Course examination: different forms of individual and group work, , and participation in education meetings (including, but not limited to, tutorials, lectures, workshops)
- Thesis examination: thesis research proposal, thesis report, and presenting.

SECTION 4 EDUCATION

Article 4.1 Courses; composition; actual design

1. For the programme components, courses consist of the study load stated in Article 3.6.
2. Education is provided in the form of lectures, tutorial groups, skills training, individual supervision, or otherwise. On average per week, the student has 10 hours of education meetings, 5 hours of group work and 25 hours of individual study, but this distribution and load can differ per course and period.
3. Information about the courses of the programme is available on the UM website.

Article 4.2 Prior knowledge; entrance requirements

The courses of the programme are offered in a predetermined order. For most courses there are no specific entry requirements, but there are specific entry requirements for the Integrated Sustainability Project and the master's thesis trajectory (see article 5.3).

Article 4.3 Course registration

1. Students are informed on the registration deadlines and the procedure they must obey in order to have a correct and timely registration for courses, amongst others by publication on the Student Portal and MySBE Intranet. It is the students' own responsibility to check in time whether they have valid registration.
2. Students are only allowed to participate in a course when they have a correct and timely registration for it. In case a student has not registered correctly or in time, participation will be refused by the course coordinator.

Article 4.4 Course attendance

1. Students are expected to be present 5 minutes before an education meeting starts. A student who arrives more than 15 minutes after the official starting time of the education meeting shall be considered not to have attended.
2. Most courses of the programme have a minimum attendance requirement of 85% of all education meetings. Some courses have a 100% attendance requirement (e.g. skills training and thesis research proposal). The minimum attendance requirement for each course is specified in the Rules and Regulations and the syllabus.
3. Attendance will be registered in a template by the academic staff responsible for the courses, which is transmitted to the Office of Student Affairs at the end of the course period.
4. If a student has not complied with the minimum attendance requirements for a course, a student can request a compensatory assignment with the course examiner (see Rules and Regulations). If insufficient attendance has not been compensated, a student will not receive a provisional or other grade. The syllabus specifies compensatory assignments.
5. If attendance requirements have been met in a given academic year, this will be valid for the remainder of the study of the programme, even if the test is not passed in that year. However, there may be exceptions to this rule depending on the course, which are stated in the syllabus.
6. If attendance and participation and other educational activities are part of the examination this will be announced in the syllabus, and the period of their validity may be limited as per Article 5.13.

Article 4.5 Participation and priority rules

Not applicable

Article 4.6 Skill trainings

Skill trainings are part of the courses (see Article 3.6).

SECTION 5 ASSESSMENT

Article 5.1 General

1. During a course, skills training, and the thesis, the student's mastery of the learning objectives of the course will be tested.
2. The syllabus describes the intended learning outcomes, the assessment procedure, the criteria on which the student is assessed, and the results the students must achieve to pass the course.
3. The rules of procedure for examinations and exam describe the assessment procedures and the applicable rules (see Rules and Regulations).

Article 5.2 Marks

1. All examinations are assessed by means of a whole or a half grade on a scale from 1.0 to 10.0 or qualified as a pass/fail in accordance with this Article. Grades are given on a scale from 1.0 to 10.0 in whole grades, half grades or a pass/fail or a No grade (NG). A grade as from a 5.5 is considered sufficient. The grading scale from 1.0 to 10.0, as applied by the SBE, is to be interpreted as indicated below.

10.0	Outstanding
9.0	Very good
8.0	Good
7.0	More than satisfactory
6.0	Satisfactory
5.5	Pass
5.0	Almost satisfactory
4.0	Unsatisfactory
3.0	Very unsatisfactory
2.0	Poor
1.0	Very poor
Pass	≥5.5; performance at least meets the minimum criteria.
Fail	<5.5; performance below the minimum criteria.
'No grade'	Inability to determine result

Disclaimer: Rights can only be derived from final results as published in the Student Portal. Note that the explanation of the marks in the table above is only used to explain the valuation of the mark and is not a grading in itself (e.g. if an examiner indicates "Good" for an examination, this does not automatically mean the examination is graded with an 8.0. Vice versa the grade 8.0 is defined as a "Good" result).

