

The Vrije Universiteit Amsterdam
School of Business and Economics

and

University of Amsterdam
Economics and Business

Teaching and Examination Regulations (OER)
2018-2019

Joint Master's degree programmes

Entrepreneurship
Business in Society (research master)

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Section A: Faculty Section

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations apply to the teaching and examinations for the Master's degree programmes Entrepreneurship and Business in Society (hereinafter referred to as: the degree programme) provided by the Vrije Universiteit Amsterdam (hereinafter referred to as VU) School of Business and Economics (hereinafter referred to as SBE) and the Faculty of Economics and Business (hereinafter referred to as UvA EB) of the University of Amsterdam (hereinafter referred to as UvA).
2. These Regulations consist of a faculty section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Master's degree programmes of SBE and UvA EB. Section B contains programme-specific provisions. Together, Sections A and B form the Teaching and Examination Regulations for the programme.
3. The Regulations can be declared to apply *mutatis mutandis* to the joint degree programmes and units of study, pursuant to Section 7.3c of the WHW, also provided by the faculties.
4. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.
5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant degree programme.

Article 1.2 Definitions

The following definitions are used in these Regulations:

- | | |
|--------------------------|--|
| a. EC (European Credit): | a credit with a workload of 28 hours of study; |
| b. final examination | the final examination of the master's programme; |
| c. fraud and plagiarism: | the student's acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills; |
| d. joint degree: | a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a degree programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible; |
| e. component: | a unit of study of the programme within the meaning of the WHW; |
| f. period: | a part of a semester; |
| g. practical exercise: | the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are: <ul style="list-style-type: none">○ researching and writing a thesis○ carrying out a research assignment○ taking part in fieldwork or an excursion○ taking part in another educational learning activity aimed at acquiring specific skills or○ participating in and completing an internship |
| h. programme: | the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature; |
| i. thesis: | a component comprising literature research and/or a contribution to scientific research, always resulting in a written report; |
| j. VUnet: | the VU Student Information System; |

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

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

2. Previous education and admission

Article 2.1 Previous education

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

Article 2.2 Registration and enrolment

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

Article 2.3 Admissions Board

1. The SBE Board (VU)/ Dean (UvA EB) will establish one or more Admissions Boards.

2. The SBE Board/Dean will appoint its members after consultation with the Programme Directors of the relevant degree programmes.

Article 2.4 Admissions procedure

1. The Admissions Board is responsible for admission to the programme.
2. With a view to admission to the programme, the Admissions Board assesses the candidate's knowledge, understanding and skills. The Board may request experts within or outside the University to test certain types of knowledge, understanding and skills, in order to supplement written evidence of the programme/programmes the student has already completed. In its assessment, the Board includes knowledge and skills of the language in which the programme will be taught.
3. Candidates receive either confirmation of admission or a negative decision. An appeal against a negative decision can be lodged with the VU Examinations Appeals Board within six weeks.

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

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

3. Degree programme structure

Article 3.1 Structure of academic year

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

Article 3.2 Organisation of the programme

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

4. Examinations

Article 4.1 Signing up for examinations and course components

1. Students must sign up for participation for all programme components. This is only possible in the periods designated for that purpose, which are published at student.uva.nl/ecb/vakaanmelden (for UvA EB courses) and VUnet (for VU courses).
2. Some courses are classified as SBE VU courses, and others as UvA EB courses.

- 2.a SBE VU exams: Every student must sign up for every examination opportunity. The procedure for signing up is described on VUnet. Participation in the examination will be refused if the student does not sign up or fails to do so in time.
- 2.b By way of exception to the provisions of paragraph 2.a, any student who has correctly signed up for participation in the instruction/classes for a particular course and has been admitted will also be signed up for the subsequent examination.
- 2.c. UvA EB exams: Students are registered for exams by registering for the component. This also applies to possible constituent examinations and resit examinations.
- 2.d. UvA EB: Students can sign up for a maximum of 42 ECTS per semester of UvA courses. Participation in units of study may be conditional on:
 - the successful completion of certain other units. These conditions are listed in the overview of units of study in Article 4.2. Participation in units of study is only possible if the student meets the entry requirement(s) no later than the third week of the course in question.
 - Attending lectures and classes. These conditions are mentioned in the Course Catalogue. The periods and procedure to be followed are determined by the Dean before 1 June and published at student.uva.nl/ecb/vakaanmelden.
4. Students with a course registration, who do not participate in the course, will receive the result NA (not attended) for this course.
Students who do not wish to participate in a unit of study for which they are signed up should sign out via SIS or VUnet in the periods designated for that purpose.
5. Rules concerning admission to units of study with limited capacity can be included in Section B.
6. Students who are enrolled in a Master's degree programme may not take part in final or interim examinations of Bachelor's degree programmes at the UvA.

Article 4.2 Type of examination

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

Article 4.3 Oral examinations

1. Unless otherwise specified for the relevant component in Section B, no more than one student will be examined orally at the same time.

2. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner.
3. The examiners make a report of the oral examination in which the questions are briefly summarised. An audio recording may take the place of a written report. The student can, on request, inspect the written report and/or the audio recording.
4. The procedures and guidelines for marking and awarding results in interim and other examinations are described in the Rules and Guidelines for the Examinations Board as laid down in Section 7.12, paragraph 4 of the WHW.

