TEACHING AND XAMINATION REGULATIONS

And

Rules and Guidelines for the Examination Board

BACHELOR OF SCIENCE PROGRAMMES

of the

Faculty of Economics and Business (FEB)

ACADEMIC YEAR 2011-2012

UNIVERSITY OF AMSTERDAM
## Table of Contents

Teaching and Examination Regulations (*Onderwijs- en examenregeling = OER*) FEB

Bachelor’s degree programmes 4  
Chapter 1: General provisions 4  
Chapter 2: Admission to the programmes 5  
Chapter 3: Content and structure of the degree programmes 8  
Chapter 4: Teaching 10  
Chapter 5: Assessment and examination 10  
Chapter 6: Study supervision and study progress 14  
Chapter 7: Transitional and final provisions 18

Appendix A: Rules and Guidelines for the FEB Examination Board 19

Appendix B: Bachelor’s programme Actuarial Science 29  
B.1 Objective of the Bachelor’s programme Actuarial Science and exit qualifications 29  
B.2 Actuarial Science Curriculum 31  
B.3 Actuarial Science Course List 33  
B.4 Actuarial Science Transitional Arrangements 35

Appendix C: Bachelor’s programme in Econometrics and Operational Research 42  
C.1 Objective of the Bachelor’s programme in Econometrics and Operational Research and exit qualifications 42  
C.2 Econometrics and Operational Research Curriculum 45  
C.3 Econometrics and Operational Research Course List 47  
C.4 Econometrics and Operational Research Transitional Arrangements 49

Appendix D: Bachelor’s programme in Economics and Business Studies 53  
D.1 Objective of the Bachelor’s programme in Economics and Business Studies and exit qualifications 53  
D.2 Economics and Business Studies Curriculum 57  
D.3 Economics and Business Studies Course List 64  
D.4 Transitional Arrangements for Economics and Business Studies 69

Appendix E: Bachelor’s programme in Fiscal Economics 88  
E.1 Objective of the Bachelor’s programme in Fiscal Economics and exit qualifications 88  
E.2 Fiscal Economics Curriculum 90  
E.3 Fiscal Economics Course List 91  
E.4 Fiscal Economics Transitional Arrangements 93

Appendix F: Special programmes 96  
F.1 FEB Honours programme 96  
F.2 FEB Minor programmes 97

Appendix G: Regulations governing Bachelor’s Theses and Work Placements at the FEB 2011-2012 99
Appendix H: FEB Complaints Procedure  

Appendix I: UvA Students Fraud and Plagiarism Regulations
Chapter 1: General provisions

Article 1.1 – Applicability of the Rules and Guidelines
These regulations apply to the teaching and examinations of the following four Bachelor’s study programmes:
- Bachelor of Science in Actuarial Science
- Bachelor of Science in Econometrics and Operational Research
- Bachelor of Science in Economics and Business Studies
- Bachelor of Science in Fiscal Economics
These degree programmes are provided by the Faculty of Economics and Business (FEB) hereinafter referred to as ‘the Faculty’. Any reference in these regulations to ‘the programme’ without further specification, will relate to all Bachelor’s programmes provided by the Faculty.

Article 1.2 – Definitions
The following definitions are used in these regulations:
a. the Act: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);
b. the University: the University of Amsterdam;
c. student: the person enrolled at the University to pursue education and/or take examinations as part of the programme;
d. post-propaedeutic phase: the second and third year of the Bachelor’s programme;
e. examination: the final examination of the Bachelor’s programme;
f. curriculum: the totality and cohesiveness of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
g. component: a unit of study of the programme within the meaning of the Act;
h. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
o researching and writing a thesis,
o carrying out a research assignment,
o taking part in an excursion
o taking part in another educational learning activity aimed at acquiring specific skills
or
o participating in and completing a work placement;
i. portfolio: the collection of educational products (written and/or electronic) representing the student’s achievements within the programme he/she has chosen;
j. seminar: a class in which the material is addressed primarily on a problem- or case-oriented basis;
k. thesis: a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report
l. interim or other 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 interim or other examination may consist of one or more partial interim or other examinations. A re-sit always covers the same material as the original examination;
5. workload: the workload of the unit of study to which an interim or other examination applies, expressed in terms of credits = ECTS credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 ECTS credits;

6. credit: an ECTS credit with a workload of 28 hours of study;

7. fraud and plagiarism: the student’s actions or failures to act that make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;

8. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;

9. programme charter: the part of the Student Charter specific to the programme in accordance with Section 7.59 of the Act. The programme charter is included in the UvA Course Catalogue.

The other terms have the meanings ascribed to them in the Act.

Chapter 2: Admission to the programmes

Article 2.1 – Previous Education Requirements

1. Admission to the Dutch language Bachelor’s programme in Economics and Business Studies and the Bachelor’s programme in Fiscal Economics is possible on the grounds of:
   - a VWO (pre-university) diploma including Mathematics A (or Mathematics A1 and A2) and/or Mathematics B (or Mathematics B1);
   - the completion of the first study year of a higher professional education (HBO) study programme and demonstrable knowledge of mathematics at VWO level, as set out above in this paragraph.

2. Admission to the Bachelor’s programme in Actuarial Science and the Bachelor’s programme in Econometrics and Operational Research is possible on the grounds of:
   - a VWO (pre-university) diploma with Mathematics B (or Mathematics B1);
   - the completion of the first study year of a higher professional education (HBO) study programme and demonstrable knowledge of mathematics at VWO level, as set out above in this paragraph.

3. Those possessing a foreign diploma satisfy the requirement for sufficient command of the Dutch language (for programmes provided in Dutch) once they have passed the state examination for Dutch as a Second Language (NT2), programme II, or have obtained an exemption from taking this examination.

Article 2.2 – Further previous education and entry requirements

1. VWO graduates or holders of an equivalent foreign diploma may remedy a mathematics deficiency in their previous education by passing the mathematics assessment in the entrance examination referred to in Article 2.3.

2. Holders of a certificate of higher education (propaedeutic (first-year), candidate, Bachelor’s or final examination) will only be eligible to admission to the degree programmes Economics and Business Studies and Fiscal Economics if they have VWO-level knowledge of Mathematics A (or Mathematics A1 and A2) or Mathematics B (or
Mathematics B1). The requirement for the degree programmes Econometrics and Operational Research and Actuarial Science is Mathematics B (or Mathematics B1) at VWO level. If necessary, this knowledge may be demonstrated by passing the mathematics assessment of the entrance examination referred to in Article 2.3.

3. A specific intake procedure applies to the Bachelor’s programmes Economics and Business Studies and Fiscal Economics given in the Dutch language.

4. Participation in this intake procedure is a prerequisite for enrolment in these programmes.

5. Admission to programmes taught in English within the Bachelor’s programme in Economics and Business Studies is subject to selection. The Selection Committee designated annually by the Dean selects candidates on the basis of:
   a) command of the English language; Sufficient knowledge can be demonstrated by: (i) a VWO diploma, (ii) a TOEFL score of at least 600 (paper-based test) / 250 (computer-based test) /100 (internet test), or (iii) an IELTS score of at least 6.5, with a minimum score for each subsection of 6.0;
   b) knowledge of mathematics;
   c) level and content of previous education;
   d) motivation and communicative skills. The Selection Committee may invite students who meet the entry requirements for a selection interview, which will contribute to the selection.
   If candidates are of equal suitability, the Selection Committee will seek to ensure a balance of nationalities.

6. It is explicitly provided that following admission to programmes taught in English within the Bachelor’s programme in Economics and Business Studies and if there is any doubt as to their knowledge of the English language, a student may as yet be obliged to sit/re-sit an English proficiency test. An inadequate result may lead to the student being excluded from lectures, other teaching activities and examinations until the above requirements concerning knowledge of the English language have been met. The additional costs (assessment and delay in studies) shall be paid by the student concerned.

Article 2.3 – Entrance examination
The entrance examination, referred to in Section 7.29 of the Act, examines the following subjects at the levels mentioned:
   a. Dutch at VWO level for programmes taught in the Dutch language;
   b. English at VWO level;
   c. Mathematics at VWO Mathematics B (or B1) level;

Article 2.4 – Guest students
1. Guest students may only participate in lectures and exams for a particular course if they enrolled with the FEB as a Guest Student (bijvakstudent).
2. Students who are enrolled in a BSc programme at the UvA outside the FEB may only enrol as Guest Student with the FEB if they can demonstrate that they have fully completed the first study year of their Bachelor’s programme.
3. Students who are enrolled in a higher professional degree (HBO) programme registered in the CROHO or a Bachelor’s programme outside the UvA may only enrol as Guest Student with the FEB if they can demonstrate that they have fully completed the first study year of their programme.
4. Students who are enrolled with the UvA Institute for Interdisciplinary Studies (IIS) and obtained a minimum of 42 ECTS credits during their first year of study, and can provide a statement from the Examination Board of the Bachelor’s programme in question, may enrol with FEB as a guest student.

5. For guest students to be eligible to participate in the lectures and examinations of a particular course they must meet the appropriate course-related entry requirements.
Chapter 3: Content and structure of the degree programmes

Article 3.1 – Aim of the programme and exit qualifications
1. The objective and the exit qualifications of the degree programme Actuarial Science are set out in Appendix B.
2. The objective and the exit qualifications of the degree programme Econometrics and Operational Research are set out in Appendix C.
3. The objective and the exit qualifications of the degree programme Economics and Business Studies are set out in Appendix D.
4. The objective and the exit qualifications of the degree programme Fiscal Economics are set out in Appendix E.

Article 3.2 – Organisation of the programme
This programme is organised on a full-time basis.

Article 3.3 – Language of instruction for the programme
1. The degree programme Economics and Business Studies offers curricula in both Dutch and English. The degree programmes Actuarial Science, Econometrics and Operational Research, and Fiscal Economics provide curricula in Dutch only.
2. With regard to Dutch programmes, all oral teaching is provided in Dutch and exams are conducted in Dutch. Contrary to this provision, English may be used for teaching provided in the form of a lecture by a non-Dutch speaking lecturer, or if required by the specific nature, content or quality of the teaching, or the origin of the students. The annual course catalogue will specify for each course whether the instruction will be in English and/or examinations will be conducted in English.
3. With respect to English programmes, all oral teaching is provided in English and exams are conducted in English.

Article 3.4 – Scope of the programme
The programme consists of a propaedeutic phase with a workload of 60 ECTS credits, to be concluded with a propaedeutic examination, followed by a phase with a workload of 120 ECTS credits to be concluded with a final Bachelor’s examination. One ECTS credit equals 28 hours of study activities.

Article 3.5 – Curriculum
1. The curriculum for the degree programme Actuarial Science is set out in Appendix B.
2. The curriculum for the degree programme Econometrics and Operational Research is set out in Appendix C.
3. The curriculum for the degree programme Economics and Business Studies is set out in Appendix D. This degree programme offers curricula in both Dutch and English. Participation in the Dutch programmes is subject to the restrictions specified in Article 2.1
of Chapter 2. Participation in the English programmes is subject to the restrictions specified in Article 2.2. of Chapter 2.

4. The curriculum for the degree programme Fiscal Economics is set out in Appendix E.

5. The Course Catalogue contains descriptions of each element of the curriculum, including regulations regarding admission requirements, content, teaching method, required attendance, assessment, etc.

6. Electives within the elective component of a degree programme include:
   - all courses listed for FEB Bachelor’s programmes;
   - courses offered in Bachelor’s programmes of any other UvA faculty;
   - courses offered in Bachelor’s programmes of any other university in the Netherlands;
   - courses offered in Bachelor’s programmes of any other university outside the Netherlands;

   Participation in the lectures and examinations of electives is subject to the following criteria:
   a. the student must have passed the propaedeutic (first-year) examination;
   b. the entry requirements for the course concerned must be met;
   c. the elective must, at a minimum, be post-propaedeutic level, unless it is a language course (max. 12 EC) or part of a minor approved by the Examination Board;
   d. the elective must be successfully completed within the period that the student is enrolled with the FEB;
   e. there must be no content overlap between the elective and other courses in the student’s post-propaedeutic programme;
   f. permission must be requested from the Examination Board in relation to courses followed outside the FEB;

7. The post-propaedeutic phase of the degree programme is concluded by writing a Bachelor’s thesis. Depending on the programme, the Bachelor’s thesis may be combined with a Bachelor’s thesis work placement. The specific requirements for the Bachelor’s thesis as well as Bachelor’s thesis work placement options are set out in the ‘Regulations governing Bachelor’s Theses and Work Placements at the FEB 2011-2012’ (‘Reglement Bachelorscripties en Stages aan de FEB 2011-2012’) (Appendix G).

**Article 3.7 – Inclusion of a minor in the study programme**

A minor (30 EC) can only be included in the study programme if:
   a. the student can produce a minor certificate issued by a faculty or institute of the UvA or another Dutch university;
   b. the minor concerned does not include courses given within the degree programme for which the student is enrolled, with the exception of the ‘Entrepreneurship’ minor.

**Article 3.10 – Honours programme**

During the propaedeutic and post-propaedeutic phases, students may request permission from the Examination Board to participate in the university Honours programme. The workload of the university Honours programme is additional to the workload of the regular programme. Permission to participate in the Honours programme is granted only if the appropriate (entrance) requirements have been met (see Appendix A).
Chapter 4: Teaching

Article 4.1 – Participation in courses and priority admission rules
1. Each student must enrol for each single course component he/she intends to take. To participate in courses, the student must enrol within the period indicated in the UvA Course Catalogue and in accordance with the procedures stated there. The student may be refused the opportunity to participate if he/she does not enrol or fails to enrol in time.
2. Students may enrol for lectures totalling a maximum of 18 ECTS credits per teaching period. Subject to permission from the Examination Board this maximum may be raised in individual cases.
3. In the event that the number of groups for a particular course is insufficient to accommodate all students that have enrolled before teaching commences, the Director of the educational institute may exclude students from participation. Students may be excluded on the basis of the following criteria:
   a. the student is not enrolled for the programme of which the course concerned is or could be a compulsory programme component;
   b. the student failed to pass the propaedeutic examination for the programme of which the course concerned is or could be a compulsory programme component;
   c. the student does not meet the entry requirements for the course concerned;
   d. the student has enrolled for courses with a workload of more credits (EC) than the nominal workload of the study programme for the relevant period.

Article 4.2 – Sequence and admission requirements
1. Participation in the course is possible only if the student meets the entry requirements for the appropriate programme component. A student whose examination for a required course component has not yet been marked when the course commences will not be excluded from the course provided all other entry requirements have been met.
2. To be eligible to sit an examination the student must have met all the entry requirements for the course component concerned by the examination registration closing date.
3. The entry requirements for each course component are listed for each degree programme in Appendices B to E.
4. In exceptional cases, the Examination Board may, at the student’s reasoned request, deviate from the condition mentioned in paragraph 2 of this Article, with or without stipulating conditions.

Chapter 5: Assessment and examination

Article 5.1 – General
1. Testing during the course component establishes whether the student has achieved the intended learning objectives sufficiently.
2. The Course Catalogue states what the student must achieve in order to pass the course component as well as the criteria for student assessment.

3. The Rules and Guidelines for the FEB Examination Board (Article 7.12, paragraph 4 of the WHW) lay down the procedures and guidelines for marking and awarding results in interim and final examinations (Appendix A).

4. The Examination Board may, at the student’s request, permit a different form of assessment than that indicated by the UvA Course Catalogue.

5. Students are entitled to receive representative exam examples for any course component with written interim examinations.

6. For course components of a study programme judged by a different faculty, the examination regulations of the appropriate faculty will apply.

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**Article 5.2 – Registering for examinations**

Every student must register for every examination opportunity. The UvA Course Catalogue describes the registration procedure. Participation in the interim or other examination may be refused if the student does not register or fails to register in time.

**Article 5.3 – Testing/examination opportunities**

1. For each course component taught in any particular academic year, students will be entitled to re-sit one exam in that same year. The first testing opportunity is within the educational period during which that course component is offered; the re-sit opportunity is provided before the start of the next academic year. For courses taught within the first (eight-week) period of the academic year, the re-sit opportunity will be scheduled in the students’ Christmas holiday period.

2. Contrary to the provisions of paragraph 1, a second re-sit opportunity will be offered (before the beginning of the following academic year) for the programme-specific course component which, within the context of the Binding Study Advice, students are required to pass at all times. The course component concerned is:
   
a. Mathematics and Statistics for the study programmes Economics & Business Studies and Fiscal Economics;
   
b. Mathematics 1 for the study programmes Actuarial Science and Econometrics & Operational Research.

3. In the event that a Bachelor’s thesis submitted for assessment does not meet the requirements the assessor may, if possible and within reason, give the student one additional opportunity to meet the requirements by improving the assessed thesis within the specified period. Any such improvement will be considered a re-sit. Both the result of the first assessment and the result of the re-sit must be submitted to the Examinations and Student Affairs Office (BES).

4. Should no teaching be provided for a component in a particular academic year, it will nevertheless be possible to sit the interim examination at least once in that academic year.