2. In case of a resit (2nd examination) the highest mark determines the final grade for the course. The syllabus determines:
 - a. if students need to pass every examination component for passing the course;
 - b. if students who fail one or more examination components, can obtain a pass for the course if their overall grade is at least 5.5;
 - c. which examination components will be part of the resit (only the failed ones or passed components too).

Article 5.3 Order of examinations

1. The Methodology of Sustainability Assessment course should be passed before the student may start with the Integrated Sustainability Project.
2. With regard of the Master Thesis the following rules apply:
 - a. The student can only start with the Master Thesis if he/she passed the Thesis Research Proposal.
 - b. The student can only start with the Master Thesis if he/she has passed at least 5 out of 7 core courses, excluding the skills courses (SSP1022 and SSP4011, see Article 3.6).
 - c. The grade for the thesis will only be officially processed in the Student Portal if the student passed Research Approaches and Methods (SSP3031, see Article 3.6)

Article 5.4 Scheduling and frequency of the examinations

1a. Students can take course examinations twice per academic year on dates determined by the Board of Examiners:

- 1st examination at the end of the course period in which the course was given;
- 2nd examination (resit) during the designated resit period for that particular course.

1b. The examination dates for the Thesis Research Proposal course (SSP3011) are communicated separately via the syllabus.

2. Attendance of the course examination is mandatory. Students who are not present at the first sit, will obtain "No Grade" and forfeit this exam opportunity, and cannot obtain Cum Laude (see 6.3.6).

3. Students who have obtained a pass for a course (5.5 or higher) cannot take part in the resit.

Article 5.5 Registration for examinations

1. Students are informed on the registration deadlines and the procedure they must obey in order to have a correct and timely registration for examinations, amongst others by publication on the Student Portal and MySBE Intranet. It is the students' own responsibility to check in time whether they have valid registration.

2. Students are only allowed to participate in an examination when they have a correct and timely registration for it. Upon registration for a course, students are automatically registered for the first sit examination. In case a student was given a No Grade (NG) for the previous examination, the student must always register him/herself for the resit examination. In case of a fail or an insufficient grade, the student is automatically registered for the resit examination within the same/current academic year. In case a student has no valid registration, results can be declared invalid by the Board of Examiners.

3. Attendance requirements and other assignments stated in the syllabus must be fulfilled in order to receive a grade.

Article 5.6 Form of the examinations

1. As a rule, the course examination is in written form (this includes tests done on a computer). A written test can consist of open questions, multiple choice questions, an individual paper, essay or report, or a group report. A presentation (individual and/or group) can also be part of a course examination.

2. The UM Rules of Procedures for Examinations describe how and under which conditions the written exams are taken.

3. The examiner can decide to offer a different form of the course examination in special cases (e.g. small number of students). This includes oral tests. The examiner will notify the students about the different form of examination no later than four weeks before the scheduled exam date.

4. Upon request, students with a disability may take course examinations in a manner that accommodates their specific disability as much as possible. The Board of Examiners will obtain expert advice from the Disability Support Office before taking a decision in such matters (see Rules and Regulations for the procedure).

Article 5.7 Oral examinations

1. Oral examinations are taken only by one student at a time, unless the Board of Examiners decides otherwise.

2. An oral examination is given by the examiner in the presence of a second person (academic staff who is teaching in the programme), unless the Board of Examiners has decided otherwise.

3. Oral examinations take place in a suitable room at UM, unless the Board of Examiners or the relevant examiner decides otherwise in a special case or if the student objects to this.

Article 5.8 Assessments in exceptional cases

1. In exceptional cases, the Board of Examiners can decide that an examination may be taken at another time or in another than determined in accordance with Article 5.4.

2. Upon request, the Board of Examiners may grant students an extra examination opportunity for the last obligatory examination of a compulsory course or core course that needs to be fulfilled. Please consult the SBE intranet for the requirements and procedure.

Article 5.9 Written assignments

1. The Board of Examiners may draw up general guidelines for written assignments in consultation with the programme board and the assessment expert. The guidelines are translated by examiners, who make them specific for their course in the syllabus.

Article 5.10 Determination and announcement of examination result

1. The Board of Examiners determines the standards for assessing each examination component (e.g. attendance pass, grade of 5.5 or higher, etc.). These standards are included in the Rules & Regulations.