Article 4.4 Determining and announcing results

1. The examiner determines the result (= mark) of the final examination or thesis as soon as possible, but at the latest within ten working days (VU) / fifteen working days (UvA). The results of centrally scheduled interim examinations must be determined at the latest within ten working days. The examiner and programme secretariat will ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. If, as a result of exceptional circumstances, the examiner is likely to exceed the deadline, he or she must inform the Examinations Board, stating reasons. If the Examinations Board approves the delay of maximum five working days the Board will then ensure that the students are informed of the new deadline.
3. The examiner determines the result (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The third sentence of the first paragraph applies.
4. In the case of alternative forms of oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.
5. Together with the result of an examination, the student's attention will also be drawn to their right to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.9 and 4.10, as well as his/her option to appeal to the Examinations Appeals Board (Cobex) VU.
6. A student may lodge an appeal against the way in which the result was reached with the Examinations Appeals Board within six weeks of the announcement of the result. In possible cases of re-evaluation through the examiner, the deadline for submitting an appeal will not be extended.
7. In the event that the Examinations Board ascertains that a student has committed fraud, it is entitled to take measures against the student.
8. The procedures and guidelines for marking and awarding results in interim and other examinations are described in the Rules and Guidelines for the Examinations Board as laid down in Section 7.12, paragraph 4 of the WHW.

Article 4.5 Opportunities to sit examinations

1. An opportunity will be offered to sit examinations in the degree programme twice in each academic year.
2. Paragraph 1 does not apply in the case of a pass mark for an internship or a thesis. The options for retaking internships and theses are detailed in the internship manual or thesis regulation, whereby students do not have opportunity to resit if they have earned a pass mark for their internship or thesis.
3. The most recent mark will apply in the event of a resit or if the student is taking the same course twice.
4. The resit for an examination must not take place within ten working days of the announcement of the result of the examination being resat, barring the courses of period 6.
5. If a student takes the same course twice within an academic year, all interim results from the first participation are declared void.

6. Contrary to the provisions in paragraph 1, a separate resit is not provided for interim examinations.
7. During a resit, the full course material will be tested. An exception can be made for results of practical interim examination assignments such as papers. The results of these examinations may be valid for the resit, on the condition that the resit gives the student a reasonable opportunity to pass the course. In any case, the digital Course Catalogue should clearly state the grading policy.

Article 4.6 Marks

1. Marks are given on a scale from 1 to 10 with no more than one decimal point. An examination is assessed as a pass or a fail, or, when expressed as a mark, 6 or higher (pass) and 5 or lower (fail).
2. The final marks are given in whole or half points. The grades exactly in between two official final grades will be rounded up (for example 7.25 will be rounded up to 7.5). An exemption on this rule are the grades between 5 to 6. Final marks between 5 and 6 will be rounded off like this: Grades from (and including) 4.75 to (excluding) 5.5 will be rounded to 5. Grades from (and including) 5.5 to (and excluding) 6.25 will be rounded to 6.
3. Symbols may be used rather than numbers (v, g, AVV, NAV etc).
4. If the mark for the final assessment is lower than 5, the final grade will be the weighted average with a maximum of 5. For a number of courses, the minimum grade for the final assessment is higher than 5. This is indicated in the description of assessment in the course description for the course in question.
5. UvA EB: Students who do not participate in an exam for which they are registered, will receive NA ('Not Attended') at UvA or NS (No Show) at VU.

Article 4.7 Exemptions

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

Article 4.8 Validity period for results

1. From September 2017 onwards, all examinations passed and examination that were valid on 31 August 2017 remain valid unlimited unless specified otherwise in Section B.
2. If the validity period of an examination passed or an examination exemption is limited in section B, the Examination Board can extend the validity period of an examination or exemption on the basis of hardship if a student submits a reasoned request to that effect.
3. The validity period of a constituent examination is limited to the academic year in which it was sat.
4. The validity period of an interim examination is limited to the academic year in which it was sat or until the end of the course concerned, as stipulated in the Study Guide.

Article 4.9 Right of inspection

1. Within twenty working days (VU) / ten working days (UvA) after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set, as well as the standards applied for marking.
2. The Examinations Board can determine that the inspection or post-examination discussion referred to in paragraph 1 take place exclusively at a specified place and at a specified time. In that case, the place and time will be announced at the time of the examination. There must be at least ten working days between this announcement and the time of the inspection.
3. If the student was unable to attend at the place and time referred to in paragraph 2 due to circumstances beyond his or her control (including course attendance), an alternative option will be offered.
4. If a student intends to appeal against the way in which his/her mark was assessed, he/she can be issued with a copy of the marked work.
5. During the inspection as mentioned in paragraph 1, students may also inspect their interim examinations. Furthermore, an opportunity will be offered to receive interim (collective) feedback on interim examinations before the final examination for the course in question is held.

Article 4.10 Post-examination discussion

1. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion due to circumstances beyond his or her control (including course attendance).
2. Students who meet the requirements stipulated in the first paragraph can submit a request for an individual post-examination discussion to the relevant examiner. The discussion will take place at a time and location to be determined by the examiner.