5. In the event that a component is discontinued as of 1 September of the current academic year, one more examination option will be offered in the current academic year. (This rule does not apply to courses that were discontinued as of 1 September 2011; see OER 2010-2011, Article 6, paragraph 1c).
6. Contrary to the provisions of paragraph 1, no opportunity is offered to re-take a partial assessment. A partial assessment is a written test, a paper and/or practical exercise which forms part of an examination unit.

**Article 5.4 – Students with a disability**

1. Students with a disability may submit a written request to qualify for special adaptations while taking interim or other examinations. These adaptations shall accommodate as much as possible the student’s individual disability, but may not alter the quality or degree of difficulty of the examination. This adaptation may include allowing the student a maximum of 30 minutes longer to complete the examination and/or allowing the student to sit the examination in a separate room.

2. Students with a non-Dutch speaking background are allowed up to half an hour longer for each interim exam during their first year of study in a programme given in Dutch. Eligibility is subject to prior consent from the Examination Board.

3. The Examination Board will rule on requests for adaptations with regard to tests/examinations.

**Article 5.5 – Oral examinations**

An oral examination is public unless the student files an objection to this, or if, in an exceptional case, the Examination Board or examiner determines otherwise.

**Article 5.6 – Determining and announcing results**

1. The examiner determines the result (= mark) of an oral examination as soon as the examination is finished and informs the student accordingly. The examiner issues the examinee with a written statement of the result.

2. The examiner determines the result (= mark) of a written or other form of examination component as quickly as possible, and in any event within 13 working days of the examination date, and also submits the necessary data to the programme administration office so that the results can be registered. At the examiner’s request this period can be extended by five working days. Such request must be submitted to the Examination Board before the examination date.

3. The examiner will submit the examination results in writing to the programme administration office. Within two working days of the result being submitted, this office will forward it to those students who had been registered for the examination concerned and who had met the entry requirements for that particular course.

4. The latest date by which students will receive the result of a written exam is stated on the front page of the exam paper.

5. The provisions of paragraph 2 will not apply in the event of a re-sit within 6 weeks of the examination date. The examiner must then establish the result of a written examination within 10 working days.

6. A student may lodge an appeal against the result with the Examination Appeals Board within six weeks of the announcement of the result. A student may also submit a request for reassessment to the examiner. A request for reassessment does not affect the time period for lodging an appeal.
Article 5.7. - Marks

1. Marks are awarded on a scale of 1 to 10. Only full or half marks may be awarded, with the exception of 5.5.
2. The final assessment of a component is considered to be a pass if a mark of 6.0 or higher is obtained.
3. The most recent result shall determine the final mark.
4. Should the degree classification (judicium) for a particular component not be expressed as a ‘mark’, then the result will be ‘all requirements met’ (AVV) or ‘unsatisfactory’ (ONV).

Article 5.8. - Validity period of examinations

1. The validity period of passed examinations is three years for propaedeutic phase examinations and six years for post-propaedeutic phase examinations.
2. In individual cases, the Examination Board is authorised to extend the validity period of successfully passed examinations for a period that it determines.
3. Contrary to the provisions of paragraph 1, the result of a partial assessment shall remain valid until the first interim-examination opportunity for the appropriate examination unit.

Article 5.9 – Right of inspection

1. In the case of a written examination, the examiner allows the student who took the examination, at his/her request, to inspect the evaluated work up until 30 days after the result has been disclosed. The examinee may ask for copies of the assessed work at cost price.
2. The way in which written interim examination may be inspected is stated on the front page of the exam paper concerned. This information is also published on blackboard.
3. The examiner may determine that such inspection is to take place collectively at a pre-arranged time and place. Such without prejudice to the provisions in paragraph 1 of this article.
4. Any student who has right of inspection pursuant to paragraph 1 of this Article and can demonstrate that, due to circumstances beyond their control, he or she cannot or could not be present at the pre-arranged place and time will be offered an alternative opportunity to inspect their evaluated work.
5. During the period stated in the paragraph 1, any student who has right of inspection pursuant to paragraph 1 of this Article may inspect the questions and assignments of the interim examination in question and the standards on the basis of which the assessment was made.

Article 5.10 – Exemption

1. The Examination Board may grant a student exemption from taking one or more interim examinations for programme components on the grounds of components being completed as part of a different university Bachelor’s or Master’s degree programme.
2. To meet the requirements of the Bachelor’s examination, the maximum exemption is equivalent to 90 ECTS during the propaedeutic phase and 180 credits during the post-propaedeutic phase of the programme.
3. For exemptions, the same validity periods apply as for interim examinations, as specified in Article 5.8, calculated from the commencement date of the programme.

Article 5.11 – Thesis
The bachelor’s thesis is evaluated by the supervisor. Further regulations regarding supervision and evaluation are set out in the Regulations governing Bachelor’s Theses and Work Placements at the FEB 2011-2012’ (‘Reglement Bachelorscripties en Stages aan de FEB 2011-2012’) (Appendix G)

Article 5.12 – Fraud and plagiarism
1. The provisions of the Regulations Governing Fraud and Plagiarism for UvA Students apply in full and form part of the Teaching and Examination Regulations. The text of these regulations is attached as Appendix 1.
2. The need to detect plagiarism in texts makes the use of electronic detection programs permissible. When the student hands in the text, he/she implicitly permits inclusion of the text in the database of the relevant detection program.
3. Any sanctions imposed on a student on account of fraud or any other irregularity will be registered in the records of the student in question.

Article 5.13 – Final examination
1. The Examination Board determines the results and date of the propaedeutic and Bachelor’s examination after it has established that the student has passed all the examination components.
2. The Examination Board may award a degree classification (judicium). If the student has shown exceptional capacity, the Examination Board may decide to add the qualification ‘cum laude’ to his/her degree certificate; the criteria for such are set out in the ‘Rules and Guidelines for the FEB Examination Board’ (see Appendix A, Article 5.4). Other degree classifications are added to the diploma supplement.
3. The Executive Board has established 12 examination dates per academic year for the Bachelor’s examination.
4. A diploma can only be awarded after the student has satisfied all the requirements, including the payment of tuition fees.
5. Following a reasoned request by a student who qualifies for being awarded a diploma, the Examination Board may delay setting the date of the final examination.

Article 5.14 – Degree
Students who have successfully completed their Bachelor’s examination are awarded a Master of Science degree. The degree awarded is stated on the diploma.

Article 5.15 – Honours degree diploma
If the student successfully completes an Honours programme as referred to in Article 3.10, he/she receives an adapted diploma indicating this.

**Article 5.16 – Diplomas and transcripts**

1. The Examination Board grants a diploma as proof that the student has passed his/her final examination. The Examination Board also grants a diploma supplement in English, signed by the chair of the Examination Board, indicating the course components of the examination, the workload and the assessment.

2. If a student has successfully passed more than one interim or other examination but the Examination Board cannot grant him/her a diploma, he/she may request and receive from the Board a transcript listing, in any event, the interim or other examinations passed.

**Chapter 6: Study supervision and study progress**

**Article 6.1 – Study progress administration**

The dean of the faculty is responsible for the correct registration of the students’ study results. He/she shall ensure that every student receives a summary of his/her study results at least once every academic year. In addition to this, SIS shows the registered assessment of the examination component, whereby every student can view his/her results electronically.

**Article 6.2 – Study supervision**

1. Enrolled students, with the exception of extranei (external students who may take examinations and use library and laboratory facilities but who may not attend lectures or apply for study grants), are eligible for academic student counselling. The types of academic student counselling available can be found in the UvA Course Catalogue.

2. Students can lodge a complaint about the procedure followed by the FEB or with regard to the situation at the FEB. The complaints procedure is set out in Appendix H.

**Article 6.3 – Advice regarding continuation of studies in propaedeutic year**

1. In the first year of enrolment, prior to 15 December, each student will receive an (aggregated) summary of their results by e-mail sent to their UvA e-mail address, with a preliminary advice regarding continuation of their studies.

2. Each student to whom this Article applies will receive an (aggregated) summary of their results and a (warning) advice before 15 March by e-mail sent to their UvA e-mail address, and a second (warning) advice with an (aggregated) summary of their results before 15 May.

3. At the end of the first year of enrolment, usually around mid-July but no later than 31 August, each student will receive a written advice regarding continuation of the study programme together with a summary of their results. This advice shall include binding negative advice regarding continuation of studies, if the student:
   a. has acquired fewer than 42 ECTS credits for propaedeutic components, or
b. has acquired 42 or more credits for propaedeutic components but not for the following programme-specific mathematics component:
   1. Mathematics and Statistics for the study programmes Economics & Business Studies and Fiscal Economics;
   2. Mathematics 1 for the study programmes Actuarial Science and Econometrics & Operational Research.

4. Credits for exemptions do not count towards the determination of the number of acquired credits as referred to in paragraph 3. A student who has been awarded more than 18 credits for exemptions must successfully complete the entire propaedeutic phase in order to receive a positive study advice.

5. A student who requests that he/she be struck from the register before 1 February of his/her first year as an enrolled student shall not receive the advice as referred to in paragraph 3. If the Bachelor student enrols again in a following academic year, he/she shall receive the advice as referred to in paragraph 3 in that year. In a subsequent academic year, students can re-enrol in the same programme only once. In the event that a student re-enrols the provisions of paragraphs 1 to 4 of this Article shall (again) apply and the total number of first-year credits acquired during the year in which he/she terminated their enrolment will be disregarded.

6. As soon as possible after re-sitting the examinations in the summer of the first year as an enrolled student, a student to whom the provisions of paragraph 3 apply shall be informed in writing of the dean’s intention to give him/her a binding negative advice regarding the continuation of studies.

7. Along with the information referred to in the previous paragraph, the student shall also be informed of the possibility of being heard by the Examination Board and how he/she can apply for such a hearing.

8. As soon as possible after the hearing, and on the advice of the Examination Board, the dean shall determine which students shall receive a binding negative advice regarding the continuation of studies.

9. Students may lodge an appeal against a decision on a binding negative advice regarding the continuation of studies with the UvA Examination Appeals Board within four weeks of the date of the decision’s announcement.

10. Students who receive a binding negative advice regarding the continuation of studies may therefore not enrol for the same or a related Bachelor’s programme at the FEB during the following three academic years. The programme related to Economics and Business Studies is Fiscal Economics, and vice versa. The programme related to Econometrics and Operational Research is Actuarial Science, and vice versa.

Article 6.4 – Personal circumstances and hardship clause

1. The dean shall not issue a binding negative advice regarding the continuation of studies in the case of personal circumstances under which the student concerned cannot have been reasonably expected to progress according to the stated standards for his/her programme.

2. The dean shall include in his/her considerations only those personal circumstances that the student mentioned to a study adviser as soon as could reasonably be expected after the circumstances occurred.

3. Valid personal circumstances are considered to be:
   • Illness of the person in question. The period of illness will last for at least 20 days or include at least five relevant assessment times. The illness must have been reported in writing to one of the study advisers during the illness or within 5 days of the end of the illness and such notification must include a medical certificate from an
attending physician stating the duration and period of the illness. If no medical certificate from an attending physician can be produced, the student should contact a study adviser, a student counsellor or a student psychologist.

- *Special family circumstances.* The Examination Board will determine whether the family circumstances have had a decisive impact on the study results. Only circumstances concerning first-degree relatives can be put forward as special family circumstances. The student is obliged to inform the student adviser in writing within a period of 5 working days prior to and up to 5 working days following the date(s) of the examinations that the special family circumstances are the reason why examinations are not taken or possibly not passed. The student must also be able to prove that the special family circumstances put forward did actually occur. In the event that the student is unable to prove that the special family circumstances actually occurred, he/she should contact a study adviser, a student counsellor or a student psychologist.

- *Physical, sensory or other function impairment of the person in question.* Any student with a function impairment should notify one of the study advisers of such in writing at the beginning of the study programme or as soon as possible after the impairment occurring. If the study adviser determines that the BSA standard cannot be achieved as a result of the function impairment, the student and the study adviser should draw up a study plan together.

- *Pregnancy of the person in question.* Notification of the pregnancy must be submitted in writing to one of the study advisers. A birth certificate or a medical certificate or statement from an attending physician or obstetrician must also be submitted. If no medical certificate or statement can be provided, the student should contact a study adviser, a student counsellor or a student psychologist.

- *Students holding an administrative post.* The administrative post is fulfilled in respect of a full 12-month bursary granted by the university. The student concerned must notify the study advisers of such in writing within two months of the bursary being granted.

- *Engagement in professional sports.* The student has been awarded the official UvA top-class athlete status by the Student’s Dean and can demonstrate that his/her sports schedule has led to delays in study. The student must also notify the study advisers of such in good time and no later than two months after such delay.

4. Any student who believes that he/she is eligible for dispensation from the binding study advice on the grounds of the personal circumstances set out in the previous paragraph should submit an application to the Examination Board. In assessing the application, one of the criteria always imposed by the Examination Board is that the student displays responsible study behaviour. Among other things, this means that the student must adhere to the study programme agreed with the study adviser.

5. In exceptional cases, the dean may deviate from issuing binding negative advice regarding the continuation of studies in favour of the student, if the application of such a recommendation would mean putting the student at a disproportionate disadvantage or being extremely unfair to him/her.

6. If a student is awarded dispensation from the binding advice regarding the continuation of studies, the advice as referred to in paragraph 3 will be issued in the event of re-enrolment in a following academic year. The total number of credits for first-year courses attained in the first year of enrolment will then be disregarded.
Chapter 7: Transitional and final provisions

Article 7.1 – Hardship clause
In the event of demonstrable extreme unreasonableness and unfairness, the Examination Board may permit deviations from the provisions of these Regulations in favour of the student.

Article 7.2 – Transitional provision
1. The Examination Board shall propose a transitional arrangement, with due regard for the Act’s provisions regarding examinations and examination components, for students who, on the date these Regulations come into force, have passed one or more but not all of the examination components and whose interests are damaged by provisions in these Regulations that deviate from those in older versions.
2. The transitional arrangement determined for each programme is set out in Appendices C to F.

Article 7.3 – Amendments
1. The dean shall establish amendments to these Regulations by independent decision – having heard the programme committee and with due regard for the authority of the relevant advisory bodies.
2. Amendments to these Regulations do not apply to the current academic year unless they can be reasonably assumed not to damage the students’ interests.

Article 7.4 – Publication
The dean shall ensure the appropriate publication of these Regulations and of the rules and guidelines of the Examination Board as referred to in Section 7.12b of the Act. The regulations are set out in the digital Course Catalogue for each programme (www.studiegids.uva.nl).

Article 7.5 – Effective date
These regulations will take effect on 1 September 2011. 
Thus drawn up by the dean of the Faculty of Economics and Business Studies on 29 July 2011.
The Rules and Guidelines for the Examination Board are not part of but are supplementary to the Teaching and Examination Regulations (OER). By law (Art. 7.12b of the WHW) the content of these Rules and Guidelines is within the exclusive competence of the Examination Board. The FSR and CCs have advisory powers or powers of consent with regard to these provisions. The status of the Rules and Guidelines is explained in more detail in the Assessment Policy established by the Executive Board on 16 December 2010. For practical reasons, the Rules & Guidelines are appended to these OER.

Article 1 – General provisions

Article 1.1 – Applicability of the Rules and Guidelines
These Regulations apply to the teaching and examinations of the following Bachelor’s and Master’s study programmes (including conversion programmes):

- Bachelor of Science in Actuarial Science
- Bachelor of Science in Econometrics and Operational Research
- Bachelor of Science in Economics and Business Studies
- Bachelor of Science in Fiscal Economics
- Master of Science in Actuarial Science
- Master of Science in Accountancy & Control
- Master of Science in Business Economics
- Master of Science in Business Studies
- Master of Science in Econometrics
- Master of Science in Economics
- Master of Science in Fiscal Economics
- Master of Science in Operations Research

Article 1.2. Definitions
The terms defined in the Teaching and Examination Regulations Governing the Bachelor’s and Master’s Programmes of the Faculty of Economics and Business (FEB) also apply to these Rules and Guidelines. The other terms have the meanings ascribed to them in the Act.

Article 2 – Examination Board

Article 2.2 – Composition of the Examination Board
The Dean appoints the Examination Board. The Examination Board shall consist of at least a chairperson and a secretary. The members of the Examination Board shall include at least one member of the academic teaching staff from each group of related programmes. Members of the Examination Board will not deal with any complaints and applications in which they are involved as examiner.

Article 2.2 – Duties of the Examination Board
The duties of the Examinations Board are set out in Article 7.12 of the WHW.
These statutory duties include defining rules and guidelines pertaining to:
- the quality of interim and final examinations;
- assessing and determining the result of interim and final examinations;
- exemptions;
- fraud and plagiarism
Such rules and guidelines are laid down in these Rules and Guidelines and in the Teaching and Examination Regulations Governing the Bachelor’s and Master’s Programmes of the Faculty of Economics and Business (FEB).

Article 2.3 – Decision period for the Examination Board
The Examination Board shall take a decision within 8 weeks of receiving a written request, unless the contents of the request demand or justify an earlier decision.