2. The examiner determines the preliminary result of a written examination within 12 working days of the date on which the examination was taken and provides the Office of Student Affairs with the necessary information to apprise the student of the result.

3. The examiner determines the result of an oral examination immediately after it is taken and issues the relevant certificate to the student. If more than one student takes the same examination consecutively, this period may be extended by up to 5 working days.

4. The Office of Student Affairs publishes the final course grades in 'My UM' within 3 working days of the date on which the examiner hands in the results of an examination.

5. When the result of an examination (written or oral) is announced by the Office of Student Affairs to the student, it will be indicated:

- how the student can inspect the examination (see Article 5.12);
- how the student can file an appeal against an examination or grade (see Article 6.6).

Article 5.11 Comment procedure

(General) Comments regarding written examinations with open and/or closed questions (Multiple Choice) or parts thereof have to be submitted to the course coordinator according to the rules as published in the Student Portal.

Article 5.12 Right of inspection

1. Students will be informed by the course coordinator about inspection hours after the grades for a course examination have been published.

2. On request, the student has the right to inspect his evaluated work within a period of 10 working days after the results of a written examination have been published, at a specified location and time determined by the examiner and communicated on Canvas. The 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.

3. Objections regarding the individual examination have to be submitted in writing during the inspection, according to the instructions communicated by the course coordinator.

4. The course coordinator must react to each submitted objection within a reasonable period of time.

5. If the student in question demonstrates that he/she will be or was prevented from attending at the specified location and time due to circumstances beyond his/her control, he/she will be offered another opportunity, if possible within the period specified in paragraph 5.12.2. The student must have reported the inability with due rapidity to the course coordinator, however in any case within 5 days after the course coordinator provided the inspection information.

Article 5.13 Period of validity

1. Course examinations which have been passed are valid for an unlimited period.

2. Contrary to the above, the Board of Examiners may require the student to take an additional or replacement examination or examination component for a course examination if the student's knowledge or insight that was examined is demonstrably outdated, or the skills that were examined are demonstrably outdated, or the course has changed to such an extent that retaking the course becomes necessary.

3a. Passed partial requirements (components) of an educational unit will remain valid in the academic year in which the partial results are obtained and two (2) more academic years, unless the student reregisters himself for and participates in the entire educational unit again (restriction). Participation in this context means that the student has attended one or more tutorials of the educational unit in another academic year than during the participation was passed in the first place.

3b. The course manual may deviate from the aforementioned restriction, under 3a of Article 4.21 paragraph 2, by stating that passed partial requirements (components) of the educational remain valid even if a student re-registers for and participates in the educational unit again.

3c. The Board of Examiners may extend the period of validity as mentioned under 3a of this article.

Article 5.14 Retention period for tests

1. The exercises, answers and the evaluated work of the written tests will be retained in paper or digital form for two years after the exam/examination result is determined.

2. The final projects/theses and the evaluation of these will be kept for at least seven years after the evaluation.

Article 5.15 Exemption

1. Authority and maximum

- a. The Board of Examiners is authorised to grant students exemptions from examinations, provided that the student can demonstrate the successful completion of an examination for a university or higher professional education study programme which was similar in terms of content and level.
- b. The maximum number of credits of exemptions within the Master's exam will be communicated via intranet .
- c. An exception to paragraph 2 of this Article applies to students who do a **Double Degree programme** at the SBE or who do an SBE Research Master. Double Degree students are allowed to be granted more than 13.0 ECTS credits exemptions.
- d. No exemption can be granted for the Master's thesis.
- e. 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.

2. No Grades awarded

No grades will be awarded for the examination from which the student has been granted exemption. Consequently, no grades will be published on the Student Portal and listed on the student's (final) transcript for educational units the student has been granted exemptions from the Board of Examiners.

3. Exemptions and the Grade Point Average (GPA)

Exemptions do not constitute a part of a student's GPA.