Article 4.11 Master's final examination

1. The Examinations Board determines the final examination result and the date on which the student obtains his/her degree after it has been established that the student has passed all components belonging to the programme.
2. As an exception to paragraph 1, prior to assessing the result of the examination, the Examinations Board can undertake an evaluation of the student's knowledge with regard to one or more degree programme components, if and in so far the results of the relevant examinations in questions warrant it.
2. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.
3. The Examinations Board can award a citation. If the student has demonstrated exceptional ability, the Examinations Board will award the citation 'cum laude'; criteria for citations are listed in the 'Regulations and guidelines regarding examinations for joint programmes'.

Article 4.12 Diplomas and transcripts

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

examinations were taken.

Article 4.13 Fraud and plagiarism

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

5. Study supervision and study progress

Article 5.1 Administration of study progress and academic student counselling

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

Article 5.2 Adaptations for students with a disability

1. A student with a disability can submit a written request (UvA) and a digital request (VU) to the study adviser to qualify for special adaptations with regard to teaching, practical training and examinations. These adaptations will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a course or an examination. In all cases, the student must fulfil the exit qualifications for the degree programme.
2. The request referred to in the first paragraph must be accompanied by a recommendation from a student counsellor. The recommendation must be based on a recent statement from a physician or psychologist.
3. The SBE Board or UvA EB Dean or, on his/her behalf, the UvA EB College/Graduate School director decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
4. In the event of a positive decision in response to a request as referred to in paragraph 1, the student will make an appointment with the study adviser to discuss the details of the provisions.
5. A request for adaptations will be refused if it would place a disproportionate burden on the organisation or the resources of the Faculty or University were it to be upheld.
6. If the disability justifies an extension to the time in which the examination may be sat, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures being taken, the study adviser can initiate the necessary measures.
7. The statement referred to in paragraph 6 is valid for a maximum period of the length of the programme plus one year. The period of validity can be extended on the recommendation of a student counsellor.

6. Hardship

Article 6.1 Hardship clause

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

7. Transition and final provisions

Article 7.1 Amendments and periodic review

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

Article 7.2 Transitional provisions

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

Article 7.3 Publication

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

Article 7.4 Effective date

These Regulations enter into force with effect from 1 September 2018

Thus drawn up by the

Vrije Universiteit Amsterdam, SBE Board on 11 September 2018

And approved by the Joint Meeting SBE on 20 September 2018

and University of Amsterdam, UVA EB Dean on 2 July 2018

Advice from the Board of Studies Entrepreneurship on 16 January 2018

Advice from the Board of Studies Business in Society on 15 May 2018

Advice from the Board of Examiners on 10 July 2018

Section B: Programme section

B1 Master's Programme in Entrepreneurship

1. General provisions

Article 1.1 Definitions

Not applicable

Article 1.2 Degree Programme information

1. a. The MSc Entrepreneurship (CROHO nummer 65006) is offered on a full-time basis and the language of instruction is English.
b. This programme is offered in cooperation with the Vrije Universiteit and will lead to a joint degree.
2. The programme has a workload of 60 EC.

Article 1.3 Enrolment

The intake date for this programme is 1 September. Entry on 1 February is not allowed.

2. Programme content

Article 2.1 Aim of the programme

Objective

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

Article 2.2 Exit qualifications

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

Article 3.1 Admission requirements

1. Applicants to the master programme need to show that they have obtained the following knowledge and skills at the level of an academic bachelor programme:
 - a. Academic working standard as evidenced by a bachelor's thesis with an equivalent of minimally 5 EC.
 - b. Research skill, both qualitative and quantitative. Demonstrated with completed intermediate/advanced bachelors courses with an equivalent of minimally 12 EC.
 - c. Affinity with Entrepreneurship. Demonstrated with completed courses in Entrepreneurship or entrepreneurial experience.
2. Applications are assessed by the Admissions Board.
3. In addition to the requirements listed in paragraph 1, the Admissions Board can assess the application based on a combination of the following types of criteria:
 - a) motivation, as evidenced by a motivation letter;
 - b) sample of academic writing of sufficient quality;
2. Students who have completed a professional education (HBO/polytechnic degree) can be admitted once they have successfully completed the applicable pre-Master's programme.
3. The Admissions Board will investigate whether the interested person meets the admission requirements.
4. The certificate of admission relates exclusively to the academic year following the academic year in which the application for the certificate was submitted, unless the Executive Board decides otherwise.
5. The applicant has to meet all requirements before being allowed to enter the programme.

Article 3.2 Pre-Master's programme

This article of the model OER is not applicable

Article 3.3 Limited programme capacity

1. The SBE Board and UVA EB Dean will, if necessary, announce the maximum programme capacity by 1 May prior to the start of the academic year.
2. Candidates will be selected in the following way: The Admissions Board will offer admission to the candidates in the order of ranking.

Article 3.4 Application deadline

1. An application for admission to the study programme must be submitted to the UVA EB Admissions Office in the form of a digital registration by the following dates before the start of the academic year:
 - a. 1 April for students from EU and non-EU countries;
 - b. 1 June for students with a Dutch diploma.