Article 2.4 – Frequency of meetings of the Examination Board
The Examination Board shall meet at least once every two months.

Article 3 – Examiners

Article 3.1 – Appointment of examiners
The Examination Board shall appoint examiners to conduct interim and other examinations and determine their results. In principle, any course coordinator with an FEB appointment for a period of 12 months or more will automatically be appointed as examiner for that particular course. The Examination Board is entitled to appoint experts from outside the institution as examiners.

Article 3.2 – Signing authority
Besides signing examination lists and slips, examiners are also authorised to sign for exemption notices and notices regarding course components obtained at another university in the Netherlands or abroad.

Article 3.3 – Duties and responsibilities in respect of examination
The examiners are primarily responsible for the testing method and the content and quality of the test. Examiners ensure that learning objectives and the testing method of course components are communicated in advance. The examiner shall clearly communicate to students which pass marks and benchmarks will apply. Examiners are responsible for the smooth running of events during examinations. They shall furnish the Examination Board with any information requested with regard to examination.

Article 4 – Interim or other examinations

The rules regarding dates, entrance, publication and inspection of written interim and other examinations are laid down in the general rules of the Teaching and Examination Regulations Governing the Bachelor’s and Master’s Programmes of the Faculty of Economics and Business (FEB).
This Article sets further rules in respect of written examinations, such as registering / deregistering, identification, supervision, matters of order, addition examination time and retention periods. Rules have also been established regarding the evaluation of the examinations, additional examination opportunities and the assurance by the Examination Board of the quality of the interim or other examinations.

Article 4.1 – Dates and times of interim or other examinations

1. Written interim or other examinations shall be conducted on dates and times that shall be determined under the responsibility of the Examination Board at least 30 days before the commencement of the teaching concerned.

2. Oral or individual written interim or other examinations shall be conducted at dates and times to be determined by the examiner(s), where possible following consultation with the student.

3. In determining the dates and times of interim or other examinations, every effort shall be made to try to prevent examinations coinciding.

4. The set dates and times shall only be modified in the event of force majeure.

Article 4.2 – Registration for interim or other examinations

1. Participation in an interim or other examination shall only be possible if students have properly registered for that examination in time and in the prescribed manner and if they are registered in the University of Amsterdam’s Student Information System (SIS). Participation in the interim or other examination may be refused if the student does not register or fails to register in time.

2. Any student who has failed to register or failed to register in a timely fashion for an interim or other examination shall not be entitled to receiving the examination result if he/she has taken the interim or other examination in question.

3. Any student to whom paragraph 2 of this Article applies, may apply to the Examinations and Student Affairs Office (BES) to have his/her exam result processed by submitting the appropriate form and paying an administration fee of 20 euros per examination.

4. The Examinations and Student Affairs Office (BES) will only process the request referred to in paragraph 3 of this Article if the student was registered as a (guest) student at the FEB and met the entry requirements for the interim or other examination in question at the time the registration period for such examination closed.

Article 4.3 – Deregistering for interim or other examinations

Any student who decides not to sit an interim or other examination for which he/she has registered shall be required to deregister in time and in the prescribed manner.

Article 4.4 – Order during interim or other examinations

1. For written interim or other examinations, the examiner shall ensure that sufficient numbers of invigilators are appointed in order that the examination can proceed in good order.

2. During the examination at least one person with appropriate expertise must be present or available by telephone to answer any course and/or examination related question in respect of the examination to be held.

3. In the event that the examination is to be supervised by more than one invigilator a head invigilator bearing final responsibility shall be appointed.

4. The student shall be obliged, at the request of the examiner or its delegated authority, to provide proof of identity by means of valid proof of registration (student card) and a valid
identity document, with a passport photograph showing a good likeness. Any students unable to identify themselves can be refused access to the interim or other examination.

5. The duration of an interim or other examination shall be such that students can be reasonably expected to have sufficient time to answer the questions.

6. Students arriving late may be admitted to an interim or other examination until 30 minutes at the latest after the commencement of the examination. If, as a result of force majeure, the student cannot be present within this time limit, the examiner shall decide whether he or she may still be admitted to the examination.

7. Students shall no longer be permitted to leave the room in which the interim or other examination is being conducted as of 30 minutes after the commencement of the examination. The examiner shall be entitled to decide that students are not permitted to leave the room in which the interim or other examination is being conducted during the last 15 minutes before the end of the examination.

8. No students arriving late may be admitted to the interim or other examination after participants have left the room.

9. The only items a student may have on his/her desk during the interim or other examination are a pen, pencil and eraser unless the front page of the examination paper specifies any additional tools required and/or permitted. Any such additional tools will be communicated during the lecture. Mobile telephones and/or other electronic equipment must be turned off and kept in a bag or case next to the examination desk. This bag or case must be closed.

10. The use of graphic and/or programmable calculators is not permitted during an interim or other examination unless explicitly specified otherwise on the front page of the examination paper.

11. Students shall not be allowed to go to the toilet except with permission from the head invigilator. In this case he/she must follow the head invigilator’s instructions, no talking shall be allowed and the student may not be in the possession of any forbidden tools.

12. Any student who fails to observe the rules regarding tools as laid down in paragraphs 9, 10 and 11 shall be excluded from further participation in the interim or other examination in question. Sanctions may also be imposed in accordance with the Regulations Governing Fraud and Plagiarism.

13. Students must follow all instructions from the Examination Board, the examiner or the invigilator issued before, during or immediately after the interim or other examination. If a student fails to follow one or more instructions, he or she may be excluded by the Examination Board or the examiner from further participation in the examination concerned.

14. Any irregularity observed shall be reported in writing to the Examination Board by the head invigilator.

15. Should an irregularity observed by the (head) invigilator later prove to be unfounded and the student was forced to leave the examination room prematurely, as determined in paragraph 12, the student in question shall be entitled to an extra opportunity to re-sit the interim or other examination at a date and time to be determined in consultation with the student.

16. The student’s name and college card number must be stated on each answer sheet handed in.

17. Each student who receives the interim or other examination paper from the (head) invigilator shall be obliged to hand in his/her work on the answer sheet.

18. Students taking Bachelor’s examinations may keep the questions and the front page of the examination paper after the examination. This rule shall not apply to interim or other examinations including questions under the copyright of external institutions (‘test banks’).

Article 4.5 – Assessment
1. Each interim or other examination shall consist in the examiner testing the candidate’s knowledge, understanding and skills and assessing the results of that test.

2. Written interim or other examinations shall be marked according to predetermined standards that are set down in writing, which may be modified in light of the correction process.

3. If more than one member of teaching staff is involved in the marking of an interim or other examination, the examiner shall ensure that all teaching staff apply the same standards to their marking.

4. Marking shall take place in such a way that examinees can verify how their examination results were determined.

5. The most recent result shall determine the final mark.

6. The method of assessing Bachelor’s theses is laid down in the Regulations Governing Bachelor’s Theses. Each programme uses its own assessment form.

7. The method of assessing Master’s theses is laid down in the Regulations Governing Master’s Theses. Each programme uses its own assessment form. A Master’s thesis is always assessed by a second evaluator.

Article 4.6 – Post-examination discussion

1. During a period of 30 days, starting on the day on which the results of a written interim or other examination are announced, the student shall be entitled to submit a request to discuss that examination with the examiner. Any discussion of an interim or other oral examination shall take place as soon as possible after the announcement of the results. The discussion shall take place at a time and location to be determined by the examiner.

2. If a collective discussion is organised, students may only submit a request as stipulated in the previous paragraph if they have attended the collective discussion and provide reasons for the request or if they have been unable to attend the collective discussion for reasons beyond their control.

Article 4.7 – Extra examination time for students with a disability

Students with dyslexia or who are otherwise psychologically or physically challenged may be entitled to half an hour extra examination time per interim of other examination (regardless of the duration of the examination) and/or entitled to sit the interim or other examination in a separate examination room. Eligibility is subject to the following criteria:

a. The student in question must register for the interim or other examination in good time and in the prescribed manner.

b. The student in question must request an extension of the examination time and/or for a separate examination room from the study advisers no later than the Wednesday before the interim or other examination.

c. The request referred to in paragraph b must include a letter from the student’s Dean of the UvA stating that the student is entitled to extra examination time and/or a separate examination room due to dyslexia or on the grounds of another psychological or other physical handicap.

d. In the event that the student failed to deregister in good time - online or via the Examinations and Student Affairs Office (BES) - for a previous interim or other examination for which he/she had been granted extra examination time and/or the use of a separate examination room, the study advisers shall not consider any request as referred to in paragraph 6b. Deregistration shall be in good time up to the last day before the interim or other examination.
Article 4.8 – Additional examination opportunities

1. Any student who, due to personal circumstances, is unable to make full use of the regular examination opportunities, may be eligible for an additional examination opportunity subject to certain criteria. The Examination Board publicises these criteria annually.

2. The Examination Board may, at the student’s request, permit a different form of assessment than that indicated by the UvA Course Catalogue. The Examination Board shall only give such permission in exceptional personal circumstances.

3. Special regulations regarding examination dates for top-class athletes have been established for students with a top-class athlete status; more information on the UvA Top-class Athletes Scheme can be found at http://www.student.uva.nl/a-z/topsport.cfm. The FEB study advisors implement the Top-Class Athletes Scheme on behalf of the Examination Board.

Article 4.9 Fraud and Plagiarism

Should the student act in conflict with the ‘Regulations Governing Fraud and Plagiarism for UvA Students’ or with the regulations laid down in Article 4.4 with regard to matters of order during interim or other examinations the examiner shall notify the Examination Board of such in writing. Any evidence should be enclosed. The Examination Board shall determine the sanction after hearing the student and the member of teaching staff concerned.

Article 4.10 – Quality assurance of examinations

The Examination Board has a duty to guarantee the quality of interim and other examinations. Quality assurance is conducted as follows:

1. Academic teaching staff should apply a peer review or other form of third-party monitoring when setting an examination.

2. If there is any indication that an interim or other examination does not meet the quality requirements of a good examination (see the UvA Assessment Policy of 9 December 2010), the examination in question shall be evaluated by the Examination Board. The Examination Board shall report its findings to the examiner and the Programme Director. The examiner shall inform the Examination Board of the improvement measures that will be taken.

3. The Examination Board evaluates interim and other examinations at random. The Examination Board determines annually how it shall take random samples, how the evaluation shall be conducted and the actions to be taken following the findings.

Article 5 – Final examinations

Article 5.1 – Determination of graduation requirements

1. The Bachelor’s or 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 Examination Board for evaluation or in which the student meets the graduation requirements.

2. Contrary to the provisions of paragraph 1, the Examination Board may approve components of the study programme as described in earlier Teaching and Examination Regulations; the date of issue of these regulations must not exceed three academic years prior to the academic year in which the study programme is submitted to the Examination Board for evaluation.
3. In the event that a study programme approved by the Examination Board cannot be completed due to courses being discontinued, the Examination Board shall determine how the study programme can nevertheless be completed.

**Article 5.2 – Graduation ceremony**

1. If a student meets the graduation requirements, the Examination Board shall in principle automatically proceed to award the appropriate degree certificate for the propaedeutic, Bachelor’s or Master’s examination, unless the student requests otherwise.

2. In the event that the Examination Board cannot automatically determine whether the graduation requirements have been met, the Examination Board shall periodically prompt students to request the Examination Board to determine whether they are able to graduate. Once the graduation requirements have been met, the Examination Board shall proceed to award the appropriate degree certificate, unless the student requests otherwise.

3. Should a student find that he/she has met all graduation requirements for the propaedeutic, Bachelor’s or Master’s examination for which he/she is registered, then the student may apply for his/her own diploma in accordance with the procedure and deadlines defined on the faculty website. A diploma application requires:
   - a valid registration for the appropriate degree programme at the UvA;
   - all course components have been achieved and processed by Educational Administration;
   - in the event of a Bachelor’s or Master’s diploma: a request to verify that the graduation requirements have been met has been submitted to the Examination Board. A diploma application shall only be considered for a particular graduation date if the request to verify compliance with the graduation requirements was submitted to the Examination Board at least three months before completion of the last component of the Bachelor’s or Master’s degree programme. To verify compliance, the Examination Board shall compare the graduation requirements with the results the student has obtained and those yet to be obtained in the appropriate programme.

4. A student may object to the outcome of the diploma application no later than six weeks after the Examination Board has informed him/her of such.

5. The award of a diploma requires a valid registration for the relevant programme.

6. The student should collect his/her diploma in person from the Examinations and Student Affairs Office unless he/she has been invited by the OWI to attend a graduation ceremony. For each programme there shall be at least one graduation ceremony a year. The dates of the graduation ceremonies are announced annually on the faculty website.

7. The University of Amsterdam has 12 examination dates. The examination date is the last working day of each month.

**Article 5.3 – Extracurricular courses**

1. Should a student request postponement of the award of a Bachelor’s degree certificate to enable the inclusion of additional courses on the Bachelor’s diploma, such postponement shall only be granted if the following criteria are met:
   1. a maximum postponement of 12 months shall be granted and
   2. a maximum of 30 EC credits for additional courses may be awarded provided the following requirements are met:
      - the course is successfully completed at the UvA or another university in the Netherlands or abroad;
      - the course is successfully completed within the period that the student is enrolled with the FEB;
      - the level at which the course is given must, at a minimum, be post-propaedeutic,
unless it is a language course (maximum of 12 EC);

• there must be no overlap with other courses in the student’s post-propaedeutic programme.

2. Should a student request postponement of the award of a Master’s degree certificate to enable the inclusion of additional courses on the Master’s diploma, such postponement shall only be granted if the following criteria are met:

1. a maximum postponement of 6 months shall be granted;

2. a maximum of 15 ECTS credits for additional courses may be awarded provided the following requirements are met:

• the course is successfully completed at the UvA or another university in the Netherlands or abroad;
• the course is successfully completed within the period that the student is enrolled with the FEB;
• the level at which the course is given must be equivalent to a Master’s course;
• the course must be related to the Master’s programme;
• there must be no overlap with other courses in the student’s Master’s programme.

Article 5.4 – Cum laude

1. The qualification ‘cum laude’ shall be awarded to the propaedeutic diploma if:

- the weighted average mark for all course components specified on the list of marks is 8 or higher;
- the student did not re-sit an examination for any study programme component;
- exemption was granted for a maximum of 12 credits.

2. The qualification ‘cum laude’ shall be awarded to the Bachelor’s diploma if:

- the weighted average mark for all post-propaedeutic course components specified on the list of marks is 8 or higher;
- the mark for the Bachelor’s thesis is 8 or higher;
- the student did not re-sit an examination for any study programme component;
- exemption was granted for a maximum of 18 credits.

3. The qualification ‘cum laude’ shall be awarded to the Master’s diploma if:

• the mark 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);
• the weighted average mark for all study programme components specified on the list of marks is 8 or higher;
• the student did not re-sit an examination for any study programme component;
• exemption was granted for a maximum of 10 credits.

4. Extracurricular course components shall be excluded from the weighting when determining a cum laude qualification.

Article 5.5 – Special references on the degree transcript

A minor programme of no more than 30 ECTS credits may only be recorded as such on a Bachelor’s degree transcript if:

a. the student can provide a minor certificate issued by a faculty or institute of a Dutch university;

b. the Examination Board has granted permission to include a minor in the Bachelor’s programme;

c. the minor concerned does not include courses given within the degree programme for which the student is enrolled, with the exception of the ‘Entrepreneurship’ minor.
Article 5.6 – Quality assurance of final examinations
The Examination Board shall establish objectively and professionally whether a student has the appropriate knowledge, insight and skills required to obtain a degree. The procedure adopted by the Examination Board in this respect is as follows:

1. The subject combination chosen by each Bachelor’s and Master’s student is monitored to determine whether it satisfies the requirements laid down in the Teaching and Examination Regulations Governing the Bachelor’s and Master’s Programmes of the Faculty of Economics and Business (FEB). The Programme Director shall be asked to give advice in the case of discrepancies.

2. The Examination Board guarantees the quality of the assessments (see Article 4.4).

3. The end products of the Bachelor’s and Master’s final examinations are assessed using programme-specific assessment forms.

4. A Master’s thesis is always assessed by a second evaluator.

5. The Examination Board evaluates theses at random. The Examination Board determines annually how it shall take random samples, how the evaluation shall be conducted and the actions to be taken following the findings.

6. A graduation protocol has been established for each programme, specifying the requirements a thesis must meet.

Article 6 – Exemptions

The general rules of the Teaching and Examination Regulations Governing the Bachelor’s and Master’s Programmes of the Faculty of Economics and Business (FEB) include rules on exemptions. This Article stipulates supplementary rules and guidelines in respect of exemptions.

Article 6.1 – Conditions

1. Exemption shall only be granted for components of which the content, level and workload are largely equivalent to the FEB components for which exemption has been requested.

2. Exemptions on the grounds of course components obtained at a foreign institution shall only be granted 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. Requests for exemption from one or more course components must be submitted to the Examination Board in writing. Requests for exemption from propaedeutic courses must be submitted before 1 November (for students commencing 1 September). Requests received after 1 November will not be processed in that academic year.

