

Teaching and Examination Regulation Master of Science Programmes Academic Year 2010-2011

- **Accounting, Auditing and Control**
- **Economics and Business**
- **Economics and Informatics**
- **Econometrics and Management science**

Index

Section 1 General stipulations

Article 1	Applicability of the regulation
Article 2	Definitions
Article 3	Objectives of the programmes
Article 4	Full-time / part-time
Article 5	The exams of the programmes
Article 6	Student workload
Article 7	Language of teaching and exams

Section 2 Admittance to the programmes

Article 8	Admittance to the programmes
Article 9	Admission Statement
Article 10	Admittance to the programmes of students of the bachelor's programmes before the bachelor's exam is passed

Section 3 Structure of the programmes

Article 11	Structure of the master's exam
Article 12	Tutorials in the programmes

Section 4 Taking examinations

Article 13	Periods and frequency of examinations; examination schedule; additional opportunities to take a examination
Article 14	Form of the examinations
Article 15	Oral examinations

Section 5 Examination results

Article 16	Establishing, announcing and registering examination results; marking term
Article 17	Term of validity
Article 18	Right of inspection; examination of old examination questions

Section 6 Exemption

Article 19	Exemption from exam subjects
------------	------------------------------

Section 7 Exam results

Article 20	Periods and frequency of exams
Article 21	The result of the exam
Article 22	Degree

Section 8 Counseling and advise

Article 23	Counseling
------------	------------

Section 9 Free master exam

Article 24	Master's exam with a programme to be put together by the student personally
------------	-----------------------------------------------------------------------------

Section 10 Right of appeal

Article 25 Right of appeal

Section 11 Final and implementation stipulations

Article 26 Amendments

Article 27 Publication

Article 28 Entry into force

Section 1 - General stipulations

Article 1 - Applicability of the regulation

This regulation applies to the teaching and the exams of the master of science programmes Accounting, Auditing and Control, Economics and Business, Economics and Informatics, and, Econometrics and Management Science, hereinafter to be referred to as: the programmes. The programmes are given within the Erasmus School of Economics of the Erasmus University Rotterdam, hereinafter to be referred to as: the school.

Article 2 - Definitions

In these regulations 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 a programme; for the further purposes of this regulation this will include the persons registered as extraneous;
- c. exam subject: a unit of study of a 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,
 - doing case studies,
 - writing a master'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 examination, 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 examination;
- 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. Pre-master programme: the courses that students with an educational background that is not equivalent to a bachelor's programme in the judgement of the Examination Board, follow in order to obtain an Admission Statement for one of the programmes;
- m. ESE Course Guide: contains all information about the programmes offered in a specific academic year by the school;

- n. Study Schedules: contain all the exam subjects for the specialisations of the programmes.

Article 3 - Objectives of the programmes

1. Accounting, Auditing and Control
 - a. The graduate has an advanced knowledge and a thorough understanding of the area of Accounting, Auditing and Control;
 - b. he is able to look critically at the field of study, weigh it against other views and define a position with respect to it;
 - c. he can formulate or reformulate problems with a large degree of autonomy, design a setup for research of a given problem, carry out this research independently and report adequately on it;
 - d. he can independently build on acquired knowledge and understanding, in new or unknown situations within the field of study or in a continued education, with a strong appeal to independence, planning and originality;
 - e. he can independently solve complex problems in a results-oriented way, if necessary introducing new methods;
 - f. he has sufficient specialist knowledge to promote a good entry on the labour market;
 - g. he is able to work up other subfields than his own specialisation at short notice;
 - h. he can work both independently and in a group;
 - i. he has the social and communicative skills needed in his professional situation;
 - j. he can clearly communicate knowledge and thoughts both orally and in written form.
2. Economics and Business
 - a. The graduate has an advanced knowledge and a thorough understanding of an area of Economics and Business limited with respect to the bachelor's programme;
 - b. he is able to look critically at the field of study, weigh it against other views and define a position with respect to it;
 - c. he can formulate or reformulate problems with a large degree of autonomy, design a setup for research of a given problem, carry out this research independently and report adequately on it;
 - d. he can independently build on acquired knowledge and understanding, in new or unknown situations within the field of study or in a continued education, with a strong appeal to independence, planning and originality;
 - e. he can independently solve complex problems in a results-oriented way, if necessary introducing new methods;
 - f. he has sufficient specialist knowledge to promote a good entry on the labour market;
 - g. he is able to work up other subfields than his own specialisation at short notice;
 - h. he can work both independently and in a group;
 - i. he has the social and communicative skills needed in his professional situation;
 - j. he can clearly communicate knowledge and thoughts both orally and in written form.
3. Economics and Informatics
 - a. The graduate has an advanced knowledge and a thorough understanding of an area of Economics and Informatics limited with respect to the bachelor's programme;
 - b. he is able to look critically at the field of study, weigh it against other views and define a position with respect to it;
 - c. he can formulate or reformulate problems with a large degree of autonomy, design a setup for research of a given problem, carry out this research independently and report adequately on it;
 - d. he can independently build on acquired knowledge and understanding, in new or unknown situations within the field of study or in a continued education, with a strong appeal to independence, planning and originality;
 - e. he can independently solve complex problems in a results-oriented way, if necessary realizing new methods in software;
 - f. he is able to work up other subfields than his own specialisation at short notice;
 - g. he can work both independently and in a group;
 - h. he has the social and communicative skills needed in his professional situation;
 - i. he can clearly communicate knowledge and thoughts both orally and in written form.
4. Econometrics and Management Science