Article 3.5 English language requirement

- a. Those possessing a Bachelor's degree from a Dutch university or HBO institution satisfy the requirement of sufficient command of the English language. Additionally, prior knowledge of English can also be evidenced by:
 - b. a diploma from a university or HBO study programme taught in English, or
 - c. b. TOEFL IBT test: minimum score: 92, at least 20 on each sub-score;
 - d. d. IELTS-academic: minimum score: 6.5, at least 6 on each sub-score;
 - e. e. Cambridge English Qualifications: minimum score: C in C1 Advanced or C2 Proficiency

4. Curriculum

Article 4.1 Components

1. The programme consists of
 - a. compulsory courses
 - b. specialization courses
 - c. elective courses
 - d. thesis

Article 4.2 Curriculum

<i>First Semester</i>			<i>Second Semester</i>		
<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Period 6</i>
Entrepreneurship Theory & Practice (12 EC, Joint UvA-VU)	Entrepreneurial Finance (6 EC, UvA)	Social Dynamics in Entrepreneurship (3 EC, VU)	Entrepreneurship Research Skills (6 EC, Joint UvA-VU)	Internship or other Elective (6 EC VU/UvA)	
	Specialisation course 1 (6 EC VU)	Entrepreneurial Challenge (3 EC)	Specialisation Course 2 (6 EC UvA)	Thesis (12 EC VU/UvA)	

Course list

<i>Course Code</i>	<i>Course Name</i>	<i>Period</i>
UvA 6314MA001 E_ENT_ETP	Entrepreneurship Theory & Practice (12 EC)	1
UvA 6314MA018 E_ENT_EF	Entrepreneurial Finance (6 EC)	2
VU 6314MB028 E_ENT_SDE	Social Dynamics in Entrepreneurship (3 ec)	3
UvA 6314MB029Y	Entrepreneurial Challenge (3 EC)	
VU 6314MA006 E_ENT_ERS	Entrepreneurship Research Skills (6 EC)	4
UvA/VU 6314MA011 E_ENT_THSU	Master's Thesis Entrepreneurship (12 EC)*	4-6
	<i>*Students are required to have successfully passed Entrepreneurship, Theory and Practice and to participate in Entrepreneurship</i>	

Research Skills before they can start writing their thesis

Specialisation Courses I (1 out of 3)

VU 6314MB025 E_ENT_EBW	Social Entrepreneurship;	2
VU 6314MB027 E_ENT_EIC	Corporate Entrepreneurship;	2
VU 6314MA005 E_ENT_NVCD	New Venture Creation & Development (6 EC)	2

Specialisation Courses II (1 out of 3)

UvA 6314MA008 E_ENT_EST	Entrepreneurship in Science & Technology (6 EC)	4
UvA 6314MA009 E_ENT_ESI	Entrepreneurship in the Services Industry (6 EC)	4
UvA 6314M0317Y	Cases in Creative Entrepreneurship (6 EC)	4

Electives

VU 6314MA012 E_BA_BS	Behavioural Strategy (6 EC)	5
VU 6314MA013 E_BA_CSENT	Capita Selecta Entrepreneurship (internship) (6 EC)	5
VU 6314MA014 E_BA_CCM	Cross Cultural Management 6 EC)	5
VU 6314MA016 E_ENT_ESK	Enterprising Skills (6 EC)	5
VU 6314MA017 E_BA_REM	Real Estate Management (6 EC)	5
UvA 6314M0346Y	Corporate Venturing	5
UvA 6314M0240	Managing Creativity (6 EC)	5

E_ENT_MC

UvA Sustainable Business Models 2 and 5
6314M0319

UvA Entrepreneurship and Business in China 5
6314M0347Y

Article 4.3 Practical training

Not applicable

Article 4.4 Electives

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

Article 4.5 Component enrolment requirements

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

Article 4.7 Exemptions

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

5 Teaching Evaluation

Article 5.1 Evaluation of the teaching programme

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

6. Transition and final provisions

Article 6.1 Adjustments and periodic review

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

Article 6.2 Transition arrangements

As of 1 September 2017, the courses Management Consulting and Online Marketing are no longer taught as part of the MSc Entrepreneurship. Students that already obtained these courses before 1 September 2017 can still include the course(s) as elective(s) in the master's programme. Students that already obtained the old course, are not allowed to add the new course to their programme.

Curriculum 2017-2018		Curriculum 2018-2019	
Old course	EC	Replacing new course	EC
Enterprising for a Better World	6.0	Social Entrepreneurship	6.0
Entrepreneurship, Institutions and Corporations	6.0	Corporate Entrepreneurship	6.0
Social Dynamics in Entrepreneurship	6.0	Social Dynamics in Entrepreneurship (3 EC) plus the new course Entrepreneurial Challenge (3 EC)	2x 3.0
Cases in Cultural Entrepreneurship	6.0	Cases in Creative Entrepreneurship	6.0
Start-Up Project	6.0	Individual assignment	6.0

Article 6.3 Publication

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

Article 6.4 Effective date

These Regulations enter into force with effect from 1 September 2018

Thus drawn up by the

Vrije Universiteit Amsterdam, SBE Board on 11 September 2018

And approved by the Joint Meeting SBE on 20 September 2018

and University of Amsterdam, UVA EB Dean on 2 July 2018

Advice from the Board of Studies Entrepreneurship on 16 January 2018

Advice from the Board of Studies Business in Society on 15 May 2018

Advice from the Board of Examiners on 10 July 2018

B2 Research Master's Programme Business in Society

1. General provisions

Article 1.1 Definitions

Not applicable

Article 1.2 Programme characteristics

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

Article 1.3 Enrolment

The intake date for this study programme is 1 September.