Article 6.2 – Validity period

With respect to exemptions requested based on courses that do not constitute part of a completed programme, the Examination Board shall apply the guideline that the interim and other examination results must not be more than 3 years old (for propaedeutic, conversion and Master’s courses) or 6 years old (for 2nd and 3rd year Bachelor’s courses) unless the course lecturer deems extension of these limits justified in terms of content. If the courses do constitute part of a completed programme the validity periods of 3 and 6 years respectively may be exceeded.

Article 6.3 – Electives

Students with a university Bachelor’s or Master’s certificate may be granted exemption from the pace allotted for the minor or from the electives of the Bachelor’s programme, regardless
of the weight. Students with a Higher Professional Education degree shall be awarded exemption from a maximum of 12 ECTS credits for the electives of their Bachelor’s programme.

**Article 7 – Retention periods**

1. Interim or other examination papers and scripts, including any assignments and other written materials for which a (partial) mark has been awarded, shall be retained for at least 2 years after the result of the interim or other examination has been determined.
2. Bachelor’s theses or final assignments and Master’s theses shall be retained for at least 7 years.
3. Interim or other examination results (diploma supplements, source documents) shall be retained for at least 30 years.

**Article 8 – Hardship clause**

The Examination Board may make exceptional arrangements in cases in which the provisions of these Rules and Guidelines have unreasonable or unacceptable repercussions for the student.

**Article 9 - Amendment**

These Rules and Guidelines may be amended during the current academic year, unless doing so would be unreasonably detrimental to students’ interests.

**Article 10 – Effective date**

These regulations will take effect on 1 September 2011.

Thus drawn up by the Examination Board for the programmes specified in Article 1.1. of these regulations on 15 July 2011.
Appendix B: Bachelor’s programme Actuarial Science

B.1 Objective of the Bachelor’s programme Actuarial Science and exit qualifications

B.1.1 Aim of the programme
The programme is aimed at developing an academic level of professional and intellectual ability. Students acquire the appropriate knowledge of and skills in the various methods and the underlying literature in the actuarial field. They are hence educated for professions in those fields of business, policy or research that require academic levels of actuarial knowledge. The programme provides a foundation for an analysis of the financial translation, redistribution and settlement of risk processes and savings processes in the financial system of a society. An in-depth knowledge of mathematics, probability and statistics is essential. Students must also be able to apply methods and techniques to: (1) translate risks into a well-grounded and useable overview of cash flows based on statistics; (2) translate this overview into a deterministic or stochastic time-dependent cash flow model of reality to enable more effective management with fewer uncertainties. Standard financing methods are also taught with regard to risk management of financial, insurance and pension practices. In addition, students learn to constantly and consistently test the assumptions used in their models against outcomes realised. In addition to this academic basis, a graduate will also be able to maintain adequate interaction between theory and professional practice. Although orientation towards the profession is important, academic education stands foremost.

The Bachelor’s programme in Actuarial Science prepares students for the Master’s programme in Actuarial Science, which offers specialist actuarial subjects and in which more in-depth financing and investment knowledge is also acquired.

B.1.2 Exit qualifications
There are three categories of exit qualifications:

1. Knowledge
2. Skills
3. Attitude

Knowledge-related exit qualifications
Graduates are required to have acquired knowledge of and insight into problem areas and the practical fields in which actuaries work, as well as the functioning and application of the related techniques and methods available. Insight into issues means that the graduate is able to analyse these based on theoretical concepts and is also able to be critical with respect to solutions chosen for problems in theory and practice. This knowledge and insight should be both nationally and internationally relevant.

A distinction is drawn between three levels of substantive knowledge.

- Level A: introductory knowledge. This concerns knowledge of the basic concepts, standard theories and general insights of the subject. It also concerns an awareness of the subject’s relevance to the Actuarial Studies programme.
• **Level B: core knowledge.** This concerns a solid knowledge of the most important methods and technologies in the subject area. This will often involve a closer study of practical examples.

• **Level C: extended knowledge.** At this level, core knowledge is further developed and supplemented by knowledge of alternative methods and techniques within the subject area. The student is also taught how to apply this knowledge at an academic level.

After successfully completing the course, students will have acquired the following knowledge:

a) Level-B knowledge of mathematical and statistical methods applied in actuarial science: probability, mathematical statistics, linear algebra, calculus, optimisation, differential and difference equations and descriptive statistics.

b) Level-A knowledge of micro-economics and macro-economics.

c) Level-B knowledge of quantitative financing.

d) Level-B knowledge of the mathematical operational research techniques.

e) Level-B knowledge of econometrics.

f) Level-C knowledge of the applicability, scope and limits of actuarial methods in practical situations. These actuarial methods include: stochastic and deterministic financial mathematics, mortality models and demographics, stochastic cash flow models for elementary and multiple life assurances, financing structures for life assurances, savings and risk processes, the financing structure of pensions, solidarity and risk sharing, risk theory, expected utility model, collective and individual risk models, classic ruin model, premium principles and risk measures, bonus-malus systems and the ordering of risks.

**Skills-related exit qualifications**

a) The capacity to translate a problem from practice into a problem definition that can be analysed using methods from the field of actuarial science and to translate the results of these analyses back to the situation in practice.

b) The capacity to draw on relevant sources of technical literature.

c) The capacity to work with modern information technology, including the use of standard software packages and a programming language, and of the Internet as a source of information.

d) The capacity to write clear reports and deliver clear oral presentations, both to fellow actuaries and laypersons;

e) The capacity to interpret and evaluate actuarial results.

**Attitude-related exit qualifications**

a) A quantitative and analytical approach to problems in financial or insurance practice.

b) An understanding of the social context in which the profession is performed; this includes social role of policy recommendations based on actuarial analyses (both in government and business);

c) The capacity both to function independently and to cooperate constructively within a team.

d) A multidisciplinary attitude; actuaries deal directly with experts from different fields in the course of their work, including econometricists, statisticians, auditors, economists, tax specialists, legal advisers, demographers, medical staff, technicians and risk managers.
B.2 Actuarial Science Curriculum

B.2.1. Propaedeutic phase (first year)
The propaedeutic phase includes the general compulsory components with a total workload of 60 ECTS credits and is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong></td>
<td><strong>Period 2</strong></td>
</tr>
<tr>
<td>Mathematics 1</td>
<td>Probability &amp; Statistics 1</td>
</tr>
<tr>
<td>Macro-economics for AEO</td>
<td>Orientation AEO 1</td>
</tr>
<tr>
<td>Academic and Study Skills AEO (0 ECTS)</td>
<td></td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td><strong>Period 4</strong></td>
</tr>
<tr>
<td>Orientation AEO 1</td>
<td>Mathematics 2</td>
</tr>
<tr>
<td><strong>Period 5</strong></td>
<td><strong>Period 6</strong></td>
</tr>
<tr>
<td>Probability &amp; Statistics 2</td>
<td>Programming and Num. Mathematics</td>
</tr>
<tr>
<td>Orientation AEO 2</td>
<td></td>
</tr>
</tbody>
</table>

No formal workload has been allocated to the component Academic and Study Skills AEO; successful participation in this component is an entry requirement for participation in Orientation AEO 1. All other components have a standard workload of 6 EC.

B.2.2. Year 2 of the Bachelor’s programme
The second year of the Bachelor’s phase includes general compulsory components with a total workload of 60 EC. The second year is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period 1</strong></td>
<td><strong>Period 2</strong></td>
</tr>
<tr>
<td>Mathematics 3</td>
<td>Probability &amp; Statistics 3</td>
</tr>
<tr>
<td>Introduction Actuarial Studies: Life</td>
<td>Operations Research 1</td>
</tr>
<tr>
<td><strong>Period 3</strong></td>
<td><strong>Period 4</strong></td>
</tr>
<tr>
<td>Orientation AEO 2</td>
<td>Econometrics 1</td>
</tr>
<tr>
<td><strong>Period 5</strong></td>
<td><strong>Period 6</strong></td>
</tr>
<tr>
<td>Actuarial Studies - Non-life</td>
<td>Mathematical and Empirical Finance</td>
</tr>
<tr>
<td><strong>Period 6</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B.2.0.3. Year 3 of the Bachelor’s programme
The third year of the Bachelor’s phase includes general compulsory components with a total workload of 30 ECTS credits and elective components with a total workload of 30 ECTS credits. The third year is made up as follows:
The elective component is subject to restrictions as provided in Chapter 3, Article 3.5 of the OER. The elective component can be used, among other things, to take a minor or to spend a semester abroad. In this last case, the student should contact the Programme Director to determine how the requirement to complete the component Actuarial Stochastic Models Life can be met.

<table>
<thead>
<tr>
<th>Elective</th>
<th>Actuarial Stochastic Models: Life</th>
<th>Elective</th>
<th>Actuarial Reporting: Life</th>
<th>Elective</th>
<th>Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
<td>Actuarial studies: Pensions</td>
<td>Thesis seminar</td>
<td></td>
</tr>
</tbody>
</table>
**B.3 Actuarial Science Course List**

**B.3.1. Propaedeutic phase course list**
All courses carry 6 ECTS credits unless stated otherwise.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Period</th>
<th>Entry requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6011P0098</td>
<td>Financing for AEO</td>
<td>4</td>
<td>---</td>
</tr>
<tr>
<td>6011P0099</td>
<td>Probability and Statistics 1 (KreS 1)</td>
<td>2</td>
<td>---</td>
</tr>
<tr>
<td>6011P0100</td>
<td>Probability and Statistics 2 (KreS 2)</td>
<td>5</td>
<td>---</td>
</tr>
<tr>
<td>6011P0101</td>
<td>Macro-economics for AEO</td>
<td>1</td>
<td>---</td>
</tr>
<tr>
<td>6011P0102</td>
<td>Micro-economics for AEO</td>
<td>2</td>
<td>---</td>
</tr>
<tr>
<td>6011P0103</td>
<td>Orientation AEO 1</td>
<td>3</td>
<td>Academic and Study Skills AEO</td>
</tr>
<tr>
<td>6011P0104</td>
<td>Orientation AEO 2</td>
<td>6</td>
<td>---</td>
</tr>
<tr>
<td>6011P0105</td>
<td>Programming and Numerical Mathematics</td>
<td>5</td>
<td>---</td>
</tr>
<tr>
<td>6011P0119</td>
<td>Academic and Study Skills AEO</td>
<td>1+2</td>
<td>---</td>
</tr>
<tr>
<td>6011P0106</td>
<td>Mathematics 1</td>
<td>1</td>
<td>---</td>
</tr>
<tr>
<td>6011P0107</td>
<td>Mathematics 2</td>
<td>4</td>
<td>---</td>
</tr>
</tbody>
</table>

**B.3.2. Courses for years 2 and 3 of the Bachelor’s programme**
All courses carry 6 ECTS credits unless stated otherwise.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Period</th>
<th>Entry requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6012B0299</td>
<td>Actuarial Science Thesis seminar and Bachelor’s Thesis (combined 12 EC)</td>
<td>5+6</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted</td>
</tr>
<tr>
<td>6013B0303</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6013B0315</td>
<td>BSc Actuarial Science Bachelor’s Thesis Work Placement (0 EC)</td>
<td></td>
<td>Only in combination with thesis</td>
</tr>
<tr>
<td>6012B0285</td>
<td>Econometrics 1</td>
<td>4</td>
<td>---</td>
</tr>
</tbody>
</table>
**B.4 Actuarial Science Transitional Arrangements**

With regard to the changes to the FEB Bachelor’s programmes that will come into effect on 1 September 2011, the Examination Board has drawn up a number of general regulations. These general regulations apply to all FEB Bachelor’s programmes. In addition, programme-specific transitional arrangements have been drawn up, for both the propaedeutic phase and the post-propaedeutic phases of each programme. The transitional arrangements for the propaedeutic phase are set out in paragraph B.4.2. The arrangements for the second and third years are set out in paragraph B.4.3.

**B.4.1. General Transitional Arrangements for Bachelor’s Programmes 2011-2012**

1. **Compulsory transfer**

   - Students who continue their Bachelor’s programme in the academic year 2011-2012 shall be obliged to transfer to one of the new study programmes. A study programme previously approved by the Examination Board that is not completed by the last examination period in September 2011 for second semester courses of the academic year 2010-2011 shall become invalid upon transfer. The study programme cannot be completed because the outstanding courses will be discontinued.

   - The transitional arrangements drawn up for each specialisation enable students to include courses already passed into their new study programmes.

   - Students who pass each single course in their Bachelor’s programme no later than September 2011 and only need to complete their thesis, may graduate in their ‘old’ programme, subject to the condition that they have a study programme approved by the Examination Board in good time (see 2).

   - Rules of exception have also been defined for students at advanced stages in certain tracks of General Economics and Business Economics. See the programme-specific transitional arrangements for the conditions.

2. **Study programme to be submitted by 1 August 2011**

   - All Bachelor’s students who fail to complete their Bachelor’s programme by September 2011 must submit a study programme to the Examination Board before 1 August 2011. Study programmes can only be submitted in digital form on: [http://www1.fee.uva.nl/studyprogramme/](http://www1.fee.uva.nl/studyprogramme/)

   - Students who have not yet completed their propaedeutic phase but have already passed one or more ‘old’ post-propaedeutic courses are also required to submit a digital study programme before 1 August 2011.

   - Students who hope to graduate in September 2011 at the latest and do not yet have an approved study programme are also required to submit a study programme before 1 August 2011.

   - Students who are required to submit a (new) study programme before 1 August and who fail to do so (in good time) will consequently lose the right to any individual arrangement (see 5).

   - If it turns out later that a student has failed to pass one or more old courses after a study programme has been submitted, he/she shall have the opportunity to alter the submitted programme even if it has already been evaluated by the Examination Board.
3. **More or fewer than 60 ECTS credits in the propaedeutic phase**

- It is possible for students who do not obtain their propaedeutic diploma by September 2011, due to the new programme requirements and the combination with 6EC courses, to have more than 60 ECTS credits when they do complete their propaedeutic phase. The total number of ECTS credits (including extra ECTS credits) shall be stated on the propaedeutic diploma. Students shall also have the option of setting off such ECTS credits against the total number of ECTS credits for the electives in their Bachelor’s programme. Students may submit a written request to the Examination Board for an extra-curricular component to be included as an elective carrying fewer than 6 ECTS credits. Any such written request cannot be submitted until the student has obtained his/her propaedeutic diploma.

- Students who do not complete the propaedeutic phase by September 2011 may have fewer than 60 ECTS credits in their propaedeutic phase. Specific regulations have been drawn up in this respect. The transitional arrangements for the propaedeutic phase of AEO, of Economics and Business Studies / Fiscal Economics.

4. **Fewer than 180 ECTS credits in the Bachelor’s programme**

- Students who must transfer to the new programme shall complete their propaedeutic or Bachelor’s programme with a combination of old and new courses recorded as such on the degree transcript. In the event that a student’s Bachelor phase totals fewer than 180 ECTS credits, due to the new programme requirements and the combination with 6 ECTS-credit courses, he/she shall compensate for the deficit with a course listed in programme-specific transitional arrangement. In most cases this will be an elective course.

- If the deficit in the Bachelor’s programme is 1, 2 or 3 ECTS credits the Examination Board may allow the Bachelor’s thesis to be extended by 3 ECTS credits (standard). Permission may be granted subject to the following criteria:
  - A digital study programme must be submitted to the Examination Board before 1 August 2011; In the case of a deficit of 1, 2 or 3 ECTS credits the Examination Board shall specify on the approved study programme that this regulation may be applied.
  - If, with the approval of his/her study programme, a student is offered the opportunity to extend his/her Bachelor’s thesis, he/she must have completed the thesis seminar before 1 September 2012.

5. **Additional study delays due to curriculum changes**

- The transitional arrangements are such that a student progressing at the standard rate of completion shall be able to continue his/her studies without any delays. The standard rate of completion means that the courses are taken and passed in the order stipulated in the study schedule and that no delay has occurred. Students who do not progress at the standard completion rate may fall behind in their studies.

- Students whose studies become delayed by at least one semester as a result of the transition, i.e. students who will take at least one semester longer to complete their studies solely on account of the curriculum changes, may apply to the Examination Board for an individual arrangement. An individual arrangement may be a bespoke, individual study programme. Any students who meet these criteria are required to submit a new study programme as soon as possible, by 1 August 2011 at the latest and, under ‘Comments’ to describe the cause of the aforementioned additional delay. They are also requested to contact the Examination Board by telephone (during telephone consultation hours) as soon as they have submitted their study programme.
and before 1 August 2011 so that the study programme can be finalised before the beginning of the new academic year.
- Any individual arrangement that is made shall be subject to the condition that the student must have completed his/her entire Bachelor’s programme before 1 September 2012. In the event that the student fails to satisfy this condition, the individual arrangement shall become invalid.