Article 5.16 Fraud

1. 'Fraud', including 'plagiarism', means actions or omissions by a student which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills, or that makes it impossible in whole or in part to properly evaluate the knowledge, understanding, and skills of his/her fellow students.
2. 'Plagiarism' means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources.
3. If the Board of Examiners determines that a student has engaged in fraud with respect to an exam, course examination or examination component, the Board of Examiners can take appropriate measures. These measures will take into account any aggravating circumstances, including previous findings of academic fraud committed by the student while participating in a course offered in this programme or while participating in a course offered in another programme, SBE, or institution of higher education while the student was enrolled in this programme.
4. In serious cases of fraud, the Board of Examiners can propose to UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
5. The Rules and Regulations include further provisions about what constitutes fraud and which disciplinary measures the Board of Examiners can impose.

Article 5.16A 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 5.17 Unsuitability (*Iudicium Abeundi*)

In exceptional cases and after careful consideration of the interests involved, the Board of Examiners or the dean/the SBE board may ask the executive board to terminate or, as the case may be, refuse the enrolment of a student in the programme, if that student, through his behavior or opinions ventured, has demonstrated his unsuitability for the practice of one or more professions for which he is trained by the programme he follows, or, as the case may be, for the practical preparation for the practice of the profession.

Article 5.18 Time limit for decisions by the Board of Examiners

1. A decision taken by the Board of Examiners 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 paragraph 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 Board of Examiners will handle and decide on requests in order of priority and the legal time limit as referred to in article 5.18, paragraph 2 of this EER Master SSPS. For this reason, it might be possible that students who submitted a request earlier, receive the decision at a later stage than their fellow students who submitted the request at a later date.

SECTION 6 FULFILLMENT OF THE MASTER'S EXAM REQUIREMENTS

Article 6.1 Exam

1. The Board of Examiners determines the result and date of the examination of the programme and issues the certificate (M.Sc. diploma SSPS) as referred to in Article 6.3 as soon as the student has satisfied the requirements for the Master's exam of the whole programme unless the student requests otherwise (see Article 6.1.7).

2. Prior to determining the result of the Master's 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, if and insofar as the results of the Master's exams concerned give cause to do so.

3. To successfully complete the Master's exam of the programme, the student must have successfully completed the entire programme, see article 3.6.

4. To pass the Master's exam and receive the certificate, the student must also have been registered for the programme during the period that the examinations were taken.

5. A certificate may only be issued after it has been shown that the student has satisfied all the obligations, including paying the tuition fees.

6. The last day of the month in which the student satisfied all the Master's exam obligations will be considered the graduation date.

7. Students who have passed the Master's exam and who are entitled to the issuance of a certificate may, stating reasons, ask the Board of Examiners not to do this yet.

This request must be submitted ultimately two weeks before the final assignment is turned in or the final examination is taken. The Board of Examiners in any event grants the request:

- if the student is selected by the SBE for a double degree, an extracurricular internship or an extracurricular exchange, or
- if the student has held/will hold a board position of at least nine months or a Student Introduction Committee ('INKOM') board position.

The Board of Examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness because the student concerned could not have taken the automatic graduation into account when s/he was planning his study.

Article 6.2 Degree

Students who have passed the Master's exam of the programme will be awarded the degree 'Master of Science' (M.Sc.).

Article 6.3 Certificate and statements

1. As proof that the Master's exam was passed, the Board of Examiners issues a certificate/diploma, after it has been stated by or on behalf of UM's Executive Board that the procedural requirements for receiving the certificate have been met. The certificate/Master diploma is based on the model that UM's Executive Board has adopted. One certificate will be issued per programme.

2. The certificate (Master diploma) that the Master's exam has been passed also indicates all required information as stated in Article 7.11 paragraph 2 of the Act/WHW, and in addition it also includes:

- the distinction awarded to the degree ('Cum Laude'), if applicable (see article 6.3.6);
- the certificate is signed by the chair of the Board of Examiners and the SBE dean.

3. Students who are entitled to the issuance of a certificate may, stating reasons, ask the Board of Examiners not to do this yet (pursuant to Article 6.1(7)).

4. The certificate is awarded in public, unless the Board of Examiners decides otherwise in exceptional cases or if the student fails to finish the thesis within the academic year in which (s)he started the programme.

5. The Board of Examiners includes a diploma supplement as referred to in Article 7.11(4) of the Act with the certificate. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.