2. Programme content

Article 2.1 Aim of the programme

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

Article 2.2 Exit qualifications

1. ACADEMIC AND RESEARCH SKILLS	1. Can, under academic supervision, conduct research in the field of business that meaningfully contributes to the scientific debate and that can be submitted to an international, peer-reviewed journal
2. BRIDGING THEORY AND PRACTICE - KNOWLEDGE	2. Demonstrate a critical understanding of state-of-the-art theory and advanced techniques and research methods in the field of business administration
3. BRIDGING THEORY AND PRACTICE - APPLICATION	3. Develop theoretically sound solutions to complex real-life business cases, based on academic theories and methods
4. SOCIAL PROFESSIONAL SKILLS	Can present and defend research outcomes (orally and in writing) to an audience of academic researchers
5. BROADENING YOUR HORIZON	Evaluate the effects of business on society and vice versa. Can apply the standards of research ethics and integrity to their own research
7. SELF-AWARENESS	Can independently keep track of the developments in the field and embark on independent academic research

3. Admission

Article 3.1 Admission criteria

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

Article 3.2 Pre-Master's programme

This article of the model OER is not applicable.

Article 3.3 Limited programme capacity

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

Article 3.4 Application deadline

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

Article 3.5 English language requirement

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

4. Curriculum

Article 4.1 Components

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

Article 4.2 Curriculum

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

Year 1

<i>First semester</i>			<i>Second semester</i>		
<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Period 6</i>
Business Theories in Perspectives (9 EC)	Specialisation Seminar (6 EC)	Interdisciplinary project "Business in Society" I (6 EC, developing	Research Methods in Business Administration (6 EC)	Quantitative Research Methods in Business Administration (6 EC)	Interdisciplinary Project "Business in Society" II (6 EC, developing

Philosophy of Science for Business Administration (3 EC)	Business in Society (6 EC) or Specialisation Seminar (6 EC)	skills for theoretical research)	Research Internship I (6 EC)	Qualitative Research Methods in Business Administration (6 EC)	skills for empirical research)
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Year 2

<i>First semester</i>			<i>Second semester</i>		
<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>	<i>Period 5</i>	<i>Period 6</i>
Theory Building in Business Administration (6 EC)	Guided Research Proposal Writing (6 EC)	Business Research Ethics (3 EC)	Advanced Methods Course (6 EC)		
Advanced Methods Course(6 EC)	Business in Society (6 EC) or Specialisation Seminar (6 EC)	Research Internship II (3 EC)	Thesis (24 EC)		

<i>Course Code</i>	<i>Course Name</i>	<i>Period</i>	<i>Entry Requirements</i>
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Core Courses Year 1

VU 6315MB001 E_BIS_BTP	Business Theories in Perspectives (9 EC)	1	
VU 6315MB002 E_BIS_PSBA	Philosophy of Science for Business Administration (3 EC)	1	
UvA 6315MB004 E_BIS_BIS	Business in Society (6 EC)	2	
UvA 6315MB006 E_BIS_IPBS1	Interdisciplinary Project "Business in Society" I (6 EC)	3	
UvA 6315MB007 E_BIS_RMBA	Research Methods in Business Administration (6 EC)	4	
UvA/VU 6315MB008 E_BIS_RI1	Research Internship I (6 EC)	4	
VU 6315MB009	Quantitative Research Methods in	5	Participation in course 'Research

E_BIS_QLRMBA	Business Administration (6 EC)		Methods in Business Administration
VU 6315MB010 E_BIS_QNRMBA	Qualitative Research Methods in Business Administration (6 EC)	5	Participation in course 'Research Methods in Business Administration
VU 6315MB011 E_BIS_IPBS2	Interdisciplinary Project "Business in Society" II (6 EC)	6	
Compulsory Courses year 2			
VU 6315MB012 E_BIS_TBBA	Theory Building in Business Administration (6 EC)	1	
VU 6315MB016 E_BIS_GRPW	Guided Research Proposal Writing (6 EC)	2	
UvA 6315MB02 E_BIS_EBR	Business Research Ethics (3 EC)	3	
UvA/VU 6315MB018 E_BIS_RI2	Research Internship II (3 EC)	3	
UvA/VU 6315MB020 E_BIS_THS	Master's Thesis Business in Society (24 EC)	4-6	≥ 66 ECTS of credits
Specialisation Seminars (choice of 2 out of 6)			
Specialisation Seminars offered in 2018-2019			
VU 6315MB015 E_BIS_SSOT	Specialization Seminar in Technology and Innovation (6 EC)	2	
VU 6315MB023 E_BIS_SSTI	Specialization Seminar in Organisational Theory (6 EC)	2	
VU 6315MB005 E_BIS_SSOBHR	Specialization Seminar in OB/HRM (6 EC)	2	
Specialisation Seminars offered in 2019-2020			
VU 6315MB022 E_BIS_SSA	Specialization Seminar in Accounting (6 EC)	2	
VU 6315MB021 E_BIS_SSM	Specialization Seminar in Marketing (6 EC)	2	
VU	Specialization Seminar in Strategy (6	2	

6315MB003 EC)
E_BIS_SSS

Article 4.3 Practical training

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

Article 4.4 Advanced Methods Course

1. The Advanced Methods (12 EC in total) are electives that need to meet special requirements. Students may choose Advanced Methods electives offered by other research masters at the VU and UvA, or other universities. Students who wish to take a methods course from another research master as an elective must meet the following requirements:
 - a) the course must be provided at Research Master's level and should be relevant to the study programme;
 - b) the course is successfully completed elsewhere during the period that the student is enrolled in the Master's programme Business in Society;
 - c) the Programme Director has provided the Examinations Board with a positive recommendation;
 - d) there is no substantial overlap between the course concerned and any other courses in the Master's study programme.
2. Students have to meet the following entry requirements for the Advanced Methods Courses: they need to have completed at least 2 of the 3 following method-related courses, namely *Research Methods in Business Administration*, *Qualitative Research Methods in Business Administration*, and *Quantitative Research Methods in Business Administration*.