6. **Extra courses**

- The Examination Board would like to point out to students that the FEB shall revise the rules concerning extra courses recorded on the degree transcript effective from the coming academic year. Until 1 August 2011 at the latest, students can still submit an application to include extra courses in compliance with the rules for the 2010-2011 academic year by submitting a digital study programme.
- The rules pertaining to the inclusion of extra courses can be found in the Course Catalogue and in the Teaching and Examination Regulations 2010-2011. [http://www.student.uva.nl/ecb/object.cfm/5CFEACE2-C4F8-4E8C-9793B00CD21C1196](http://www.student.uva.nl/ecb/object.cfm/5CFEACE2-C4F8-4E8C-9793B00CD21C1196)
- Students are urged to specify in the “Comments” field of the study programme which courses in the study programmed should be regarded as extra components.
- Students who have planned an exchange with a foreign university in the 2011-2012 academic year and who would like to have these foreign courses recorded on their degree transcript may be permitted to do so in compliance with the regulations for the 2010-2011 academic year. Permission must be requested from the Examination Board before 1 August 2011 by submitting a study programme with an explanatory note in the ‘Comments’ field of the digital study programme. Furthermore, written proof of the student’s selection for an international exchange (email from the International Office confirming such selection) must simultaneously be sent to the Examination Board or delivered into the Examination Board’s pigeon hole (E.1.52).

Note: The ‘Comments’ field of the study programme need only specify the number of ECTS credits the student wishes to include for courses passed abroad. The actual courses need not yet be specified.
B.4.2 Transitional arrangements applicable to the propaedeutic phase of Actuarial Science

Students will follow the new programme from 1 September 2011. A transitional arrangement shall apply as necessary. This transitional arrangement is intended for students who commenced the Bachelor's programme in Actuarial Science or Econometrics and Operational Research in or before the 2010-2011 academic year and have not yet completed their propaedeutic phase.

Table: Transitional Arrangement for propaedeutic phase of Actuarial Science, Econometrics and Operational Research

As regards the table: From 1 September 2011, students shall follow the New course unless they have already passed the Old course. Under New course, the table makes several references to an additional transitional arrangement or an explanation of a transitional arrangement. These arrangements are shown below the table.

Note:
1. Students who must transfer to the new programme shall complete their propaedeutic programme with a combination of old (5 EC) and new (6 EC) courses recorded as such on the degree transcript.
2. The second and last opportunity to re-sit interim and other examinations for courses in the second semester of 2010-2011 shall be brought forward to September 2011, namely for: Mathematics AEO III, Probability and Statistics 1, V&O: Actuarial Studies, Financing for AEO, Probability and Statistics 2 and Programming.

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance for AEO (6011P0098, 6 EC)</td>
<td>Finance for AEO (226P05, 5 EC)</td>
</tr>
<tr>
<td>Probability and Statistics 1 (6011P0099, 6 EC)</td>
<td>Probability and Statistics 1 (203P05, 5 EC)</td>
</tr>
<tr>
<td>Probability and Statistics 2 (6011P0100, 6 EC)</td>
<td>Probability and Statistics 2 (204P03, 5 EC)</td>
</tr>
<tr>
<td>Macro-economics for AEO (6011P0101, 6 EC)</td>
<td>Macro-economics for AEO (225P05, 5 EC)</td>
</tr>
<tr>
<td>Micro-economics for AEO (6011P0102, 6 EC)</td>
<td>Micro-economics for AEO (224P05, 5 EC)</td>
</tr>
<tr>
<td>Orientation AEO 1 (6011P0103, 6 EC) +</td>
<td>V&amp;O: Econometrics (232P05, 5 EC) +</td>
</tr>
<tr>
<td>Orientation AEO 2 (6011P0104, 6 EC) +</td>
<td>V&amp;O: ORM (231P05, 5 EC) +</td>
</tr>
<tr>
<td>Academic and Study Skills AEO (6012B0328, 0 EC)</td>
<td>V&amp;O Actuarial studies (233P05, 5 EC)</td>
</tr>
<tr>
<td>&gt;See transitional arrangement 1</td>
<td></td>
</tr>
<tr>
<td>Programming &amp; Numerical Mathematics 6011P0105, 6 EC</td>
<td>Programming (235P05, 5 EC)</td>
</tr>
<tr>
<td>&gt;See transitional arrangement 2</td>
<td>Mathematics AEO III (222P05, 5 EC)</td>
</tr>
<tr>
<td>Mathematics 1 (6011P0106, 6 EC)</td>
<td>Analysis A (227P05, 5 EC)</td>
</tr>
<tr>
<td>Mathematics 2 (6011P0107, 6 EC)</td>
<td>Linear Algebra A (229P05, 5 EC)</td>
</tr>
</tbody>
</table>

Additional transitional arrangements:
1. Students who pass V&O: Econometrics, V&O: ORM and V&O: Actuarial Studies will have met the requirements for the new courses Orientation AEO 1, Orientation AEO 2 and Academic and Study Skills AEO. Students who have only passed two of the three V&O courses must pass Orientation AEO 2. Students who have only passed one of the three V&O courses must pass both Orientation AEO 1 and Orientation AEO 2.

2. Students who pass Mathematics AEO III (222P05, 5 ECTS credits) may include this subject in their propaedeutic programme as an extra course to attain the required number of ECTS credits to complete the propaedeutic phase. Students who do not pass Mathematics AEO III (222P05, 5 ECTS credits) must add a programme-related subject to their propaedeutic programme to attain the required number of ECTS credits to complete the propaedeutic phase. Students are requested to contact the Propaedeutic Director in this respect. The student must then submit a written proposal for the additional course to the Examination Board. The Propaedeutic Director shall be required to co-sign this written request.

3. If the propaedeutic phase is completed with more than 60 ECTS credits then the total number of ECTS credits (including the extra ECTS credits) shall be recorded on the propaedeutic diploma. Students who attain extra ECTS credits may also set these off against the total number of ECTS credits for the electives in the Bachelor’s programme (see general regulations Bachelor’s programmes 2011-2012).
B.4.3. Transitional arrangements applicable to years 2 and 3 of the Bachelor's programme in Actuarial Science

These transitional arrangements are intended for students in the second and third years of the Bachelor's programme in Actuarial Science in the 2010-2011 academic year who will continue their studies in the new Bachelor’s programme in Actuarial Science in the 2011-2012 academic year. The transitional arrangements enable these students to incorporate the courses already passed in the new Bachelor’s programme.

Table: Transitional arrangement for Bachelor’s programme in Actuarial Science
As regards the table: From 1 September 2011 onwards, students shall follow the New course unless they have already passed the Old course. Under New course, the table may refer to a transitional arrangement covering multiple courses. These and other additional arrangements are shown below the table.

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econometrics 1 (6012B0285, 6 EC)</td>
<td>Econometrics 1 (4005, 5 EC)</td>
</tr>
<tr>
<td>Introduction Actuarial Studies: Life (6012B0283, 6ECs)</td>
<td>Basis Actuarial Studies 1 (4024, 5 EC) + Basis Actuarial Studies 2 (4025, 5 EC)</td>
</tr>
<tr>
<td>Probability and Statistics 3 (6012B0286, 6 EC)</td>
<td>Probability and Statistics 4 (35013, 5 EC)</td>
</tr>
<tr>
<td>Electives 30 ECs</td>
<td>Econometrics 2 (4006, 5 EC)</td>
</tr>
<tr>
<td>&gt;see transitional arrangements 2+4</td>
<td>Probability and Statistics 3 (3500, 5 EC)</td>
</tr>
<tr>
<td>Mathematical and Empirical Finance (6012B0287, 6 EC)</td>
<td>And other electives passed</td>
</tr>
<tr>
<td>Operational Research 1 (6012B0288, 6 EC)</td>
<td>Operational Research 1D (4016, 5 EC)</td>
</tr>
<tr>
<td>&gt;see transitional arrangement 2</td>
<td>Operational Research 1S (4017, 5 EC)</td>
</tr>
<tr>
<td>Actuarial Studies - Pensions 1 (6012B0298, 6 EC)</td>
<td>Actuarial Studies - Pensions 1 (7317, 5 EC)</td>
</tr>
<tr>
<td>Actuarial Studies - Non-life (6012B0284, 6 EC)</td>
<td>Actuarial Studies - Non-life 1 (7318, 5 EC)</td>
</tr>
<tr>
<td>Actuarial Stochastic Models - Life (6012B0296, 6ECs)</td>
<td>Actuarial Studies - Life 2 (7312, 5 EC)</td>
</tr>
<tr>
<td>Actuarial Science Thesis seminar and Bachelor’s Thesis (6012B0299, 12 EC)</td>
<td>Thesis seminar and Bachelor’s Thesis Actuarial Studies (3511, 10 EC)</td>
</tr>
<tr>
<td>&gt;See transitional arrangements 3+5</td>
<td>Actuarial Studies - Life 1 (7316, 5 EC)</td>
</tr>
<tr>
<td>Actuarial Reporting - Life (6012B0295, 6ECs)</td>
<td>Actuarial Studies AEO IV (3508, 5 EC)</td>
</tr>
<tr>
<td>Mathematics 3 (6012B0291, 6 EC)</td>
<td>Mathematics AEO V (3514, 5 EC)</td>
</tr>
<tr>
<td>Mathematics 4 (6012B0292, 6 EC)</td>
<td></td>
</tr>
</tbody>
</table>

40
### Additional transitional arrangements:

1. Students who pass Basis Actuarial Studies 2 (4025, 5 EC) **only** shall be granted dispensation for Introduction to Actuarial Studies: Life (6012B0283, 6ECs). Students who pass Basis Actuarial Studies 1 (4024, 5 EC) only shall be obliged to include Introduction to Actuarial Studies (6012B0283, 6EC).

2. Students who complete the entire second year of the Bachelor’s programme in Actuarial Science for the 2010-2011 academic year no later than September 2011 thus have met all the requirements for the entire second year of the Bachelor’s programme in Actuarial Science for the 2011-2012 academic year, with the exception of the course Actuarial Studies - Non-life (6012B0284, 6 EC). Students progressing at the standard completion rate shall therefore need to take one less elective in the new-style third year. If a student failed to pass Probability and Statistics 3 (3500, 5 EC), Econometrics 2 (4006, 5ECs) and/or two electives in the ‘old’ second year, he/she shall not be obliged to compensate for this deficit with the three new second-year courses Operational Research 1 (6012B0288, 6 EC), Operational Research 2 (6012B0289, 6 EC) and Mathematical Economics 1 (6012B0290, 6 EC). Instead, he/she may include other Bachelor’s courses from the Bachelor’s programme Econometrics and Operational Research to meet the requirements of year 2. Of course, these may not overlap significantly with an ‘old’ course, equivalent according to the table, which he/she has already passed. Students must include at least one Operations Research course, old or new, in their total Bachelor’s programme.

3. Students who have met the requirements for the Thesis seminar in Actuarial Studies for the 2010-2011 academic year may complete the thesis carrying 10 ECTS credits in the 2011-2012 academic year without having to transfer to the new component Thesis seminar and Bachelor's Thesis in Actuarial Science (6012B0300), which carries 12 ECTS credits.

4. Courses passed no later than September 2011 which shall no longer be compulsory components in the new curriculum may be used as electives or to gain enough ECTS credits to obtain the Bachelor’s degree.

5. Students whose programme totals fewer than 180 ECTS credits, as a result of the new programme requirements and the combination of 5 ECTS credit and 6 ECTS credit courses, should make up the difference with an elective that satisfies the requirements imposed for electives in the Bachelor’s programme. If the deficit in the Bachelor’s programme is 1, 2 or 3 ECTS credits, the Examination Board may allow the Bachelor’s thesis to be extended by 3 ECTS credits (standard). See the General Rules Governing the Transitional Arrangements for Bachelor’s Programmes 2011-2012 for the conditions.

<table>
<thead>
<tr>
<th>Mathematical Economics 1 (6012B0290, 6 EC)</th>
<th>Mathematical Economics A (4029, 5 EC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>see transitional arrangement 2</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C: Bachelor’s programme in Econometrics and Operational Research

C.1 Objective of the Bachelor’s programme in Econometrics and Operational Research and exit qualifications

C.1.1 Aim of the programme
The programme is aimed at developing an academic level of professional and intellectual ability. Students acquire the appropriate knowledge of and skills in the various concepts and methods and the underlying literature in the fields of Econometrics and Operational Research and Management (ORM). They are hence educated for professions in those fields of business, policy or research that require academic levels of econometric and ORM knowledge. The programme provides an academic foundation for practising professions where statistical and mathematical methods are used to analyse and solve general and business economic problems. An in-depth knowledge of mathematics, probability and statistics is essential. Depending on the track selection, the programme also prepares students for the Master’s programme Econometrics and the Master’s programme Operations Research and Management.

Within Econometrics, measurements of economic variables, mathematically formulated economic models and statistical methods are combined to quantify economic relationships. This knowledge adds practical meaning to economic theories, enabling future developments to be predicted or strategic policy to be designed in order to bring about desired developments (by the government, the central bank, company management, etc.).

Operational Research and Operational Management focus on solving logistic and operational problems using quantitative methods and optimisation techniques. Three general objectives can be identified:

- The identification of problems occurring in practice suitable to the application of ORM methods and models.
- The ability to translate these problem definitions into mathematical or relational models which can be quantitatively and qualitatively analysed applying ORM knowledge, insights and techniques.
- The application of these methods and techniques, both analytically and software-supported, and translating the results back to practical or theoretical problem definitions.

C.1.2. Exit qualifications
There are three categories of exit qualifications:

1. Knowledge
2. Skills
3. Attitude

Knowledge-related exit qualifications:
Graduates are expected to have acquired knowledge of and insight into problem areas and the practical fields of Econometrics and ORM, as well as the functioning and application of related techniques and methods available. Insight into issues means that the graduate is able to analyse these based on theoretical concepts and is also able to be critical with respect to solutions chosen for problems in theory and practice. This knowledge and insight should be
both nationally and internationally relevant.

A distinction is drawn between three levels of substantive knowledge.

- **Level A: introductory knowledge.** This concerns knowledge of the basic concepts, standard theories and general insights into the subject area. It also includes insight into the relevance of a subject area to the study programme as a whole.

- **Level B: core knowledge.** This concerns a solid knowledge of the most important streams of thought in a subject area. This will often involve a closer study of practical examples.

- **Level C: extended knowledge.** At this level, core knowledge is further developed and supplemented by knowledge of alternative perspectives within the subject area. The student is also taught how to apply this knowledge at an academic level.

After successfully completing the course, students will have acquired the following knowledge:

a) Level-A knowledge of micro-economics, macro-economics and financing.

b) Level-B knowledge of mathematical and statistical methods applied in econometrics and operational research: linear algebra, calculus, optimisation, differential and difference equations, probability, descriptive statistics and mathematical statistics.

c) Level-B knowledge of econometrics and operational research.

d) Level-B knowledge of quantitative financing.

Furthermore, depending on the track selection:

**In Econometrics:**

e) Level-C knowledge of econometrics and mathematical economics. With regard to econometrics, the linear regression model and the common method of least squares, as well as the most common extensions (generalised least squares, non-linear regression models, maximum likelihood, instrumental variables). With regard to mathematical economics, the theory of consumer and manufacturer behaviour, market types and game theory.

**In Operational Research and Management**

e) Level-C knowledge of operational research. This concerns linear, integer and non-linear programming, dynamic programming, network theory, simulation, queueing theory and combinatorial optimisation.

f) Level-C knowledge of operational management. This concerns techniques such as project management, line balancing and MRP and, in a broader context, the many problem areas and techniques in the field of aggregated planning and stock management.

g) With regard to both operation research and operational management, knowledge of the diversity of application areas and related problems.

**Skills-related exit qualifications**

a) Ability to translate a problem from practice into a problem definition that can be analysed using methods from econometrics and operational research and to translate the results of these analyses back to the situation in practice.

b) The capacity to draw on relevant sources of technical literature.

c) The capacity to work with modern information technology, including the use of standard software packages and a programming language, and of the Internet as a source of information.

d) The capacity to write clear reports and deliver clear oral presentations, both to fellow actuaries and laypersons.

e) The capacity to interpret the results of econometric and/or operational research and
management analyses, recognise the role of assumptions in the analyses and, where possible, verify these assumptions empirically.

**Attitude-related exit qualifications**

a) A primarily quantitative and analytical approach to practical social and business problems.

b) An understanding of the social context in which the profession is performed and the role of policy recommendations based on econometric and/or operational research and management analyses (both in government and business).

c) The capacity both to function independently and to cooperate constructively within a team.

d) A multidisciplinary attitude.
C.2 Econometrics and Operational Research Curriculum

C0.2.1. Propaedeutic phase (first year)
The propaedeutic phase is equivalent to the propaedeutic phase of the Bachelor’s programme in Actuarial Science. See Appendix B paragraph B.2.1. for a description of the propaedeutic programme.

C.2.2. Year 2 of the Bachelor’s programme
The second year of the Bachelor’s programme is equivalent to the second year of the Bachelor’s programme in Actuarial Science. See Appendix B paragraph B.2.2. for a description of the second-year programme.