- a. The graduate has an advanced knowledge and a thorough understanding of an area of Econometrics and Management Science limited with respect to the bachelor's programme;
- b. he is able to look critically at the field of study, weigh it against other views and define a position with respect to it;
- c. he can formulate or reformulate problems with a large degree of autonomy, design a setup for research of a given problem, carry out this research independently and report adequately on it;
- d. he can independently build on acquired knowledge and understanding, in new or unknown situations within the field of study or in a continued education, with a strong appeal to independence, planning and originality;
- e. he can independently solve complex problems in a results-oriented way, if necessary introducing new methods;
- f. he is able to work up other subfields than his own specialisation at short notice;
- g. he can work both independently and in a group;
- h. he has the social and communicative skills needed in his professional situation;
- i. he can clearly communicate knowledge and thoughts both orally and in written form.

Article 4 - Full-time/part-time

1. The programmes Economics and Business, Economics and Informatics, and, Econometrics and Management Science are full-time programmes.
2. The programme Accounting, Auditing and Control is a full-time as well as a part-time programme.

Article 5 - The exams of the programmes

The following exams can be taken in the programmes:

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

Article 6 - Student workload

1. The programmes have a student workload of 60 credits each.
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 programmes are held in the English language, unless stipulated otherwise in the ESE Course Guide.
2. Participation in the teaching and the exams of the programmes 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 a 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 232;
 - internet-based TOEFL with a minimum score of 90;
 - IELTS with a minimum score of 6.5.

Section 2 - Admittance to the programmes

Article 8 - Admittance to the programmes

Admitted to a master of science programme is:

1. the person that has passed the final exam of a bachelor's programme of the school.
2. the person that has an Admission Statement issued by the Examination Board by order of the Executive Board of Erasmus University Rotterdam for the academic year concerned.

Article 9 - Admission Statement

Eligible for the Admission Statement is:

1. the person who has a certificate that in the judgement of the Examination Board is at least equivalent to a diploma as referred to in article 8, section 1, or who has shown otherwise that he or she is fit for following a master of science programme in the judgement of the Examination Board or has completed within two years with a satisfactory result a full-time pre-master programme determined by the Examination Board or has completed with a satisfactory result a part-time pre-master programme determined by the Examination Board and also
2. has given proof of an adequate command of the English language, as stipulated in article 7, section 2.

Article 10 - Admittance to the programmes of students of the bachelor's programmes before the bachelor's exam is passed

1. The Examination Board can decide that a student enrolled for a bachelor's programme of the school at his request is admitted to the follow-up master of science programme before passing the final exam of the bachelor's programme.
2. Admittance is possible if the student meets the following requirements at the start of the academic year:
 - Bachelor-1 completed;
 - Bachelor-2 completed;
 - Bachelor-3 completed with the exception of 12 cr Electives at most.
3. The specifications of the requirements as referred to in section 2, included in the Study Schedules, form an integral part of this Teaching and Examination Regulation, without prejudice to the other stipulations of this regulation.