Article 4.5 Component enrolment requirements

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

Article 4.6 Participation requirements

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

Article 4.7 Exemptions

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

Article 4.8 Validity period of examinations

See article 4.8 of Part A.

Article 4.9 Degree

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

5. Teaching Evaluation

5.1 Teaching Evaluation

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

6. Transition and final provisions

Article 6.1 Adjustments and periodic review

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

Article 6.2 Transitional arrangements

There are no transitional arrangements applicable.

Article 6.3 Publication

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

Article 6.4 Effective date

These Regulations enter into force with effect from 1 September 2018

Thus drawn up by the

Vrije Universiteit Amsterdam, SBE Board on 11 September 2018

And approved by the Joint Meeting SBE on 20 September 2018

and University of Amsterdam, UVA EB Dean on 2 July 2018

Advice from the Board of Studies Entrepreneurship on 16 January 2018

Advice from the Board of Studies Business in Society on 15 May 2018

Advice from the Board of Examiners on 10 July 2018

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

Academic year 2018-2019

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

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

1. Applicability

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

3. Composition of the Examinations Board

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

4 Duties of the Examinations Board

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

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

5. Working method applied by the Examinations Board

4. As a rule, the Examinations Board will meet six times annually or whenever its chairperson deems such to be necessary.
5. In the event of a request or complaint involving a member of the Examinations Board, this will be handled in the absence of the member concerned.
6. Any request or complaint will only be processed if the reasons for the request or a description of the complaint are included, as well as the date and the name and student ID number of the student submitting it.
7. Complaints must be submitted within six weeks after the day of the event to which the complaint refers. If a complaint is submitted late, it can only be accepted for processing if there are well-founded reasons for its late submission.
8. The Examinations Board will take a decision within six weeks of receiving a written request, unless the contents of the request demand or justify an earlier decision.

6. Examiner

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

7. Examinations

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

8. Working language for examinations

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

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

1. The questions and assignments included in examinations will not relate to areas outside the examination subject matter announced in advance. The examination subject matter will be announced in broad outline before the start of the teaching that leads up to the examination. At the start of the teaching period, the exact scope of the subject matter will be definitively announced via the course manual or equivalent.
2. That stipulated in the first paragraph will apply *mutatis mutandis* to an examination insofar as the Examinations Board wishes to proceed to assess the student's knowledge independently.
3. The Examinations Board or the examiner concerned will give the students an opportunity to acquaint themselves with a written example examination, together with model answers and the standards that will apply for assessment.
4. In the event of a resit in a different academic year, the student will take an examination on the subject matter determined for that examination in that specific academic year, unless the Examinations Board determines otherwise at the request of the examiner and/or the student.
5. Written examinations will have a maximum duration of three hours.
6. The Examinations Board can extend the maximum duration of an examination or part thereof for students with a sensory and/or physical disability or those with prior education in another language, as well as designating a separate examination area for the students concerned.
7. The questions and assignments in a written examination will be such that the students have, in all reasonableness, sufficient time in which to answer the questions.
8. If possible, the phrasing of the questions will indicate the level of detail required in the student's answer.
9. The cover sheet for the questions and assignments will at least include the following, where applicable:
 - a. the name of the degree programme;
 - b. the course name;
 - c. the duration of the examination;
 - d. the name of the examiner responsible;
 - e. the name of the co-reader for the final examination;
 - f. the number of pages comprising the set of questions and assignments;
 - g. the number of questions and assignments;
 - h. the type of questions included;
 - i. instructions on completion;
 - j. the applicable rules and accessories permitted during the examination, if these differ from that stipulated in these Rules and Guidelines;
 - k. the number of points to be awarded for each question (this figure may be provisional);
 - l. the marking standards to be applied (possibly provisional);
 - m. the date by which the marks will be available, barring unforeseen circumstances;
 - n. the regulations governing the inspection of examination papers and the date when papers can be inspected.
10. The assignments for a written examination will be delivered by the examiner at the latest seven days before the examination date. The assignments must be delivered in such a way that multiple copies can be prepared.
11. If an examination is conducted digitally, appropriate alternative provisions must be in place to ensure that, in the event of a technical or other disruption, the examination in question can still be conducted on the same day.

10. Procedure during written examination components

1. When participating in an examination, the student must show valid proof of identity. Copies will not be accepted as valid proof of identity. This also applies to copies on mobile telephones and other communication equipment. Any students unable to identify themselves can be refused access to the examination.

