

Teaching and Examination Regulation Bachelor of Science Programme International Bachelor Economics and Business Economics (IBEB) Academic Year 2010-2011

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Section 1 - General stipulations

Article 1 - Applicability of the regulation

This regulation applies to the teaching and the exams of the bachelor of science programme Economics and Business Economics - International Bachelor Economics and Business Economics, hereinafter to be referred to as: the programme. The programme is given within the Erasmus School of Economics of the Erasmus University Rotterdam, hereinafter to be referred to as: the school.

Article 2 - Definitions

In this regulation the following words shall bear the following meanings:

- a. the act: the Dutch Higher Education and Research Act;
- b. student: the person registered with the university to be trained and/or to take the examinations and the exams of the programme; for the further purposes of this regulation this will include the persons registered as extraneus;
- c. exam subject: a unit of study of the programme, within the meaning of the act;
- d. tutorial: a practical exercise, as referred to in article 7.13 of the act, in one of the following forms:
 - attending a seminar,
 - writing a Bachelor's thesis,
 - doing a paper,
 - doing a research assignment,
 - doing an internship,
 - doing a practical assignment,
 - or participating in another educational learning activity aimed at obtaining certain skills;
- e. credit: unit in which the full student workload is expressed, one credit being equal to 28 working hours (in conformity with the European Credit Transfer System - ECTS);
- f. Examination Board: the committee as referred to in article 7.12 of the act responsible for holding exams and for the organization and coordination of the examinations of the programmes within the school;
- g. exam: the total assessment of the student's achievements on the separate exam subjects as referred to in article 7.10 of the act; the aforementioned exam subjects collectively constitute an examination into the knowledge, understanding and skills of the student;
- h. examination: a written, oral or other investigation, including tutorials, or a combination of these, into the understanding, knowledge and skills of the student, and also the assessment of the results of this investigation;
- i. examiner: the person in accordance with article 7.12 section 3 of the act is authorized to hold examinations for the exam subject concerned;
- j. academic year: the academic year starts on 1 September and ends on the following 31 August;
- k. Rules and Regulations: the rules, regulations and directions of the Examination Board as referred to in article 7.12, section 4 of the act.;
- l. ESE Course Guide: contains all information about the programmes offered in a specific academic year by the school.

- m. Study Schedules: contain all exam subjects for the bachelor-1, bachelor-2 and bachelor-3 of the programme.

Article 3 - Objective of the programme

- a. The graduate has knowledge of the principal theories of economics;
- b. he is able to recognize the relationship between science and society;
- c. he has a good knowledge of the principal methods of economic analysis ;
- d. he has a sufficiently critical attitude towards his field of study, he can position this field relative to other economic and non-economic views and can define a position with respect to it;
- e. he can work both independently and in a group;
- f. he has sufficient social and communicative skills as needed in his professional situation.

Article 4 - Full-time/part-time

The programme is a full-time programme.

Article 5 - The exams of the programme

The following exams can be taken in the programme:

- the final exam as referred to in article 7.20a, section 1, of the act, hereinafter to be referred to as the bachelor's exam.

Article 6 - Student workload

1. The programme has a student workload of 180 credits.
2. The student workload is expressed in whole credits.

Article 7 - Language of teaching and exams

1. With observance of the code of conduct established by the Executive Board of Erasmus University Rotterdam teaching takes place and the exams of the programme are held in the English language, unless stipulated otherwise in the ESE Course Guide.
2. Participation in the teaching and the exams of the programme requires an adequate command of the English language. This requirement is met if the student:
 - a. has a pre-university education (Dutch VWO) diploma and the exam attached to this diploma covered the course English language; or
 - b. has a secondary education diploma from an English-language institute for secondary education in the Netherlands or abroad; or
 - c. has Dutch HBO first-year certificate or HBO degree diploma and the exam attached to this certificate or diploma covered the course English language; or
 - d. has taken one of the following tests:
 - computer-based TOEFL with a minimum score of 213;
 - internet-based TOEFL with a minimum score of 80;
 - IELTS with a minimum score of 6.0.