Section 3 - Structure of the programmes

Article 11 - Structure of the master's exam

1. In all master of science programmes students can choose from master's programmes as follows:
 - Accounting, Auditing and Control
 - Accounting, Auditing and Control (full-time and part-time)
 - Economics and Business
 - Accounting and Finance
 - Accounting, Auditing and Control
 - Economics of Markets, Organisations and Policy
 - Entrepreneurship, Strategy and Organisation Economics
 - Financial Economics
 - Health Economics
 - International Economics
 - Marketing
 - Urban, Port and Transport Economics
 - Econometrics and Management Science
 - Econometrics
 - Operations Research and Quantitative Logistics
 - Quantitative Finance
 - Quantitative Marketing
 - Economics and Informatics
 - Computational Economics
 - Economics and ICT

2. The master's exam covers per master's programme 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.
3. The specifications of the exam subjects as referred to in section 2, 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 12 - Tutorials in the programmes

1. For a list of all the compulsory tutorials pertaining to the exam subjects as referred to in article 11, section 2 and the form in which these are given, please refer to the course information in the ESE Course Guide.
2. In the lecturing term for a course that is concluded with a separate examination (seminars and Case Studies 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.
3. An obligation to attend all sessions applies for the seminars and the Case Studies.

Section 4 - Taking examinations

Article 13 - Periods and frequency of examinations; examination schedule; additional opportunities to take a examination

1. At least twice per academic there will be an opportunity to take examinations pertaining to the exam subjects as referred to in article 11.
2. 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 on the organization and planning of that additional opportunity.
3. 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.
4. 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.
5. In the event that with regard to a examination these regulations do not provide the number of times per academic year that 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 departs from the above, provided that it must be possible to take the examination at least once per academic year.

Article 14 - Form of the examinations

1. The examinations of the master's exam are taken in writing and/or orally and/or by means of practical exercises, unless stipulated otherwise by the Programme Board.
2. 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.
3. 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.
4. The specifications of the form of the examinations as referred to in the first section, included in the ESE Course Guide, form an integral part of this Teaching and Examination Regulation, without prejudice to the other stipulations in this regulation.
5. In special cases the Examination Board can decide at the request of the student that the stipulations in the first and second section are departed from.

6. Physically or sensory disabled students are given the opportunity to take the examinations in a form adapted to their individual handicap as much as possible. If necessary, the Examination Board will obtain expert advice before taking a decision.

Article 15 - 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 5 - Examination results

Article 16 - 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 that examination is correctly handed in to the Department for Exam Administration and registered in OSIRIS, not later than three weeks (except for the periods 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.
4. 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.
5. With regard to examinations to be taken otherwise than orally or in writing, the Examination Board will decide in advance in what manner and within which term the student will receive a written statement regarding the result.
6. The examiner shall notify the Department for Exam Administration immediately of the result of a valid examination or exam subject.
7. The Department for Exam Administration is responsible for the correct registration in OSIRIS of the valid results of examinations. Results from students without an Admission Statement and no registration for the master's programme will be invalidated. The Department for Exam Administration 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.
8. 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 17 - Term of validity

1. Master's exam subjects completed with sufficient or compensable results remain valid for three 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.

Article 18 - 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 6 - Exemption

Article 19 - Exemption from exam subjects

1. At the request of the student the Examination Board can grant exemption from a exam subject as referred to in article 11 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.
2. No exemptions are granted for the master's thesis.
3. Examination subjects can only be brought into a single master of science programme or master's programme..
4. Exemptions up to a maximum of 24 credits can be brought into a master of science programme or a master's programme.

Section 7 - Exam results

Article 20 - Periods and frequency of exams

At least once a month opportunity is given to take the master's exam, with the exception of the month of August. The relevant dates are published on the website of the Department for Exam Administration.

Article 21 - The result of the exam

After all exam subjects of the master's exam as referred to in article 11 have been examined per master's programme, the Examination Board lays down the result of the master's exam.

Article 22 - Degree

1. The person that passes the master's exam of one of the programmes, is granted the degree of Master of Science in [name of the programme].
2. The degree granted is included on the certificate of the exam.

Section 8 - Counseling and advise

Article 23 - 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 given an overview of the results achieved by him or her in relation to the teaching and examination programme of the programmes at least once every three months.
2. The dean is responsible for arranging counseling of the students that are enrolled for the programmes, also for the benefit of their familiarization with possible study paths in and outside the programmes.
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.

Section 9 - Free master exam

Article 24 - Master'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 master's exam of one of the programmes is attached from exam subjects provided by the Erasmus University Rotterdam and any other universities.
2. The stipulations of this Teaching and Examination Regulation applies mutatis mutandis to a programme approved by the Examination Board as referred to in the first section of this article.

Section 10 - Right of appeal

Article 25 - 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 11 - Final and implementation stipulations

Article 26 - 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 these 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 27 - 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 28 - 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