C.2.3. Year 3 of the Bachelor’s programme
The third study year of the Bachelor’s phase is specialised - students select either of the following two programmes:
- Econometrics
- Operational Research and Management
Both programmes comprise general compulsory components with a total workload of 30 ECTS credits and elective components with a total workload of 30 ECTS credits.

C.2.3.1. Bachelor year 3, Econometrics programme
The third year of the Econometrics programme is made up as follows:

<table>
<thead>
<tr>
<th></th>
<th>First semester</th>
<th></th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 3</td>
</tr>
<tr>
<td>Econometrics</td>
<td>2\textsuperscript{1}</td>
<td>Dynamic</td>
<td>Mathematical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>models</td>
<td>Economics 2</td>
</tr>
<tr>
<td>Restricted</td>
<td>Restricted</td>
<td>Restricted</td>
<td>Restricted</td>
</tr>
<tr>
<td>choice</td>
<td>choice</td>
<td>choice</td>
<td>seminar</td>
</tr>
</tbody>
</table>

The elective component is subject to restrictions as provided in Chapter 3, Article 3.5 of the OER. In addition, the elective component must include at least 2 post-propaedeutic courses

\footnote{Due to this subject being moved from the 2\textsuperscript{nd} to the 3\textsuperscript{rd} study year, as from September 2011, (most of) the students concerned will already have completed this subject. As fewer students are expected, an alternative form of teaching may be adopted for this subject in the 2011-2012 academic year.}
(12 EC) provided by the FEB (and which do not overlap with other courses in the study programme).

The elective component can also be used to take a minor (30 ECTS credits) or to spend a whole semester abroad (30 ECTS credits). Only in the event that the thesis is written during the first semester of the third year: the thesis shall carry 12 ECTS credits and the obligation to participate in the Thesis seminar shall no longer apply. Also, the obligation to include at least 12 ECTS credits of FEB courses in the elective component will not apply.

C.2.3.2. Bachelor year 3, Operational Research and Management programme

The third year of the Operational Research and Management programme is made up as follows:

<table>
<thead>
<tr>
<th></th>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td></td>
<td>Period 2</td>
</tr>
<tr>
<td></td>
<td>OR-Determ.</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td>Methods</td>
<td>OR-Stoch.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Methods</td>
</tr>
<tr>
<td>Period 3</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Period 4</td>
<td>Elective</td>
<td>Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management</td>
</tr>
<tr>
<td>Period 5</td>
<td></td>
<td>Thesis</td>
</tr>
<tr>
<td>Period 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The elective component is subject to restrictions as provided in Chapter 3, Article 3.5 of the OER. The elective component can also be used to take a minor (30 ECTS credits) or to spend a whole semester abroad (30 ECTS credits). Only in the event that the thesis is (possibly) written during the first semester of the third year: the thesis shall carry 12 ECTS credits and the obligation to participate in the Thesis seminar shall no longer apply. If the student spends a semester abroad then the obligation to follow the course Operations and Process Management will no longer apply. Should a student attain fewer than 30 ECTS credits for courses abroad, then he/she shall be required to transfer to a regular programme and yet pass the course Operations and Process Management.
C.3 Econometrics and Operational Research Course List

C.3.1. Propaedeutic phase course list
The course list is identical to the list for the Bachelor’s programme in Actuarial Science, see Appendix B, paragraph B.3.1.

C.3.2. Courses for years 2 and 3 of the Bachelor’s programme
All courses carry 6 ECTS credits unless stated otherwise.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Period</th>
<th>Entry requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6012B0300 /</td>
<td>Thesis seminar and Bachelor’s Thesis</td>
<td>5+6</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted</td>
</tr>
<tr>
<td>6013B0304</td>
<td>Econometrics (combined 12 ECTS credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6012B0301 /</td>
<td>Thesis seminar and Bachelor’s Thesis</td>
<td>5+6</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted</td>
</tr>
<tr>
<td>6013B0305</td>
<td>Operational Research and Management (combined 12 ECTS credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6013B0316</td>
<td>Bachelor’s Thesis Work Placement for BSc in Econometrics and Operational Research (0 ECTS credits)</td>
<td></td>
<td>Only in combination with thesis</td>
</tr>
<tr>
<td>6012B0293</td>
<td>Dynamic Models</td>
<td>2</td>
<td>Mathematics 3 or 4, and KreS 3 or Econometrics 1</td>
</tr>
<tr>
<td>6012B0285</td>
<td>Econometrics 1</td>
<td>4</td>
<td>---</td>
</tr>
<tr>
<td>6012B0294</td>
<td>Econometrics 2</td>
<td>1</td>
<td>Mathematics 3 or 4, and KreS 3 or Econometrics 1</td>
</tr>
<tr>
<td>6012B0293</td>
<td>Introduction Actuarial Studies: Life</td>
<td>1</td>
<td>---</td>
</tr>
<tr>
<td>6012B0286</td>
<td>Probability and Statistics 3 (KreS 3)</td>
<td>2</td>
<td>---</td>
</tr>
<tr>
<td>6012B0287</td>
<td>Mathematical and Empirical Finance</td>
<td>6</td>
<td>---</td>
</tr>
<tr>
<td>6012B0247</td>
<td>Operations and Process Management</td>
<td>5</td>
<td>---</td>
</tr>
<tr>
<td>6012B0288</td>
<td>Operations Research 1</td>
<td>2</td>
<td>---</td>
</tr>
<tr>
<td>6012B0289</td>
<td>Operations Research 2</td>
<td>4</td>
<td>---</td>
</tr>
<tr>
<td>6012B0326</td>
<td>Operations Research – Deterministic</td>
<td>1</td>
<td>---</td>
</tr>
</tbody>
</table>

2 Due to this subject being moved from the 2nd to the 3rd study year, as from September 2011, (most of) the students concerned will already have completed this subject. As fewer students are expected, an alternative form of teaching may be adopted for this subject in the 2011-2012 academic year.
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6012B0297</td>
<td>Operations Research – Stochastic Methods</td>
<td>2</td>
<td>Operations Research 1</td>
</tr>
<tr>
<td>6012B0284</td>
<td>Actuarial Studies: Non-life</td>
<td>5</td>
<td>KreS 2</td>
</tr>
<tr>
<td>6012B0291</td>
<td>Mathematics 3</td>
<td>1</td>
<td>---</td>
</tr>
<tr>
<td>6012B0292</td>
<td>Mathematics 4</td>
<td>3</td>
<td>---</td>
</tr>
<tr>
<td>6012B0290</td>
<td>Mathematical Economics 1</td>
<td>5</td>
<td>---</td>
</tr>
<tr>
<td>6012B0302</td>
<td>Mathematical Economics 2</td>
<td>3</td>
<td>Propaedeutic year diploma in the AEO study programme</td>
</tr>
</tbody>
</table>

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C.4 Econometrics and Operational Research Transitional Arrangements

With regard to the changes to the FEB Bachelor’s programmes that will come into effect on 1 September 2011 the Examination Board has drawn up a number of general regulations. These general regulations apply to all FEB Bachelor’s programmes. In addition, programme-specific transitional arrangements have been drawn up, for both the propaedeutic phase and the post-propaedeutic phases of each programme. The transitional arrangements for the propaedeutic phase are set out in paragraph C.4.2. The arrangements for the second and third year are set out in paragraph C.4.3.

C.4.1. General Transitional Arrangements for Bachelor’s Programmes 2011-2012
The general transitional arrangements are set out in Appendix B, paragraph B.4.1.

C.4.2 Transitional arrangements applicable to the propaedeutic phase of Econometrics and Operational Research
The transitional arrangements are equivalent to the arrangements for the propaedeutic phase of the Bachelor’s programme in Actuarial Science, see Appendix B, paragraph B.4.2.

C.4.3 Transitional arrangements applicable to years 2 and 4 of the Bachelor’s programme in Econometrics and Operational Research
These transitional arrangements are intended for students in the second and third years of the Bachelor's programme in Econometrics and Operational Research in the 2010-2011 academic year, who will continue their studies in the new specialisations Econometrics and Operational Research and Management in the 2011-2012 academic year. The transitional arrangements enable these students to incorporate the courses they have already passed in the new Bachelor’s programme.

Table: Transitional arrangements for the Bachelor’s programme in Econometrics and Operational Research
As regards the table: From 1 September 2011 onwards, students shall follow the New course unless they have already passed the Old course. Under New course, the table may refer to a transitional arrangement covering multiple courses. These and other additional arrangements are shown below the table.

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic Models (6012B0293, 6 EC)</td>
<td>Time series analysis (7315, 5 EC) and Dynamic Systems (3505, 5 EC)</td>
</tr>
<tr>
<td>&gt;see transitional arrangement 2</td>
<td></td>
</tr>
<tr>
<td>Econometrics 1 (6012B0285, 6 EC)</td>
<td>Econometrics 1 (4005, 5 EC)</td>
</tr>
<tr>
<td>Econometrics 2 (6012B0294, 6 EC)</td>
<td>Econometrics 2 (4006, 5 EC)</td>
</tr>
<tr>
<td>&gt;see transitional arrangement 1 for ORM students</td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Introduction Actuarial Studies: Life (6012B0283, 6ECs)</td>
<td>Basis Actuarial Studies 1 (4024, 5 EC) + Basis Actuarial Studies 2 (4025, 5 EC)</td>
</tr>
<tr>
<td>Probability and Statistics 3 (6012B0286, 6 EC)</td>
<td>Probability and Statistics 4 (3501, 5 EC)</td>
</tr>
<tr>
<td>Electives 30 ECs</td>
<td>Probability and Statistics 3 (3500, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Introduction to Game Theory 1 (4021, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Econometrics 2 (4006, 5 EC) (for ORM students)</td>
</tr>
<tr>
<td></td>
<td>Operational Management (4015, 5 EC)</td>
</tr>
<tr>
<td></td>
<td><strong>Simulation (4002, 5 EC)</strong></td>
</tr>
<tr>
<td></td>
<td>Econometrics 3 (7401, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Operations Research: Cases 1 (7408, 5 EC)</td>
</tr>
<tr>
<td></td>
<td><strong>Programming B (3507, 5 EC)</strong></td>
</tr>
<tr>
<td></td>
<td>&gt; see transitional arrangements 1+5</td>
</tr>
<tr>
<td>Mathematical and Empirical Finance (6012B0287, 6 EC)</td>
<td>Investment and Portfolio Theory (7101, 10 EC)</td>
</tr>
<tr>
<td>Operational Research 1 (6012B0288, 6 EC)</td>
<td>Operational Research 1D (4016, 5 EC)</td>
</tr>
<tr>
<td>Operational Research 2 (6012B0289, 6 EC)</td>
<td>Operational Research 1S (4017, 5 EC)</td>
</tr>
<tr>
<td>Operations and Process Management (6012B0247, 6 EC)</td>
<td>Operations and Process Management (7156, 5 EC)</td>
</tr>
<tr>
<td>&gt; see transitional arrangement 3</td>
<td>OR 2 D (7406, 5 EC)</td>
</tr>
<tr>
<td>OR Deterministic Methods (6012B0326, 6 EC)</td>
<td>OR 2 D (7407, 5 EC)</td>
</tr>
<tr>
<td>OR Stochastic Methods (6012B0297, 6 EC)</td>
<td>Actuarial Studies - Non-life 1 (7318, 6 EC)</td>
</tr>
<tr>
<td>Actuarial Studies - Non-life (6012B0284, 6 EC)</td>
<td>Thesis seminar and Bachelor’s Thesis Econometrics (3511, 10 EC)</td>
</tr>
<tr>
<td>&gt; see transitional arrangement 1</td>
<td>Thesis seminar and Bachelor’s Thesis Econometrics (6012B0300, 12 EC)</td>
</tr>
<tr>
<td>&gt; see transitional arrangements 4 and 6</td>
<td>Thesis seminar and Practical Assignment ORM (3512, 10 EC)</td>
</tr>
<tr>
<td>Thesis seminar and Bachelor’s Thesis Operational Research and Management (6012B0301, 12 EC)</td>
<td>Mathematics 3 (6012B0291, 6 EC)</td>
</tr>
<tr>
<td>&gt; see transitional arrangement 6</td>
<td>Mathematics AEO IV (3508, 5 EC)</td>
</tr>
<tr>
<td>Mathematics 4 (6012B0292, 6 EC)</td>
<td>Mathematics AEO V (3514, 5 EC)</td>
</tr>
<tr>
<td>Mathematical Economics 1 (6012B0290, 6 EC)</td>
<td>Mathematical Economics A (4029, 5 EC)</td>
</tr>
<tr>
<td>&gt; see transitional arrangement 1 for ORM students</td>
<td>Mathematical Economics 2 (6012B0302, 6 EC)</td>
</tr>
<tr>
<td>Mathematical Economics 2 (6012B0302, 6 EC)</td>
<td>Mathematical Economics B (7314, 5 EC)</td>
</tr>
</tbody>
</table>
Additional transitional arrangements:

1. Students who complete the entire second year of the Bachelor’s programme in Econometrics and Operational Research for the 2010-2011 academic year no later than September 2011 thus have met all the requirements for the entire second year of the new specialisations Econometrics and Operational Research and Management for the 2011-2012 academic year. Students who have failed to pass one or more courses shall be required to pass the equivalent new courses specified in the table above.

The following additional provisions apply for Econometrics students:
If a student failed to pass Probability and Statistics 3 (3500, 5 EC) and/or Introduction to Game Theory (4021, 5 EC), he/she shall not be obliged to compensate for this deficit with the three new second-year courses Introduction to Actuarial Studies – Life (6012B0283, 6 EC), Actuarial Studies – Non-life (6012B0284, 6 EC) and Mathematical and Empirical Finance (6012B0287, 6 EC). Instead, he/she may include other Bachelor’s courses from the Operational Research and Management programme and from the Bachelor’s programme in Actuarial Science to meet the requirements of year 2. Of course, these may not overlap significantly with an ‘old’ course, equivalent according to the table, which he/she has already passed.

The following additional provisions apply for ORM students:
If a student failed to pass Probability and Statistics 3 (3500, 5 EC) Econometrics 2 (4006, 5 EC), Operational Management (4015, 5 EC) and/or Simulation (4002, 5 EC) then he/she shall not be obliged to compensate this deficit with the four new second-year courses Introduction to Actuarial Studies – Life (6012B0283, 6 EC), Actuarial Studies – Non-life (6012B0284, 6 EC), Mathematical and Empirical Finance (6012B0287, 6 EC) and/or Mathematical Economics 1 (6012B0290, 6 EC). Instead, he/she may include other Bachelor’s courses from the Econometrics programme and from the Bachelor’s programme in Actuarial Science to meet the requirements of year 2. Of course, these may not overlap significantly with an ‘old’ course, equivalent according to the table, which he/she has already passed.

2. If a student has passed both Time Series Analysis (7315, 5 EC) and Dynamic Systems (3505, 5 EC) then he/she has thus also met the requirements of the new course Dynamic Models (6012B0293, 6 EC) from the ‘new’ Econometrics programme. The remaining ECTS credits must be attained in the elective component or used to acquire sufficient ECTS credits for the Bachelor’s degree. If a student only passes one of the two ‘old’ courses, then he/she must also pass Dynamic Models (6012B0293, 6 ECTS credits). Students may include this ‘old’ course in the elective component of the last semester in the third study year or as an extra course to acquire enough ECTS credits to attain the Bachelor’s degree.

3. Operations and Process Management (6012B0247, 6 EC) is not compulsory for ORM students if they have passed one of the following courses:
- OR Cases 1 (7408, 5 EC)
- Programming B (3507, 5 EC)
- OM Cases 1 (7404, 5 EC)
- OM Topics (4003, 5 EC)
- Operations Scheduling (7418, 5 EC)
- OM 2 (7403, 5 EC)
4. Students who have met the requirements for the thesis seminar in Econometrics for the 2010-2011 academic year may complete the thesis carrying 10 ECTS credits in the 2011-2012 academic year without having to transfer to the new component Thesis seminar and Bachelor's Thesis in Econometrics (6012B0300), which carries 12 ECTS credits.

5. Courses passed no later than September 2011 which shall no longer be compulsory components in the new curriculum may be used as electives or to gain enough ECTS credits to obtain the Bachelor’s degree.

6. Students whose programme totals fewer than 180 ECTS credits, as a result of the new programme requirements and the combination of 5 ECTS credit and 6 ECTS credit courses, should make up the difference with an elective that satisfies the requirements imposed for electives in the Bachelor’s programme. If the deficit in the Bachelor’s programme is 1, 2 or 3 ECTS credits, the Examination Board may allow a supplementary assignment to the Bachelor’s thesis, thus extending the thesis by 3 ECTS credits (standard). See the General Rules Governing the Transitional Arrangements for Bachelor’s Programmes 2011-2012 for the conditions.
Appendix D: Bachelor’s programme in Economics and Business Studies

D.1 Objective of the Bachelor’s programme in Economics and Business Studies and exit qualifications

D.1.1. Aim of the programme
The programme is aimed at developing an academic level of professional and intellectual ability. Students acquire knowledge of the scientific literature in the field of economics and business and receive training in the methods and skills to apply this knowledge. Students are thus prepared for professions that put this knowledge into practice.