6. The Board of Examiners may award the degree '*cum laude*' if each of the following requirements have been met if:

- a. the candidate has obtained a not rounded average numerical score (GPA) of at least 8.00 for all final grades within the Master's exam
- b. no resit examinations have been taken
- c. no fails or a 'no grade' (NG) have been obtained, except for exemptions, see g
- d. the minimum requirement for the Master's thesis is a grade of 8.00.
- e. The weighting is based on the credits of these educational units.
- f. The candidate has not been found guilty of committing academic fraud, as described in Article 5.16.
- g. Any exemptions granted are not taken into account in determining whether the exam is passed *cum laude*. The minimum credits required in order to determine whether a Master's exam is passed *cum laude* are 60 credits minus the maximum amount of exemptions stated in 5.14.b.

7. Students who have passed more than one examination and who cannot be issued a certificate will upon request, receive a statement issued by the Board of Examiners which at least indicates the examinations that were passed.

Article 6.4 Grade point average (GPA)

The transcript attached to the diploma indicates the final grade point average (GPA), to provide a reflection of the student's academic performance.

Article 6.5 Honours programme certificate

Students who have participated in the UM honours programme PREMIUM will receive a certificate from UM. Students who have successfully completed the Honours programme Sustainability Science, Policy and Society will receive a certificate.

Article 6.6 Right of appeal

Within six weeks after a decision by an examiner and/or the Board of Examiners is announced, the student may appeal this decision to UM's Complaints Service Point.

The appeal must be signed, must include a date and the name and address of the party lodging the appeal, must indicate the grounds for the appeal and, if possible, must include a copy of the decision being appealed; see Rules and Regulations for additional information on the appeal process.

SECTION 7 MASTER'S THESIS

Article 7.1 Aim Master's thesis and requirements

1. All Master's students must write and successfully complete a Master's thesis. The Master's thesis is an independently and individually written essay on a particular subject, which is discussed from a theoretical or theoretical and practical point of view, at a graduate academic level.
2. The aim of the Master's thesis, the learning goals, general information, procedures and the requirements are described in the Master's Thesis Code of Practice (MSSPS), available via the Student Portal and MySBE Intranet.

Article 7.2 Registration Master's thesis first sit and resit

1. Students are informed on the registration deadlines and the procedure they must obey in order to have a correct and timely registration for the Thesis Research Proposal, amongst others by publication on the Student Portal and MySBE Intranet. It is the students' own responsibility to check in time whether they have valid registration.
2. Students who successfully complete the required Thesis Research Proposal as mentioned in paragraph 1 of this Article, will be automatically registered for the first sit of the Master's thesis in the corresponding academic year.
3. The deadline for handing in the Master's thesis in the first sit and resit are stated in the Master Thesis Code of Practice and in Section 7 of this MSc-EER.
4. If the evaluation of the Master's thesis and the defence thereof results in an insufficient or a No Grade (NG), a student gets the opportunity to hand-in and defend a revision of this Master's thesis within three (3) months after the deadline as described in the Master's Thesis Code of Practice. If the resit results in an insufficient grade, or if the student fails to hand-in and defend a revision within this time frame, the student has to write a Master's thesis on a new subject, unless the Board of Examiners decides otherwise based on proven personal circumstances (see Article 7.5 of this MSc-EER).

Article 7.3 Thesis-internship Project

1. Students can take part in a thesis-internship project. In order to participate in this, two conditions have to be met:
 - The internship has to be accepted via the Internship Office, and
 - The thesis internship project has to be approved by the thesis internship coordinator and supervisor.
2. Students participating in the thesis-internship project will need to fulfil the same Master's thesis requirements and deadlines as those required to successfully complete the regular Master's thesis.
3. More information regarding the thesis-internship project is published on MySBE Intranet.

Article 7.4 Deadlines Master's thesis

1. Students must have submitted and defended their Master's thesis by the 31st of August in the same academic year they pass the Thesis Research Proposal.
2. All students registered for the Thesis Research Proposal mentioned under paragraph 1 of this Article will be automatically registered for the Master's thesis and thereby have to meet the deadline unless they obtain a fail for the Thesis Research Proposal.
3. For the resit deadline, see 7.2.3

Article 7.5 Extension of the Master's thesis deadline based on Personal circumstances

1. Personal circumstances which will result in not meeting the required deadlines and standards for the Master's thesis, may constitute a precondition for the Board of Examiners to extend the time

frame set for the Master's thesis, based on a positive advice from the Student & Career Counselling.