Article 8 - Follow-up master's programme

The person that passes the bachelor's exam of the programme is admitted to the Master of Science Economics and Business of the school.

Section 2 - Structure of the programme

Article 9 - Structure of the bachelor's exam

1. The bachelor's exam covers the exam subjects included in the Study Schedules with the pertaining student workload. These Study Schedules form an integral part of this Teaching and Examination Regulation.
2. The specifications of the exam subjects as referred to in the previous section, included in the ESE Course Guide, form an integral part of this Teaching and Examination Regulation, without prejudice to the other stipulations of this regulation.

Article 10 - Tutorials in the bachelor's exam

1. For a list of all the compulsory tutorials pertaining to the exam subjects of the bachelor's exam and the form in which these are given, please refer to the course information in the ESE Course Guide.
2. Participation in the tutorials of the bachelor-1 and bachelor-2 courses is compulsory. Students need to attend at least 70% of the tutorials per course.
3. Dutch HBO and university pre-master students, part-time students and Erasmus Colleges course members are exempt from the obligation to attend 70% of the tutorials for bachelor-1 and bachelor-2 courses.
4. Students who have rounded off their entire Bachelor-1 programme in a single year with a weighted average of 7.0 or higher do not have to comply with the minimum obligation to attend 70% for bachelor-2 courses in a following academic year.
5. Students who have obtained a valid (registered in OSIRIS) but insufficient result for a bachelor-1 or bachelor-2 course (and therefore have complied with both the minimum obligation to attend and the exam participation), do not have to comply with the minimum obligation to attend 70% when they have to redo the same course in a following academic year.
6. In the lecturing term for a course that is concluded with a separate examination (seminars excluded), assignments are allowed to be handed in, or sub-examinations are allowed to be taken, one week at the latest before the actual examination takes place.
7. An obligation to attend all sessions applies for the exam subjects ESE Take-off and Guidance.
8. An obligation to attend all sessions applies for the seminars.

Section 3 - Taking examinations

Article 11 - Order of the examinations

1. Admission to the seminars can only take place after the applicable entrance requirements for the seminar concerned have been met.
2. For the specification of the entry requirements of each seminar, please refer to the course information in the ESE Course Guide.

Article 12 - Periods and frequency of examinations; examination schedule; additional opportunities to take a examination

1. At least twice per academic year there will be an opportunity to take examinations pertaining to the exam subjects as referred to in article 9.
2. Students are allowed to take at most three bachelor-1 re-examinations and three bachelor-2 re-examinations per bachelor of science programme per academic year. For the specification of this regulation, please refer to the Study Schedules.
3. In special cases the Examination Board can allow that the stipulation in the previous section is departed from in favour of the student. Before taking a positive decision regarding allowing an additional opportunity to take a examination, the Examination Board can consult with the examiner(s) involved in the organization and planning of that additional opportunity.
4. Without prejudice to the applicable regulations regarding an exam-free period and without prejudice to any decision by the Examination Board that departs from these regulations, the student can take written examinations according to an examination schedule to be drawn up by the Examination Board every year.

5. In special cases the Examination Board can allow that the examination schedule as referred to in the previous section is departed from at the request of the student.
6. In the event that with regard to a examination these regulations do not provide the number of times per academic year this examination can be taken, because this examination covers a exam subject that is not taught in the programme, the relevant stipulations of the applicable Teaching and Examination Regulation shall apply, except in case of a decision by the Examination Board that deviates from the above, provided that it must be possible to take the examination at least once per academic year.