2. Students must take the seat allocated to them by the invigilator or indicated by means of a name label.
3. Unless explicitly permitted, it is prohibited to take books, lecture notes, mobile telephones, communication equipment or anything else that can serve as an aid into the examination room. Failure to abide by this rule will be designated as fraud.
4. The use of graphic and/or programmable calculators is not permitted during an examination, unless explicitly specified otherwise on the examination cover sheet.
5. Students must arrive 15 minutes before the start of the examination. Students arriving late will be allowed to enter the examination once only 30 minutes after the commencement of the examination.
6. It is not permitted to leave the examination room within 30 minutes of the official starting time. The examiner may also decide that students are not permitted to leave the examination room during the final 15 minutes of the examination.
7. During the examination visiting the toilet is not permitted unless the chief of the invigilators gives permission. In that case, the student must follow the instructions of the chief invigilator. When visiting the toilet, no talking is allowed and the student must not be in the possession of any unauthorised aids.
8. When students leave the examination room, they must hand in their examination scripts.
9. The student's name and student ID card number must be stated on each answer sheet handed in.
10. Every student issued with an examination paper by the (chief) invigilator is obliged to hand in the completed work on the answer sheet.
11. Any student who fails to abide by the provisions of this article can be excluded from further participation in the examination concerned by the examiner, or the Examinations Board can declare the examination to be invalid retrospectively.

11. Examination invigilation

1. The use of the term "examiner" should also be read as "chief examiner" where appropriate.
2. The examiner responsible for the examination must be available to the programme during the entire duration of the examination.
3. The invigilators will receive instructions on their duties and the procedures to be followed by or on behalf of the Examinations Board.
4. The invigilator must arrive at least 30 minutes before the start of the examination.
5. In order to verify the number of students present, the invigilators will collect the answer sheets of all students who are absent.
6. The invigilators must ensure that the examination starts on time, that it proceeds in an orderly manner, taking account of the rules determined in this code, and that the examination ends on time.
7. During the examination, the invigilator is not permitted to do any other work than that directly related to the examination.
8. The invigilator will keep an official record. After the examination, the invigilator must hand the official record (and any appendices) to the examiner and, if necessary, also submit a copy to the Examinations Board.
9. In the case of any problems, the invigilator must contact the examiner responsible for the examination.

12. Additional examination time for students with a disability

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

September. This must state that the student is entitled to additional examination time and/or an alternative examination room because of dyslexia or another psychological or physical disability.

13. Championship Sports Regulations

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

14. Examination assessment

1. In each examination, the examiner will test the candidate's knowledge, understanding and skills and assess the results of that test.
2. Examinations are as far as possible assessed according to predetermined standards, which are set down in writing and which may be modified as a result of the marking process.
3. The assessment method will be sufficiently transparent to ensure that students and the Examinations Board can verify how the examination results were determined.
4. If more than one member of teaching staff is involved in the marking of an examination, the examiner will ensure that all teaching staff apply the same standards in their marking.
5. If non-examiners are involved in the assessment and marking of examinations, this will occur under the full responsibility of the examiner concerned.
6. Marks are awarded as part of the assessment of the examination programme. By way of exception to that stipulated in the previous sentence, the Examinations Board may determine that certain components are assessed by means of the qualification "pass/voldoende" or "fail/onvoldoende" rather than by the awarding of marks.
7. Examiners are at liberty to determine the maximum number of points that can be obtained in each examination and/or part thereof. The conversion of the number of points actually obtained into the mark must have been determined in advance and announced to students at the start of the examination.
8. The mark for the examination in any component will be determined in figures on a scale from 1 to 10 and may be expressed up to a maximum of one decimal place.
9. The final marks are given in whole or half points. The grades exactly in between two official final grades will be rounded up (for example 7.25 will be rounded up to 7.5). An exemption on this rule are the grades between 5 to 6. Final marks between 5 and 6 will be rounded off like this: Grades from (and including) 4.75 to (excluding) 5.5 will be rounded to 5. Grades from (and including) 5.5 to (and excluding) 6.25 will be rounded to 6.
10. By way of exception to paragraph 8, the following applies: the mark 0 (zero) cannot be awarded since this is reserved for special cases.
11. The marks awarded have the following meanings:

10	excellent	5	almost satisfactory
9	very good	4	unsatisfactory
8	good	3	very unsatisfactory
7	very satisfactory	2	poor
6	satisfactory	1	very poor
12. Any references in these Rules and Guidelines to "fails" ("*onvoldoendes*") refers to marks of 5 or lower.
13. If the results of an examination are such that the examiner feels the need to intervene in the assessment, he or she should notify the Examinations Board of this in advance.
14. The most recent result determines the final mark.
15. The method of assessing Master's theses is laid down in the Regulations Governing Master's Theses. The programme uses an assessment form.

15. Recording of examination result

1. The examination results are recorded by the examiner or the Education Office (*onderwijsbureau*).

2. Students can consult the marks in VUNet.
3. Results are only considered official after they have been recorded in VUNet and formally published.
4. Students can appeal against the way in which the assessment was reached. For details, see the Students' Charter.
5. The result of a written examination and seminar taken collectively will be completed on a candidates list.
6. If no result is determined for a student whose name appears on the candidates list, this will be noted on the results list as a 'no show'.
7. If no candidates list is available for a seminar and/or practical training, the examiner will submit a signed list which includes details of the student's name and enrolment number together with the result.
8. The results of the other examinations will be submitted to the Education Office in the form of a digital results form.
9. If a student wishes to have a separate declaration for an examination for compelling reasons, this will be provided.

16. Fraud in examinations

a. Fraud

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

b. Fraud during written examinations

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

c. Fraud in preparing essays

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

d. Fraud identified after completion of the examination

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

e. Procedure and sanctions

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

imposed.