2. Personal circumstances that may qualify as a precondition mentioned in paragraph 1 of this Article:

- a. Illness on the part of the student concerned;
- b. Physical, sensory or other impairments which the student concerned has;
- c. Pregnancy on the part of the student concerned;
- d. Special family circumstances;
- e. The status of a top-class sportsman or sportswoman (Topsport Limburg or NOC*NSF statement required);
- f. Administrative activities as referred to in Article 2.1(1) under (e), (f) and (g) of the Implementation Decree for the Act 2008 (Uitvoeringsbesluit 2008 of the Act/WHW), and
- g. Other personal circumstances, not mentioned in paragraphs a to f, that, if not taken into account by the SBE Board, would lead to manifestly unreasonable results.

Article 7.6 Evaluation of Master's thesis, plagiarism check and grading

1. The Master thesis will be evaluated by (at least) two supervisors. At least one supervisor has a Ph.D. degree, and at least one supervisor is from the programme staff. The 1st supervisor must have proven knowledge and ability of thesis (or research) supervision and assessment. The 1st supervisor has at least a Master's degree. The supervisors are assigned by the Master thesis coordinator. As part of the examination of the Master thesis, students need to present and discuss their thesis work.

2. All Master's theses that are correctly handed in according the procedure as stated in the Master's Thesis Code of Practice, will be checked on plagiarism.

3. The grade for the thesis will only be released if the student passed Research Approaches and Methods

SECTION 8 EXTRACURRICULAR EDUCATIONAL UNITS

Article 8.1 Extracurricular Educational units at MSI

1. Courses, skills training or other educational units not being one of the extracurricular activities mentioned in paragraph 1-3 of this Article (taken at another faculty/school of the UM) which are not part of a student's curriculum are extracurricular.

2. Students can take part in an extracurricular Master's Exchange programme of 18-30 ECTS credits when all educational units and the Master's thesis of their Master's study programme have been completed successfully. Students have to apply and be accepted by the International Relations Office in order to participate in an extracurricular Exchange. Students can only apply for an internship if they are registered for a Master's study programme, excluding parttime and two-year Research Master's study programmes. The ECTS credits will be checked by the International Relations Office and approved by the Board of Examiners. The specific rules and procedures are published by the International Relations Office on MySBE Intranet.

3. Students can take part in an extracurricular Internship of 12-30 ECTS credits when all educational units and the Master's thesis of their Master's study programme have been completed successfully. Students have to apply for and be accepted via the Internship Office in order to participate in an Internship. Students can apply for an Internship when all educational units of the first period of the Master's study programme have been completed successfully. The ECTS credits for the extracurricular Internship will be checked by the Internship Office and approved by the Board of Examiners. The specific rules and procedures are published by the Internship Office on MySBE Intranet.

Article 8.2 Extracurricular exchange and honours programme Sustainability Science, Policy and Society

1a. The extracurricular courses and honours programme of the Master's study programme Sustainability Science, Policy and Society (MSSPS) consists of 3 courses:

1. Introduction to Sustainable Business (5 ECTS credits)
2. Sustainable Business Innovation (5 ECTS credits)
3. Sustainable Entrepreneurship (5 ECTS credits).

1b. Course 1 as stated in article 8.2.1a is a prerequisite for course 2; course 2 is a prerequisite for course 3. "Prerequisite" means that the course has been followed, not that it has been successfully completed before the next course starts.

2a. The extracurricular courses and honours programme are available to students of the 2021/22 cohort of MSSPS and to incoming students participating in the MSc "Sustainable Business: Leadership, Innovation and Management".

2b-1. MSSPS students (2021/22 cohort) need to fulfil the following conditions in order to be allowed to participate in the extracurricular courses and honours programme:

- a GPA of 8.00 or higher for all educational units excluding the Integrated Sustainability (group) Project (SSP2071) and the thesis (SSP3021) at the time of requesting admittance to these courses in April 2022
- having received approval of the postponement of the graduation, which - at the very latest - has to be requested two weeks in advance of fulfilling the last exam requirement,
- the completion of the full MSSPS programme, including the thesis, at the time of starting the first course.