Article 13 - Form of the examinations

1. The examinations of the bachelor-1 are taken in writing (closed book) and/or by means of practical exercises, unless stipulated otherwise by the Programme Board.
2. The examinations of the bachelor-2 are taken in writing (closed book) and/or by means of practical exercises, unless stipulated otherwise by the Programme Board.
3. The examinations of the bachelor-3 are taken in writing and/or orally and/or by means of practical exercises, unless stipulated otherwise by the Programme Board.
4. In the event of a multiple choice examination this examination will preferably not contain double- or triple-choice questions, or dual statement questions with multiple-choice answers.
5. In the event that the Programme Board decides that the form of the examination will be different from those referred to in the previous sections, it will notify the students hereof two months before the examination is held at the latest.
6. Possible bonus regulations have to be submitted for approval to the Education Board in advance.
7. The specifications of the form of the examinations as referred to in the first, second and third section, included in ESE Course Guide, form an integral part of this Teaching and Examination Regulation, without prejudice to the other stipulations in this regulation.
8. In special cases the Examination Board can decide that the stipulations in the first, second and third section are departed from at the request of the student.
9. Physically or sensory disabled students are given the opportunity to take the examinations in a form that is adapted to their individual handicap as much as possible. If necessary, the Examination Board will obtain expert advice before making a decision.
10. At the request of a student with a foreign previous education the Examination Board can allow that the examinations are taken in an adjusted form.

Article 14 - Oral examinations

1. Oral examinations are taken one person at a time, unless the Examination Board has stipulated otherwise.
2. Oral examinations are public, unless the Examination Board or the examiner involved has stipulated otherwise in a special case, or if the student has objected to this.

Section 4 - Examination results

Article 15 - Establishing, announcing and registering examination results; marking term

1. The examiner lays down the result in writing immediately after giving an oral examination and gives the student a copy hereof.
2. The examiner lays down the result of a written examination as soon as possible, and ensures that the result of the exam subject concerned is correctly handed in to the Department for Exam Administration and registered in OSIRIS, not later than three weeks (except for the periodes when the Erasmus University is closed) after the day on which the examination was taken, provided that the result of this examination is known one week before the re-examination of this examination at the latest. In the event of force majeure the Examination Board can allow deviation from these terms.
3. Each time that the term as meant in section 2 is exceeded, the Programme Board will charge a fine of €2,500 to the organisational part responsible for the teaching and

examination of the course concerned. If it concerns an examination subject that plays a crucial role in establishing the Binding Study Advice as meant in article 26, the Examination Board can contrary to paragraph 2 request the examiner to deliver the result for an exam subject to the Department of Exam Administration earlier than three weeks after the day on which the written examination concerned was taken.

4. If it concerns an examination subject that plays a crucial role in establishing the binding study advice as meant in article 26, the Examination Board can contrary to section 2 request the examiner to deliver the result for an exam subject to the Department for Exam Administration earlier than three weeks after the day on which the written examination concerned was taken.
5. The Department for Exam Administration checks whether the marking term of the written examinations is observed and notifies the Examination Board in time if this term is exceeded.
6. With regard to examinations to be taken otherwise than orally or in writing, the Examination Board will decide in advance in what form and within which term the student will receive a written statement regarding the result.
7. The examiner shall notify the Department for Exam Administration immediately of the official result of a valid examination or exam subject.
8. The Department for Exam Administration is responsible for the correct registration in OSIRIS of the valid results of examinations, exam subjects and exams. This department also registers which certificates have been awarded to each student. Registered information, with the exception of information concerning awarded certificates, is not disclosed to other parties than the student, the Examination Board, the Executive Board of Erasmus University Rotterdam, the study advisers, the student counsellors and the Examinations Appeals Board. The stipulation in the previous sentence can be departed from with the permission of the student.
9. The involvement of the Department for Exam Administration as referred to in the previous sections is without prejudice to that which is stipulated in this respect by the Executive Board of Erasmus University Rotterdam.

Article 16 - Term of validity

1. Bachelor's exam subjects completed with sufficient or compensable results remain valid for six years.
2. The period of validity mentioned in section 1 also applies to exemptions granted and to examination subjects taken elsewhere, calculated from the time that the Examination Board gave its consent.
3. At the request of the student the Examination Board can in exceptional cases extend the period of validity of an examination subject completed with a sufficient or compensable result for a maximum of one year.
4. Results from intermediate tests and practical assignments become void at the end of the academic year concerned.