Broadly speaking, economics is the study of institutions and processes in relation to the use and distribution of scarce, alternatively applicable resources. There are five specialisations within the programme, each focusing on different partial aspects of these general problem areas. The Economics specialisation focuses primarily on general economics subjects, concentrating on the theory and practice of allocation through markets and government institutions. The specialisations Accountancy & Control and Financing & Organisation focus primarily on business economics subjects and examine the performance of businesses based on economic theory, both internally and in the context in which they operate. The specialisation Economics & Financing deals with both general economic and business economic subjects. The specialisation Business Studies deals with business operations in the private and public sector and seeks to achieve an overall and interdisciplinary approach to addressing complex business problems.

All graduates must combine a broad introductory knowledge of economics and business with core knowledge of the various areas of study within one of the five listed specialisations. The knowledge-related exit qualifications are therefore partially differentiated according to the specialisation chosen by the student.

D.1.2. Exit qualifications
There are three categories of exit qualifications:
1. Knowledge
2. Skills
3. Attitude

Knowledge-related exit qualifications:
The course provides knowledge and insight into both national and international economic and management issues. This entails that the graduate is able to analyse such issues on the basis of theoretical concepts and to be critical with respect to solutions chosen for problems in theory and practice, and has acquired experience in proposing solutions of his/her own. A distinction is drawn between three levels of substantive knowledge.

- **Level A: introductory knowledge.** This concerns knowledge of the basic concepts, standard theories and general insights into economics in the broadest sense. It also includes orientation to the various specialisations and related subject areas.
- **Level B: core knowledge.** This involves acquiring core knowledge of the various subject areas of the specialisation and of the most important lines of thought within a subject area. This will often involve a closer study of practical examples.
• **Level C: extended knowledge.** At this level, core knowledge is further developed and supplemented by knowledge of alternative perspectives within the subject area. The student is also taught how to apply this knowledge at an academic level.

After successfully completing the course, students will have acquired the following knowledge:

a) Level-A knowledge of consumer and producer theory, the operation of market forces, macro-economic processes and relationships, financial and management accounting, design and leadership of business organisations, marketing and strategy, and finance;

b) Level-A knowledge of the principles of mathematics and statistics, required for each of the separate specialisations.

c) Level-A knowledge of general principles of philosophy of science and of methodological assessment criteria within economics in a broad sense.

Furthermore, depending on the chosen specialisation:

**Specialisation Accountancy and Control**

a) Level-B knowledge of The manner in which decisions are taken in organisations on investment and finance;

b) Level-B knowledge of economic organisation theory, particularly the manner in which the market environment determines the choice of business strategy and how the business strategy and market environment influence the internal organisation;

c) Level-B knowledge of the manner in which the financial administration is run in organisations;

d) Level-B knowledge of the outlines of private law, particularly property law and business law;

e) Level-B knowledge of the manner in which the management of organisations can be supported through financial insights and reports;

f) Level-B knowledge of the most common statistical methods used in business economics;

g) Level-C knowledge of auditing, external reporting, and management accounting & control.

**Specialisation Business Studies**

a) Level-B knowledge of the management of organisations, human behaviour in organisations, as well as the manner in which organisations determine and implement their strategy;

b) Level-B knowledge of the nature, objectives and effects of marketing activities in organisations;

c) Level-B knowledge of the manner in which decisions are taken in organisations on investment and finance;

d) Level-B knowledge of the contribution of information and ICT to the way organisations operate and innovate, and how this contribution is managed;

e) Level-B knowledge of the manner in which the management of organisations can be supported through financial insights and reports;

f) Level-C knowledge of at least two of the four subject areas Human Resource Management, Marketing Management, Strategy and Organisation, and Information Management in relation to focusing (‘strategy’), organising (‘design’) and implementing (‘execution’) of an organisation’s activities;
g) Level-B knowledge of insights from other areas of study that enable the student to broaden his knowledge of organisations, to increase his understanding of situations, and to communicate about it from various perspectives;

h) Level-B knowledge of the most commonly used research methods and organisational change methods within business administration.

Specialisations Economics and Economics & Financing

a) Level-B knowledge of Micro-economics, in particular the operation of market forces in a mixed economic system;

b) Level-B knowledge of macro-economic issues and the analysis methods applied;

c) Level-B knowledge of the manner in which funds are assigned through the budget mechanism, the manner in which government decisions are made, and the influence of the government on economic decisions made by individuals;

d) Level-B knowledge of the role of money and credit, and of monetary and financial institutions in the economy;

e) Level-B knowledge of international trade theory and politics, exchange rates, international financial traffic and international economic institutions;

f) Level-B knowledge of economic organisation theory, competition issues and industrial organisation.

g) Level-B knowledge of the manner in which decisions are taken in organisations on investment and finance;

h) Level-B knowledge of econometric research methods, particularly regression analysis;

i) Level-B knowledge of mathematical techniques most commonly applied in general economics;

j) Level-B knowledge of game theory and relevant applications thereof in the area of study.

k) Level-C knowledge of at least two of the following subject areas: macro-economics, micro-economics, international economic relations, public sector economics, monetary economics and financial institutions, industrial organisation, corporate finance, investment and portfolio theory.

Specialisation Finance and Organisation

a) Level-B knowledge of the manner in which decisions are taken in organisations on investment and finance;

b) Level-B knowledge of economic organisation theory, particularly the manner in which the market environment determines the choice of business strategy and how the business strategy and market environment influence the internal organisation;

c) Level-B knowledge of the manner in which the financial administration is run in organisations;

d) Level-B knowledge of the outlines of private law, particularly property law and business law;

e) Level-B knowledge of the manner in which the management of organisations can be supported through financial insights and reports;

f) Level-B knowledge of the role of money and credit, and of monetary and financial institutions in the economy;

g) Level-B knowledge of the most common statistical methods used in business economics;

h) Level-B knowledge of econometric research methods, particularly regression analysis;

i) Level-B knowledge of game theory and relevant applications thereof in the area of study;
j) Level-C knowledge of investment and portfolio theory, corporate finance and economic organisation theory.

Skills-related exit qualifications

a) The ability to critically assess theories from various sub-disciplinary backgrounds, and to combine these to solve problems in the field of economics and/or business administration;
b) The ability to critically assess the soundness and relevance of academic research;
c) The ability to carry out applied or theoretical academic research, in which problems are analysed and possible solutions are developed;
d) The ability to use modern ICT resources for source research, data processing, oral and written reporting;
e) The ability to construe and manage new information at an academic level;
f) The ability to develop new knowledge as part of a team;
g) The ability to report clearly and concisely, both orally and in writing;
h) The ability to communicate effectively with people working in organisations in other disciplines;

Attitude-related exit qualifications

a) A multi-disciplinary attitude, demonstrated by an awareness that social issues can also be approached from a non-primary (business) economic perspective;
b) The capacity both to function independently and to cooperate constructively within a team;
c) An awareness of the crucial role people play in the way organisations operate and change;
d) An understanding of the social context within which the practice of economics and business administration takes place;
D.2 Economics and Business Studies Curriculum

The Bachelor’s programme in Economics and Business Studies comprises courses in Dutch and English. Enrolment in programmes in English is subject to selection (see Chapter 2, Article 2.2 of the OER).

The propaedeutic (first year) phase of the Bachelor’s programme in Economics and Business Studies is the same for all students. The second and third academic years of the Bachelor’s phase are specialised - students select any of the following five specialisations:

- Accountancy and Control
- Business Studies
- Economics
- Economics and Finance
- Finance and Organisation

The specialisations Accountancy and Control, and Finance and Organisation are provided in the Dutch programmes only. The three specialisations Business Studies, Economics, and Economics and Finance are provided as part of both the Dutch and the English programmes.

D.2.1. Propaedeutic phase (first year)

The propaedeutic phase comprises general compulsory components with a total workload of 60 EC. The propaedeutic phase is provided in two languages: a Dutch and an English programme.

The Dutch propaedeutic phase is made up of the following components:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Mathematics &amp; Statistics 1</td>
<td>Accounting</td>
</tr>
<tr>
<td>Marketing and Strategy</td>
<td>Micro-economics</td>
</tr>
<tr>
<td>Academic and Study Skills (0 EC)</td>
<td>Electoral Economics and Skills</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td>Fiscal Economics and Skills</td>
<td>Mathematics &amp; Statistics 2</td>
</tr>
<tr>
<td>Organisation and Management</td>
<td>Organisation and Management</td>
</tr>
<tr>
<td>Period 5</td>
<td>Period 6</td>
</tr>
<tr>
<td>Finance</td>
<td>Research project</td>
</tr>
</tbody>
</table>

No formal workload has been allocated to the component Academic and Study Skills; successful participation in this component is an entry requirement for participation in Fiscal Economics and Skills. All other components have a standard workload of 6 EC.

Enrolment in the English propaedeutic programme is subject to selection (see Chapter 2, Article 2.2 of the OER). The English propaedeutic phase is made up of the following components:
No formal workload has been allocated to the component Academic and Study Skills; successful participation in this component is an entry requirement for participation in Academic English and Skills. All other components have a standard workload of 6 EC.

**D.2.2. Years 2 and 3 of the Bachelor’s specialisation Accountancy and Control**

The second year of the specialisation Accountancy and Control includes general compulsory components with a total workload of 60 EC. The second year is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Advanced Statistics</td>
<td>Finance</td>
</tr>
<tr>
<td>Ec. of Markets and Organisations</td>
<td>Intermediate Financial Accounting 1</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td>Theory of Knowledge</td>
<td>Property Law</td>
</tr>
<tr>
<td>Period 5</td>
<td>Period 6</td>
</tr>
<tr>
<td>Intermediate Financial Accounting 2</td>
<td>AC and FE Research Practical</td>
</tr>
</tbody>
</table>

The third year of the specialisation Accountancy and Control includes general compulsory components with a total workload of 30 ECTS credits and elective components with a total workload of 30 ECTS credits. The third year is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 4</td>
</tr>
<tr>
<td>Elective</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>Period 5</td>
<td>Period 6</td>
</tr>
<tr>
<td>Management Accounting, Advanced</td>
<td>Thesis</td>
</tr>
<tr>
<td>Elective</td>
<td>Auditing</td>
</tr>
<tr>
<td>Period 6</td>
<td></td>
</tr>
<tr>
<td>Thesis seminar</td>
<td></td>
</tr>
</tbody>
</table>
The elective component is subject to restrictions as provided in Chapter 3, Article 3.5 of the OER. The elective component can also be used to take a minor (30 ECTS credits) or to spend a whole semester abroad (30 ECTS credits).

Students wishing to follow their Master’s programme with a post-graduate course in Accountancy and Control (Registered Accountant / Registered Controller) must include the following electives:
- Internal Accounting Control 2
- Introduction to General Taxation
- Introduction to Corporate Taxation
- Business Law

D.2.3. Years 2 and 3 of the Bachelor’s specialisation Business Studies

The second year of the programme Business Studies includes general compulsory components with a total workload of 60 ECs. The second year is offered in two tracks: a Dutch and an English programme.

The second year in Dutch is made up of the following components:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>Finance</td>
</tr>
</tbody>
</table>

Enrolment in the English programme is subject to selection (see Chapter 2, Article 2.2 of the OER). The second year in English is made up of the following components:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>Finance</td>
</tr>
</tbody>
</table>

The third year of the Business Studies programme includes general compulsory components with a minimum total workload of 30 ECTS credits and elective components with a maximum total workload of 30 ECTS credits. The third year is taught in English and is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
</table>
In the first semester of the third year, the restricted elective component should be filled with (at least) two of the following three courses:

- Corporate Social Responsibility
- Entrepreneurship and Innovation
- Intermediate Financial Accounting

Students may only include a work placement in combination with their thesis (6 ECTS credits for the work placement plus 6 ECTS credits for the thesis).

The elective component is subject to restrictions as provided in Chapter 3, Article 3.5 of the OER. Relevant (Business-related) electives are E-Business, Cultural Industries and Retail Marketing.

Students wishing to take a 30 ECTS credits minor or to spend a whole semester (30 ECTS credits) abroad may do this in the first semester of the third year. In this particular case only, the courses programmed for that semester need not be included in the study programme. In particular, the following courses in the first semester of the third study year shall no longer be compulsory to students who opt to take a minor / spend a period abroad: Human Resource Management (6012B0222), Information Management (6012B0224) and Project 3: Quantitative Research (6012B0253). Students must, in this case, acquire a minimum of 30 ECTS credits through a minor taken at the UvA or in courses passed during an exchange with a foreign university. In the event that a student acquires fewer than 30 ECTS credits in courses passed abroad, he/she shall be required to transfer to the regular programme. He/she shall then be obliged to pass is Human Resource Management (6012B0222), Information Management (6012B0224) and Project 3: Quantitative Research (6012B0253). The courses passed abroad may be included in the elective component, as a result of which student shall no longer be obliged to pass two of the three compulsory electives (Corporate Social Responsibility, Entrepreneurship and Innovation and Intermediate Financial Accounting). If a student achieves between 24 and 30 ECTS credits abroad, he/she shall not be obliged to transfer to the regular programme and may take Human Resource Management (6012B0222) to make up the necessary total of 30 credits.

D.2.4. Years 2 and 3 of the Bachelor’s programme in Economics

The second year of the Economics programme includes general compulsory components with a total workload of 60 ECs. The second year is offered in two tracks: a Dutch and an English programme.

The second year in Dutch is made up of the following components:
Enrolment in the English programme is subject to selection (see Chapter 2, Article 2.2 of the OER). The second year in English is made up of the following components:

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Statistics</td>
<td>Finance</td>
<td>Theory of Knowledge</td>
<td>Micro-economics</td>
<td>Macro-economics</td>
<td>Game theory</td>
</tr>
<tr>
<td>Ec. of Markets and Organisations</td>
<td>Money and Banking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The third year of the Economics programme includes general compulsory components with a minimum total workload of 30 ECTS credits and electives with a maximum total workload of 30 ECTS credits. The third year is taught in English and is made up as follows:

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Economics</td>
<td>Industrial Organisation</td>
<td>Monetary and Fiscal Policy</td>
<td>Elective</td>
<td>Elective</td>
<td>Thesis</td>
</tr>
<tr>
<td>Econometrics</td>
<td>International Trade and Investment</td>
<td></td>
<td>Elective</td>
<td>Thesis seminar</td>
<td></td>
</tr>
</tbody>
</table>

The elective component is subject to restrictions as provided in Chapter 3, Article 3.5 of the OER. (General economics) electives relevant to the Economics programme are:

- Behavioural Economics
- Development Economics
- Economics of Social Security
- Financial Institutions
- History of Economic Theory and the Netherlands
- Labour Economics
- Political Economy: Dialectic Methodology
- Post-Keyensian Macro-economics

3 This subject shall (most probably) be taught for the last time in 2011-2012.
4 This subject shall (most probably) be taught for the last time in 2011-2012.
Students wishing to take a 30 ECTS credits minor or spend a whole semester (30 ECTS credits) abroad may do this in the second semester of the third year. In that case, both the thesis seminar and the thesis will move to the first seminar of the third year, replacing Monetary and Fiscal Policy and either Industrial Organisation or International Trade and Investment.

If a student achieves fewer than 30 ECTS credits for courses taken abroad, he/she shall be obliged to pass the subjects Industrial Organisation (6 ECTS credits), International Trade and Investment (6 ECTS credits) and Monetary and Fiscal Policy (6 ECTS credits). The courses passed abroad can then be included in the elective component of 18 TS credits or as extra components. An exception is made if between 24 and 30 ECTS credits are achieved abroad. In that case, the necessary number of ECTS credits may be made up with one of the aforementioned courses.

D.2.5. Years 2 and 3 of the Bachelor’s programme in Economics and Finance.
The second year of the Economics and Finance programme is equivalent to the second year of the Economics programme; see paragraph D.2.4 above for a description of the second-year programme.

The third year of the Economics and Finance programme includes general compulsory components with a total workload of 48 ECTS credits and (restricted) electives with a total workload of 12 ECTS credits. The third year is taught in English and is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Advanced Corporate Finance</td>
<td>Restricted Elective</td>
</tr>
<tr>
<td>Econometrics</td>
<td>Restricted Elective</td>
</tr>
</tbody>
</table>

In the first seminar of the third year, the elective component must include (at least) 2 of the following four courses:
- Industrial Organisation
- Intermediate Financial Accounting 1
- International Trade and Investment
- Organisational Economics

D.2.6. Years 2 and 3 of the Bachelor’s programme in Finance and Organisation
The second year of the Finance and Organisation programme includes general compulsory components with a total workload of 60 ECTS credits. The second year is made up of the following components:
The third year of the Finance and Organisation programme includes general compulsory components with a total workload of 30 ECTS credits and electives with a total workload of 30 ECTS credits. The third year is made up as follows:

**First semester** | **Second semester**
---|---
Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6
Advanced Statistics | Finance | Theory of Knowledge | Investment and Portfolio Theory 1 | Investment and Portfolio Theory 2 | Game theory
Ec. of Markets and Organisations | Money and Banking | Management Accounting, Intermediate | International Money

The elective component is subject to restrictions as provided in Chapter 3, Article 3.5 of the OER. Relevant general economics electives are specified in paragraph D.2.4. Other electives relevant to Business Economics are:

- Air Transport Economics
- Corporate Governance
- Economics and Transport
- Real Estate Finance

Students wishing to take a 30 ECTS credits minor or spend a whole semester (30 ECTS credits) abroad may do this in the second semester of the third year. In that case, the thesis seminar and thesis will move to the first semester of the third year, replacing Business Law and the restricted elective (restricted to IFA 1 and Industrial Organisation). The obligation to take Property Law will also cease to apply.