2b-2. Incoming students participating in the MSc in Sustainable Business: Leadership, Innovation and Management are automatically accepted to the extracurricular courses.

2c-1. MSSPS students (2021/22 cohort) may choose to follow 1, 2 or 3 of the courses, provided the prerequisites mentioned under 1b have been fulfilled.

2c-2. Incoming students participating in the MSc in Sustainable Business: Leadership, Innovation and Management must follow all three courses.

3. MSSPS students have to apply before 1 May 2022 to be admitted into the extracurricular courses and honours programme. The number of available places and the selection procedure are published on the MySBE Intranet.

4a. The Board of Examiners determines whether each of the courses has been successfully completed.

4b-1. For incoming students participating in the MSc in Sustainable Business: Leadership, Innovation and Management a (certified) transcript of all educational units that have been successfully completed and for which corresponding ECTS credits have been obtained will be transferred to York University.

4b-2. For MSSPS Students (2021/22 cohort) the educational units of each completed course will be listed on the extracurricular transcript. Only upon successful completion of all three courses the student will receive an honours certificate which will be issued together with the graduation documents of the regular SSPS study programme. The credits obtained that are part of the honours programme do not count towards a student's GPA of the MSSPS study programme.

Article 8.3 Extracurricular Transcript

Educational units (taken at another faculty of the UM) that are not part of a student's curriculum, are extracurricular and will be listed on the extracurricular transcript. The grades listed on the extracurricular transcript do not count towards a student's GPA.

Article 8.4 More information regarding Extracurricular Educational units on MySBE Intranet

More information regarding extracurricular credits and registration procedure(s) is published on MySBE Intranet.

SECTION 9 STUDY GUIDANCE

Article 9.1 Study progress administration

The Office of Student Affairs registers the individual study results of all students in their student progress records. Each overall assessment/examination is listed in the student progress records, together with the date of the overall assessment/examination, the ECTS credits obtained and the name and ECTS credit value of the relevant course. The Office of Student Affairs facilitates students to access their progress record through My UM. Close monitoring of students' performance and progression by the Office of Student Affairs will help to ensure that students complete the programme on schedule.

Article 9.2 Study guidance

The Office of Student Affairs is responsible for the introduction to the programme and the study guidance of its students. The study guidance includes:

- a Student & Career Counsellor to discuss academic or personal problems. The study advisor can provide impartial advice and referrals, as appropriate, to students seeking solutions for such problems;
- after the 1st semester the programme board and Student & Career Counsellor will check the grades of students (progress rate), and in case of concern (failed and/or missed 2 or more examinations) invite the student for a meeting.

SECTION 10 TRANSITIONAL AND FINAL PROVISIONS

Article 10.1 Amendments

1. Amendments to these regulations may be adopted in a separate decision by the SBE board, after a recommendation or consent from the programme board and after consent from or consultation with the SBE council.
2. An amendment in these regulations will not pertain to the current academic year, unless the interests of the students will not reasonably be harmed as a result.
3. In addition, amendments may not affect, to the students' detriment, a decision regarding a student which has been taken by the Board of Examiners pursuant to these regulations.

Article 10.2 Notice

1. The programme board ensures that proper notice is given of these regulations, the rules and regulations adopted by the Board of Examiners, and any changes to these documents, by, for example, placing such notice on the SBE website and EleUM.
2. Any interested party may obtain a copy of the documents referred to from the Office of Student Affairs.

Article 10.2a Evaluation

The programme board will ensure that for monitoring the programme and if necessary adapting the curriculum all courses are regularly evaluated. The course evaluations by students will be carried out in accordance with the programme's course evaluation protocol at the end of a course. The course evaluations intent to establish a picture of the quality of the courses, and take secondary factors into account such as the organisation of the education as perceived by the students.

Article 10.3 Unforeseen cases/safety net scheme

1. The Board of Examiners shall decide on cases which are not provided in these regulations. No rights can be derived from information provided by the SBE which is contradictory to the MSc-EER, unless the Board of Examiners explicitly decides otherwise.
2. In individual cases in which application of the Education and Examination Regulations, would lead to manifestly unreasonable results, the Board of Examiners can deviate from the stated regulations in the student's favour.

Article 10.4 Effective date

This Regulation will come into force on 1 September 2021 and will apply to the academic year 2021-2022.