Article 17 - Right of inspection; examination of old examination questions

1. The student shall be allowed inspection of his marked work at his request within four weeks after the announcement of the result but not later than one week before the re-examination. The examiner can, with observance of the stipulation in the third section, make further arrangements for the practical realization of this inspection.
2. During the term as referred to in the first section, any interested party can take note of questions and assignments as posed or given within the framework of a written examination at its request, and if possible of the assessment criteria applied.
3. The examiner can decide that inspection takes place at a set place and time. In that case, time and place will be announced timely. If the person involved proves that he is or was unable to appear at a thus set place and time due to force majeure, an alternative opportunity will be offered to him, if possible within the term as referred to in the first section.

4. The student as referred to in the first section shall be given the opportunity to make (have made) copies of his marked work at a charge, if so desired, during the term as referred to in the first section or at a place and time to be decided by the examiner.
5. The examiner is responsible for having a sample examination that he deems to be representative of the material to be studied available for interested parties at all times.

Section 5 - Exemption

Article 18 - Exception from exam subjects

At the request of the student, the Examination Board can grant exemption from a exam subject as referred to in article 9 on the basis of:

- a exam subject completed with sufficient results of a different university programme in the Netherlands, provided that this is equivalent or comparable as regards contents, student workload and level in the judgement of the Examination Board;
- a exam subject completed with sufficient results of a HBO programme in the Netherlands, provided that this is equivalent or comparable as regards contents, student workload and level in the judgement of the Examination Board;
- a exam subject completed with sufficient results of university education outside the Netherlands, provided that this is equivalent or comparable as regards contents, student workload and level in the judgement of the Examination Board;
- proof of relevant knowledge and experience, gained outside of any training in the aforementioned categories, provided that this is equivalent or comparable to the exam subject of the programme exemption is requested from as regards nature, contents and level;
- a combination of the abovementioned categories.

The Examination Board seeks the advice of the relevant examiner(s) before taking a decision.

Section 6 - Exam results

Article 19 - Exam results

After all exam subjects of the bachelor's exam as referred to in article 9 have been examined, the Examination Board lays down the result of the bachelor's exam.

Article 20 - Degree

1. The person that passes the bachelor's exam of the programme is granted the degree of Bachelor of Science in Economics and Business Economics.
2. The degree granted is included on the certificate of the exam.

Section 7 - Previous education

Article 21 - Alternative requirements deficiencies previous education

1. Deficiencies in the previous education regarding the subject Mathematics are satisfied by passing the deficiency test Mathematics A1,2 to be taken for this purpose. The material of this test includes mathematics as required for the 'International Baccalaureate, Mathematics, Subsidiary level', including the optional subject 'Further Calculus'.
2. The requirement regarding adequate command of the English language is satisfied by passing the final examination in English at Dutch VWO level, or the TOEFL test (minimum score of 550) or the IELTS test (minimum score of 6.0).
3. When the further requirement as regards previous education Economics-1 as referred to in article 7.24 section 2 of the act is not met, exemption is granted from the examination as referred to in article 7.25 section 4 of the act.

Article 22 - Equivalent previous education

1. Article 21 applies mutatis mutandis to holders of certificates of secondary or pre-university education - whether or not issued in the Netherlands - that are recognized as at least equivalent to the Dutch diploma of pre-university education (Dutch VWO) by ministerial regulation.
2. The Executive Board of Erasmus University Rotterdam can grant exemption from the requirements of previous education as referred to in article 7.24 section 1 of the act to holders of other certificates awarded outside the Netherlands of secondary or pre-university education that grant access to university education in the country of origin, provided that they meet the requirements as stated in article 23 of this regulation.

Article 23 - Entrance examination (Colloquium Doctum)

These are the requirements of the entrance examination as referred to in article 7.29 of the act:

- English language:
passing a test equivalent to the final examination in English at Dutch VWO level;
- Mathematics:
knowledge of mathematics as required for the 'International Baccalaureate, Mathematics, Subsidiary Level', including the optional subject 'Further Calculus';
- History:
showing knowledge of the general history in the 20th century (from 1914). Candidates are expected to be acquainted with current affairs.