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

17. Exemption from an examination

1. A request for exemption from taking an examination must be submitted to the Examinations Board at the latest six weeks before the start of the course component concerned.
2. Exemptions on the grounds of course components obtained at a foreign institution will be granted only if the student is able to provide a statement from Nuffic offering proof of an equivalent academic level of the programme within which the components were obtained.
3. With respect to exemptions requested based on courses that do not constitute part of a completed degree programme, the Examinations Board will apply the guideline that the examination results must not be more than three years old (for Master's courses), unless the course lecturer deems extension of these limits justified in terms of content. If the courses are part of a completed degree programme, the aforementioned limit may be extended.
4. The Examinations Board will make a substantiated decision on the request within six weeks of its receipt (or if this period is wholly or partly during the academic recess, within a month of the end of the recess). This term can be extended, if the required information has not been received in time. The person making the request will be informed of this postponement.
5. The person making the request will be notified of the decision by email.

18. Departures from the regular programmes

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

19. Final examination

1. The Master's degree programme completed by the student must comply with the Teaching and Examination Regulations that apply in the academic year in which the study programme is submitted to the Examinations Board for assessment or in which the student meets the graduation requirements. If the examinations for the course units that make up the degree programme have been completed successfully, the final examination will have been completed.
2. If a student meets the graduation requirements, the Examinations Board will in principle

automatically proceed to award the appropriate degree certificate for the Master's final examination, unless the student requests otherwise. A student may submit such a request no later than six weeks after the Examinations Board has informed the student of the degree certificate application. The degree certificate will be dated on the date on which the Examinations Board determined the result.

3. In the event that the Examinations Board cannot automatically determine whether the graduation requirements have been met, the Examinations Board shall periodically prompt students to request the Examinations Board to determine whether they are able to graduate. Once the graduation requirements have been met, the Examinations Board will proceed to award the appropriate degree certificate, unless the student requests otherwise.
4. If the student ascertains that he or she has met all of the graduation requirements for the Master's examination for which he or she is registered, he or she can apply for a degree certificate themselves. A degree certificate application requires:
 - a. a valid enrolment for the degree programme concerned;
 - b. all course components have been achieved and processed by the Programme Administration;
 - c. a request for the graduation requirements to be verified has been submitted to the Examinations Board.

20. Extra-curricular courses

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

21. Annotation cum laude

1. If in determining the result of a final examination, it appears that the student has shown evidence of exceptional competence, the Examinations Board can award the annotation *cum laude*.
2. The annotation will be determined on the basis of the unweighted average result for all components included in the examination programme insofar as these components are awarded a mark.
3. The annotation *cum laude* will be awarded if the following conditions have been met:
 - a. the result for each individual course component is 8 or higher; Contrary to this provision, a 7 or 7.5 may be awarded for one course only (with the exception of the Master's thesis);
 - b. the unweighted average result for all course components specified on the list of marks is 8 or higher;
 - c. the student did not re-sit an examination for any course;
 - d. initial results achieved that are not graded 1-10 must also have been awarded a pass;
 - e. exemption was granted for a maximum of 12 credits.
4. Extra-curricular course components will be excluded from the weighting process when determining a *cum laude* annotation.
5. The Examinations Board reserves the right to take other factors into account in its assessment.

22. Standards

1. In reaching decisions, the Examinations Board and/or the examiner will apply the following standards as guidelines and will, in the event of any conflict, weigh one standard against another:

- a. safeguarding the quality and selection requirements for an examination;
 - b. efficiency requirements, expressed among other ways in an effort to prevent as far as possible any unnecessary wasted time for students in preparing for an examination;
 - c. leniency with regard to students whose study progress has been delayed by circumstances outside their control.
2. In any circumstances not covered by these Rules and Guidelines, the Examinations Board will decide.

23. Degree certificate, list of marks and diploma supplement

1. As proof that the final examination has been passed the Examinations Board will issue a degree certificate after the Executive Board of the institution has declared that the procedural requirements for its issue have been met. The degree certificate will be signed by the chairperson of the Examinations Board. The Dean and the student will also sign the degree certificate.
2. The diploma supplement will include reference to the components that make up the final examination, together with the workload and the results obtained. In addition, any components that are not part of the final examination in which the student was examined at his or her own request before the result of the final examination was determined will also be listed, provided that these have been successfully completed.
3. The diploma supplement will also describe the nature and content of the degree programme.
4. Marks included on the list of marks and in the diploma supplement will be rounded off to whole and half numbers. In this, the following rounding-off rule will apply to figures expressed to one decimal place: 0.2 or lower is rounded down, between 0.3 and 0.7 rounded off to 0.5, and 0.8 and higher is rounded up. The terms *Vrijstelling* (vrs/Exemption), *Onvoldoende* (ov/Fail/Unsatisfactory), *Voldoende* (v/Pass/Satisfactory) and *Goed* (g/Good) and *Voldaan* (vld/Met the requirements) and *Niet-voldaan* (nvld/Did not meet the requirements) will be written in full.

24. Retention periods

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

25. Hardship clause

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

26. Appeals procedure

If a student does not agree with a decision of an examiner or the Examinations Board, he or she has the option of lodging an appeal against this with the VU Examination Appeals Board within six weeks of that decision.

27. Annual report

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

28. Amendments to these Rules and Guidelines

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

29. Entry into force

These Rules and Guidelines enter into force on 1 September 2018.

Adopted on 8 May 2018 by the Examinations Board