ANNEX 1 TRANSITIONAL REGULATIONS

Article 1 Applicability

1. Context

The Transitional Regulations apply to students who commenced their Master's study programme in the academic year of the cohort, September–August, corresponding with the article title of each Transitional Regulation.

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 Master's study 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 them 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 are cancelled, an examination and a resit still have to be offered 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 Master Education and Examination Rules 2021-2022 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.

Article 5.4 Scheduling and frequency of the exams – MSc SSPS EER 2020-2021

The following applies to students who started their Master's study programme prior to September 2021 regarding Article 5.4 Scheduling and frequency of the exams, paragraph 4; resit of the thesis.

4. If the Master Thesis is evaluated by the supervisors as insufficient there is one opportunity to rewrite the thesis report within the same academic year.

From academic year 2022-2023 onward, students who started their Master's study programme before September 2021 and who still need to complete their master's thesis must adhere to the procedure laid down in article 7.2.4 (EER 2021-22) and the "MSc thesis code of practice 2021-22 (MSI)".

Article 5.8 Assessments in exceptional cases – MSc SSPS EER 2020-2021

The following applies to students who started their Master's study programme prior to September 2021 regarding Article 5.8 Assessments in exceptional cases, paragraph 2; third course exam.

2. The Board of Examiners can decide to allow a student to take a third course exam (within the same academic year) in July-August, if each of the following requirements have been met:

- *The student has made use of all regularly-scheduled exam opportunities to which s/he was entitled during the academic year.*
- *In June, the student only needs to pass at most two more courses of the programme. The Master Thesis is excluded from this rule.*
- *Not granting the third exam would demonstrably result in a study delay of one semester or more.*

From academic year 2022-2023 onward, students who started their Master's study programme before September 2021 and who still need an extra exam opportunity must adhere to the stated requirements in Article 5.8 of the MSc SSPS EER 2021-2022.

ANNEX 2 LANGUAGE OF INSTRUCTION OF THE PROGRAMME

The **language** of instruction of the programme is English.

The choice for the English language 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 Master programme Sustainability Science and Policy, all course materials, teaching, examination, and communication are in English. This guarantees the quality of education, because:

- the content of the programme has an international orientation and focus. The socio-political process of pursuing sustainable development can only be understood if sustainability issues are studied in an international context. "Think globally, act locally" is a well-known phrase in the sustainability debate. Subjects such as climate change, global value chains, and multi-level governance are international phenomena.
- the academic community is internationally oriented and the staff is international. The vision underlying the programme is embedded in sustainability science, an emerging international field of study employing a variety of disciplines, and bringing natural and social scientists together in studying complex interactions between nature and society, as well as society's capacity to steer these interactions along more sustainable trajectories.
- the labour market demand is internationally oriented (English speaking) alumni. Graduates (n=127) operate in an international labour market: 24% are employed in the Netherlands, 46% in other EEA/EER countries, 6% in non-EEA/EER countries, and for 24% there are no data available. Alumni are employed at international organisations such as multinationals, international NGOs, Think Tanks, or are PhD candidates at universities.
- The student intake and current population is internationally diverse and English is the common language. Up to now, from the student population (n=145) 23% are from the Netherlands, 56% from other EEA/EER countries, and 21% from non-EEA/EER countries. So far, 32 different nationalities have participated in the programme.

In the master'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.

Master's programmes

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:

1. The content of the programme has an international orientation and focus.

Besides the learning goals

(1) "Knowledge and insight" (Our graduates are able to develop insights based on academic knowledge in a self-directed manner) and

(2) "Academic Attitude" (Our graduates are able to demonstrate an academic attitude), the following two learning goals, which explicitly imply an international focus, apply explicitly to the programme:

(3) "Global Citizenship" (Our graduates are able to actively engage in the global community in a globally responsible manner) 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 master'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.

In line with the goals and content of the programme, all course material is based on international research and literature, which is in English.

2. 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 diverse student population as well as an internationally diverse group of teachers/staff, which are able to communicate in a common language (English), is indispensable.

3. 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.

4. The student intake and current population is internationally diverse and English is the common language. On average (all programmes) Master's programmes have an intake of 40% Dutch and 60% non-Dutch students.