Article 24 - Entrance requirements for holders of a foreign diploma that has not been recognized as equivalent to the Dutch VWO diploma by ministerial regulation

Without prejudice to the requirements stated in article 21, second section, regarding Dutch language, holders of diplomas as referred to in article 22, second section, can be admitted to the programme by the Executive Board of Erasmus University Rotterdam after meeting the requirements stated in article 23 regarding English language and Mathematics.

Section 8 - Counseling and advice

Article 25 - Counseling

1. Without prejudice to that which is decided by the Executive Board of Erasmus University Rotterdam in this respect, the Department for Exam Administration is responsible for registering the study results in such manner that each student can be provided with an overview of the results achieved by him or her in relation with the teaching and examination programme of the programme at least once every three months.
2. The dean is responsible for arranging counseling of the students that are enrolled for the programme, also for the benefit of their familiarization with possible study paths in and outside the programme.
3. The Programme Board ensures that at the start of his course at the latest the lecturer responsible publishes an overview of the lecturing and examination material in the ESE Course Guide. The lecturer responsible should specify how the material for the course has been distributed across the various parts of the lectures and tests (assignments, intermediate tests, examinations).
4. If books and/or workbooks are not yet available at the beginning of the course, the lecturer responsible will present a studyable solution in the first lecture.

Article 26 - The binding study advice

1. At the end of the first year of enrolment for the bachelor-1 of the programme each student receives a written advice on the continuation of his or her studies inside or outside the programme. The advice is given by the chairman of the Examination Board by order of the dean.

2. The chairman of the Examination Board can attach a dismissal to the study advice of the programme pursuant to article 7.8b, third section, of the act, as long as the student has not yet passed all exam subjects of the bachelor-1 of the programme or has been granted exemption from these. A student is only dismissed if the student - with observance of his personal circumstances - is deemed unfit for the programme, because his study results do not meet the criteria as referred to in section 4.
The dismissal is effective for a term of three academic years.
3. The study advice of the programme is given at two points in time: both during the first and second year of enrolment, after the final re-examinations of the exam subjects of the bachelor-1 of the programme at the end of the academic year, but before the start of the new academic year at the latest.
4. The following criteria apply to the binding study advice:
 - a. At the end of the first year of enrolment at least 40 credits of the bachelor-1 of the programme must have been achieved. At the end of the second year of enrolment all exam subjects of the bachelor-1 of the programme must have been passed.
 - b. If a student has been granted exemption by the Examination Board from exam subjects of the bachelor-1 of the programme, at the end of the first year of enrolment the number of credits for the exempted courses is added to the number of credits achieved of the bachelor-1 of the programme. At the end of the second year of enrolment all exam subjects of the bachelor-1 of the programme that have not been exempted must have been passed.
5. During the first year of enrolment the Examination Board of the programme gives a provisional advice at least twice in any case to those students who are expected not to be able to meet the criteria as referred to in section 4 based on their achieved number of credits.
The further arrangement of counseling and study progress monitoring during the bachelor-1 of the programme is stated on the website of the Erasmus School of Economics.
6. The personal circumstances that are taken into account for the study advice shall only include:
 - a. illness of the person involved;
 - b. physical, sensory or other functional disorder of the person involved;
 - c. pregnancy of the person involved;
 - d. special family circumstances;
 - e. membership of the university council, faculty council, the school's management team, the programme board or the programme advisory committee;
 - f. other circumstances as referred to in article 2.1 of the act.

The student that can reasonably expect that he or she will fall behind in studies as a result of personal circumstances is to report this to the study adviser in time. This report is intended to limit the delay in studies as a result of the circumstances and, if necessary in the judgement of the study adviser, to draw up an individual study plan. The report is in time if it takes place within four weeks after the circumstance first arose. If the circumstance is of such nature that the student (or his minder) does not have the opportunity to report it within 4 weeks, whether or not the report is in time shall be judged in the light of the circumstance.
7. The study advice is in writing and includes:
 - a. the criterion that applies for the student involved, expressed in the number of credits to be achieved of the bachelor-1 of the programme;
 - b. the number of credits achieved (including, if applicable, the credits of exempted courses) of the bachelor-1 of the programme;
 - c. whether or not a dismissal is attached to this advice as referred to in article 7.8b, section 3, of the act;
 - d. If a dismissal is attached to the study advice:
 - the announcement that the student will not be able to enrol as a student or external student of the programme in the following three academic years;
 - advice on the continuation of studies inside or outside the Erasmus University Rotterdam;
 - e. the possibility to appeal to the Examinations Appeals Board and the term in which the appeal must be submitted.

8. In the event that application of the rules within this article results in unreasonable or unfair situations for a student or a group of students, the student or group of students involved can submit a request to depart from the rules referred to with the chairman of the Examination Board in writing and stating reasons. The chairman of the Examination Board can depart from these rules in favour of the student or group of students after consultation with the study adviser.

Article 27 - Additional facilities mr.drs.-programme

1. In collaboration with the School of Law of the Erasmus University Rotterdam the school has drawn up the mr.drs.-programme for economics and law. This is a study path that enables promising students to finish both an Economics and Business Economics programme and a Netherlands law programme in six years.
2. Students participating in the mr.drs.-programme are entitled to a number of additional facilities, including study advice on this double study by the coordinator of the mr.drs.-programme and being able to choose a combination schedule for the first trimester of the first academic year.
3. Students that enrol with the Erasmus University Rotterdam based on a VWO diploma (pre-university education) for both the bachelor's programme Economics and Business Economics and the bachelor's programme Netherlands law, are granted access to the additional facilities as referred to in section 2, if their average final grade for the VWO exam was at least 7.0.
4. If students that based on section 3 do not qualify for the additional facilities of the mr.drs.-programme achieve an average of 43 credits (30 credits 'old style') per academic year during their Economics and Business Economics and/or Netherlands law study at the Erasmus University Rotterdam, these student will still be given the opportunity to make use of the additional facilities.
5. Mr.drs-students that during their Economics and Business Economics and/or Netherlands law study achieve less than 43 credits (30 credits 'old style') per academic year are no longer entitled to make use of the additional facilities of the mr.drs.-programme.

Section 9 - Free bachelor's exam

Article 28 - Bachelor's exam with a programme to be put together by the student personally

1. With the permission of the Examination Board, students can put together a programme to which the bachelor's exam of the programme is attached from exam subjects provided by the Erasmus University Rotterdam and any other universities.
2. The stipulations of this Teaching and Examination Regulation apply mutatis mutandis to a programme approved by the Examination Board as referred to in the first section of this article.

Section 10 - Bachelor Hounours Class

Article 29 - Bachelor Honours Class

1. First-year students who have successfully completed all bachelor-1 courses from block 1 and block 2 of their programme with an average result of 8 or higher can after block 2 apply for a place in the Bachelor Honours Class. Selection takes place on the basis of a letter with motivation. The number of available places is established annually and published via the faculty web. Decisions by the selection committee are not open to appeal.
2. The application procedure, the content and the assesment of the Bachelor Honours Class is published on the faculty web and forms an integral part of this Teaching and Examination Regulation, without prejudice to the other stipulations of this regulation.
3. In addition to their Bachelor's degree diploma students who have succesfully completed the Bachelors Honours Class receive a certificate authenticated by the Erasmus School of Economics.

Section 11 - Right of appeal

Article 30 - Right of appeal

The decisions of the Examination Board and examiners can be appealed against to the Examinations Appeals Board under article 7.61 of the act.

Section 12 - Final and implementation stipulations

Article 31 - Amendments

1. Amendments to this regulation are laid down by the dean by separate decision.
2. No amendments take place that apply to the current academic year, unless they do not reasonably prejudice the interests of the students.
3. Amendments can furthermore not influence any decision which is taken by the Examination Board pursuant to this regulation with regard to a student at the expense of students.

Article 32 - Publication

The dean is responsible for a suitable publication of this regulation, of the Rules and Regulations laid down by the Examination Board and the amendments to these documents.

Article 33 - Entry into force

This regulation enters into force on 1 September 2010 and expires on 1 September 2011.
Laid down by decision of the dean of the Erasmus School of Economics on