**Should a student fail to achieve 30 ECTS credits for courses taken abroad then he/she shall be obliged to pass all compulsory components for the Finance and Organisation specialisation.** The courses passed abroad may be included in the elective component of 12 EC. An exception is made for students who achieve between 24 and 30 ECTS credits abroad. They can make up the necessary 6 ECTS credits with Property Law (6 ECTS credits) or one of the following courses: Business Law (6 ECTS credits), Intermediate Financial Accounting 1 (6 ECTS credits) or Industrial Organisation (6 ECTS credits).
### D.3 Economics and Business Studies Course List

#### D.3.1. Propaedeutic phase course list
All courses carry 6 ECTS credits unless stated otherwise.

**Propaedeutic phase taught in Dutch**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Period</th>
<th>Entry requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6011P0</td>
<td>Accounting</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>087</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Finance</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>088</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Fiscal Economics and Skills</td>
<td>3</td>
<td>Academic and Study Skills</td>
</tr>
<tr>
<td>096</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Macro-economics</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>091</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Micro-economics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>092</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Marketing and Strategy</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>095</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Research Project</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>093</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Organisation and Management</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>094</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Academic and Study Skills (0 EC)</td>
<td>1+2</td>
<td></td>
</tr>
<tr>
<td>097</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Mathematics and Statistics 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>089</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Mathematics and Statistics 2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>090</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Propaedeutic phase taught in English**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Period</th>
<th>Entry requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6011P0</td>
<td>Academic English and Skills</td>
<td>3</td>
<td>Academic and Study Skills</td>
</tr>
<tr>
<td>117</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Academic and Study Skills (0 EC)</td>
<td>1+2</td>
<td></td>
</tr>
<tr>
<td>118</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Accounting</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>108</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Finance</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>109</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Course</td>
<td>Credits</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Mathematics and Statistics 1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>110</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Mathematics and Statistics 2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Macro-economics</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>112</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Micro-economics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>113</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Marketing and Strategy</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>116</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Organisation and Management</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>115</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6011P0</td>
<td>Research Project</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>114</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### D.3.2. Courses for years 2 and 3 of the Bachelor’s programme

All courses carry 6 ECTS credits unless stated otherwise. Where 2 course codes are given, the first code applies to the programme taught in Dutch and the second code applies to the English programme.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Period</th>
<th>Entry requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6012B0258 / 6013B0307</td>
<td>Thesis seminar and Bachelor’s Thesis Accountancy and Control (12 ECTS credits in total)</td>
<td>5+6</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted.</td>
</tr>
<tr>
<td>6012B0261 / 6013B0311</td>
<td>Thesis seminar and Bachelor’s Thesis Business Studies (12 ECTS credits in total)</td>
<td>5+6 / 2+3</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted.</td>
</tr>
<tr>
<td>6012B0259 / 6013B0308</td>
<td>Thesis seminar and Bachelor’s Thesis Economics (12 ECTS credits in total)</td>
<td>5+6 / 2+3</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted.</td>
</tr>
<tr>
<td>6012B0260 / 6013B0310</td>
<td>Thesis seminar and Bachelor’s Thesis Finance and Organisation (12 ECTS credits in total)</td>
<td>5+6 / 2+3</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted.</td>
</tr>
<tr>
<td>6012B0207</td>
<td>Advanced Corporate Finance</td>
<td>1</td>
<td>Propaedeutic year diploma + Finance</td>
</tr>
<tr>
<td>6012B0276</td>
<td>Air Transport Economics</td>
<td>4</td>
<td>Propaedeutic year diploma</td>
</tr>
<tr>
<td>6012B0208</td>
<td>Auditing</td>
<td>4</td>
<td>IAC 1</td>
</tr>
<tr>
<td>6013B0312</td>
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<td>Only in combination with the thesis</td>
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<td>6013B0313</td>
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<td>6012B0211</td>
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<td>6012B0267</td>
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<td>Introduction to Corporate Taxation</td>
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<td>6012B0244</td>
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<td>Post-Keynesian Macro Economics</td>
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<td>Project 1: Academic Writing and Literature Study</td>
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<td>Project 2: Qualitative Research</td>
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<td>Project 3: Quantitative Research</td>
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<td>6012B0279</td>
<td>Regulation, Regulatory Impact and Reform</td>
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<td>6012B0280</td>
<td>Retail Marketing</td>
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<td>6012B0220</td>
<td>Game Theory</td>
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<td>6012B0257</td>
<td>Strategy and Organisation</td>
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<td>Transition Economics</td>
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<td>6012B0263</td>
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<td>Theory of Knowledge</td>
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<td>Mathematical Economics</td>
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</table>
D.4 Transitional Arrangements for Economics and Business Studies

With regard to the changes to the FEB Bachelor’s programmes that will come into effect on 1 September 2011 the Examination Board has drawn up a number of general regulations. These general regulations apply to all FEB Bachelor’s programmes. In addition, programme-specific transitional arrangements have been drawn up, for both the propaedeutic phase and the post-propaedeutic phases of each programme. The transitional arrangements for the propaedeutic phase are set out in paragraph D.4.2. The arrangements for the second and third year are set out in paragraph D.4.3.

D.4.1 General Transitional Arrangements for Bachelor’s Programmes 2011-2012
The general transitional arrangements are set out in Appendix B, paragraph B.4.1.

D.4.2. Transitional arrangements applicable to the propaedeutic phase of Economics and Business Studies
Students will follow the new programme from 1 September 2011. A transitional arrangement shall apply as necessary. This transitional arrangement is intended for students who commenced the Bachelor’s programme in Economics and Business Studies or Fiscal Economics in or before the 2010-2011 academic year and have not yet completed their propaedeutic phase.

Table of transitional arrangements for the propaedeutic phase of Economics and Fiscal Economics
As regards the table: From 1 September 2011 students shall pass the **New course** unless they have already passed the **Old course**. Under **New course**, the table may refer to a transitional arrangement covering multiple courses. These arrangements are shown below the table.

Note:
1. There may be some overlap between the old and the new courses. As repetition can be beneficial to learning, the Examination Board has no objections to this.
2. Students who must transfer to the new programme shall complete their propaedeutic or Bachelor’s programme with a combination of old and new courses as recorded as such on the degree transcript. If the propaedeutic phase is completed with more than 60 ECTS credits then the total number of ECTS credits (including the extra ECTS credits) shall be recorded on the propaedeutic diploma. Students who attain extra credits may also set these off against the total number of ECTS credits for the electives in the Bachelor’s programme (see general regulations Bachelor’s programmes 2011-2012). Transitional arrangement 1 below the table shall apply for students with a total of fewer than 60 ECTS credits.
3. The second and last opportunity to re-sit interim and other examinations for courses in the second semester of 2010-2011 shall be brought forward to September 2011, namely for: Statistics 1 (164P, 5 EC), Organisation & Management (170P, 6 EC), Mathematics 2 (159P, 4 EC), Finance (152P, 5 EC) and Macro-economics (167P, 7 EC).

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
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<tbody>
<tr>
<td>Accounting (6011P0087, 6 EC)</td>
<td>Financial Accounting (153P, 5 EC)</td>
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</table>
Management Accounting: Introduction (150P, 4 EC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Finance (6011P0088, 6 EC)</td>
<td>Finance (152P, 5 EC)</td>
</tr>
<tr>
<td>Macro-economics (6011P0091, 6 EC)</td>
<td>Macro-economics (167P, 7 EC)</td>
</tr>
<tr>
<td>Micro-economics (6011P0092, 6 EC)</td>
<td>Micro-economics (168P, 7 EC)</td>
</tr>
<tr>
<td>Organisation &amp; Management (6011P0094, 6 EC)</td>
<td>Organisation &amp; Management (170P, 6 EC)</td>
</tr>
<tr>
<td>Marketing &amp; Strategy (6011P0095, 6 EC)</td>
<td>Organisation &amp; Environment (169P, 5 EC)</td>
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<tr>
<td>Research project (6011P0093, 6 EC)</td>
<td>Academic Skills Practical 2 (173P, 3 EC)</td>
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<tr>
<td>Academic &amp; Study Skills (6011P0097, 0 EC)</td>
<td>Fiscal Economics Orientation (161P, 2 EC)</td>
</tr>
<tr>
<td>Fiscal Economics &amp; Skills (6011P0096, 6 EC)</td>
<td>Academic Skills Practical 1 (172P, 2 EC)</td>
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<tr>
<td>Academic and Study Skills (6011P0118, 0 EC)</td>
<td>Academic Skills Practical 1 (115 PE, 4 EC)</td>
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<tr>
<td>Mathematics &amp; Statistics 1 (6011P0099, 6 EC)</td>
<td>Mathematics 1 (158P, 5 EC)</td>
</tr>
<tr>
<td>Mathematics &amp; Statistics 2 (6011P0090, 6 EC)</td>
<td>Mathematics 2 (159P, 5 EC)</td>
</tr>
</tbody>
</table>

**Additional transitional arrangements**

1. The propaedeutic phase must always be completed with a minimum of 60 ECTS credits. Students who achieve fewer than 60 ECTS credits in their propaedeutic programme as a result of the transfer to the new programme may pass part of the Research Project (6011P0093, 6 ECTS credits) in the 2011-2012 academic year to complete their propaedeutic programme. Only students who submit a written request to the Examination Board before 1 November 2011 shall be eligible to participate in the Research Project (details of how such a request is to be submitted to be published later). In all other cases, students shall be obliged to pass the entire Research Project to achieve a minimum of 60 ECTS credits in the propaedeutic phase.

2. Lectures can be followed and (partial) assessments taken in the following courses for the last time in the first semester of the 2011-2012 academic year:
   - Academic Skills Practical 1 (172P, 2 EC) in semester 1, period 1.
   - Fiscal Economics Orientation (161P, 2EC) in semester 1, period 3.

3. The transitional arrangement for the propaedeutic programme in English is identical to the transitional arrangement for the propaedeutic programme in Dutch (with the exception of the English course name and corresponding course code). The only exception is the arrangement concerning the old course Academic Skills Practical 1 (which carried more credits in the English propaedeutic programme due to the absence of Fiscal Economics Orientation). Students who did not pass this course may replace it with the new course Academic English and Skills (6011P0117, 6 EC) during the academic year 2011-2012 only. As of the academic year 2012-2013 students shall be obliged to pass both Academic English and Skills (6011P0117, 6 EC) and Academic and Study Skills (6011P0118, 0 EC).
Examples

1) You have yet to pass Finance (152P, 5 EC) and Macro-economics (167P, 7 EC) and failed the last re-sits in September. You shall then take the new courses Finance (6011P0088, 6 EC) and Macro-Economics (6011P0091, 6 EC). Your propaedeutic programme comprises 60 EC.

2) You have yet to pass Financial Accounting (153P, 5 EC) and Finance (152P, 5 EC) and failed the last re-sits in September. You will have to take 2 new courses: Accounting (6011P0087, 6 EC) and Finance (6011P0088, 6 EC). The 2 extra ECTS credits will be recorded on the transcript of your propaedeutic diploma. You may request the Examination Board to deduct 2 ECTS credits from the elective component of your Bachelor’s programme (see the General Regulations Governing Bachelor’s Programmes 2011-2012).

3) You have yet to pass Statistics 1 (164P, 5 EC) and failed the last re-sit in September. You will then take the new course Mathematics & Statistics 2 (6011P0090, 6 EC). Please note: Students taking Mathematics & Statistics 2 are assumed to have the knowledge of statistics dealt with in Mathematics & Statistics 1. It is your responsibility to ensure you have this knowledge. The extra ECTS credits will be recorded on the transcript of your propaedeutic diploma. You may request the Examination Board to deduct 1 ECTS credits from the elective component of your Bachelor’s programme (see the General Regulations Governing Bachelor’s Programmes 2011-2012).

4) You have yet to pass Mathematics 2 (159P, 4 EC), Statistics 1 (164P, 5 EC) and Finance (152P, 5 EC) and failed the last re-sits in September. You shall then take the new courses Finance (6011P0088, 6 EC) and Mathematics & Statistics 2 (6011P0090, 6 EC). You shall still be 2 ECTS credits short and report to the Examination Board before 1 November 2011. During the academic year 2011-2012 you shall make up the required total for your propaedeutic phase with part of the Research Project (6011P0096, 6 EC).
D.4.3 Transitional arrangements applicable to years 2 and 3 of the Bachelor’s programme in Economics and Business Studies

As of September 2011 the programme specialisations have changed. In 2010-2011 the programme included three specialisations, namely: General Economics, Business Economics and Business Studies. Various tracks were also offered within each of these specialisations. Students who started in one of the old specialisations shall continue their studies in one of the new specialisations.

D.4.3.1 Transitional arrangements applicable to the old General Economics programme, all tracks (for transfer to one of the new Economics or Economics and Finance programmes).

This transitional arrangement is intended for students in their second or third year of the General Economics specialisation of the Bachelor’s programme in Economics and Business Studies in the 2010-2011 academic year, who shall continue their studies in the new Economics or Economics and Finance specialisations of the Bachelor's programme in Economics and Business studies in the 2011-2012 academic year. This transitional arrangement will enable students to include courses already passed in these new Bachelor's specialisations.

Table of Transitional Arrangements for the specialisation Economics and the specialisation Economics and Finance

For each line in this table it applies that: from 1 September 2011 students shall follow the New course unless they have already passed the Old course. Under New course the table may refer to a transitional arrangement covering multiple courses. These and other additional arrangements are shown below the table.

Note: when transferring, an Old course may only be used once to meet the requirement of a New course.

<table>
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<tr>
<th>New course</th>
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<td>Advanced Corporate Finance (6012B0207, 6 EC)</td>
<td>Advanced Corporate Finance (7100, 10 EC)</td>
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<tr>
<td>Econometrics (6012B0212, 6 EC)</td>
<td>Econometrics AE and Research Practical (3019, 10 EC)</td>
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<tr>
<td>Economics of Markets and Organisations (6012B0314, 6 EC)</td>
<td>Industrial Organisation (210BE, 5 EC) or Industrial Organisation: Market Forces and Competition (6028, 5 EC)</td>
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<td>or History of Economic Theory (6004, 5 EC) provided that the programme includes Finance, old (6003) or new (6012B0217)</td>
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<td>Finance (6012B0217, 6 EC)</td>
<td>Finance (6003, 5 EC)</td>
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<td>or</td>
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<td>Course</td>
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<tr>
<td>Money and Banking (6012B0221, 6 EC)</td>
<td>Money, Credit and Banking System (6015, 5 EC)</td>
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<tr>
<td>Industrial Organisation (6012B0223, 6 EC)</td>
<td>Industrial Organisation: Advanced (326BE, 5 EC) or any AIC/AEC course</td>
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<tr>
<td>International Trade and Investment (6012B0232, 6 EC)</td>
<td>IEB 1: Trade (6016, 5 EC)</td>
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<tr>
<td>International Money (6012B0231, 6 EC)</td>
<td>IEB 2: Monetary Systems 1 (6017, 5 EC)</td>
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<td>Investment and Portfolio Theory (7101, 10 EC)</td>
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<td>Development Economics (7154, 5 EC)</td>
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<td>18 ECTS credits for electives in the specialisation Economics</td>
<td>Economics of Social Security (6572, 5 EC)</td>
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<td>European Economic Integration (221BE, 5 EC)</td>
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<td>History of Economic Theory (6004, 5 EC)</td>
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<td>Macro-economics: Growth Theory (321BE, 5 EC)</td>
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### Elective component of the specialisation Economics and Finance

12 ECTS credits restricted electives in the specialisation Economics and Finance:
- Students are obliged to include two of the following courses:
  - Industrial Organisation (6012B0223, 6 EC)
  - Intermediate Financial Accounting 1 (6012B0227, 6 EC)
  - International Trade and Investment (6012B0232, 6 EC)
  - Organisational Economics (6012B0248, 6 EC)

>see additional transitional arrangement 2

- Industrial Organization: Advanced (326BE, 5 EC)
- Intermediate Financial Accounting 1 (6036, 5 EC)
- IEB 1: Trade (6016, 5 EC)
- Economics of Organisation and Management 1 (7121, 10EC)
- History of Economic Theory (6004, 5 EC)

And/or other ‘old’ AIC, AEC and electives passed

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<td>Macro-economics (6012B0235, 6 EC)</td>
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<td>Management Accounting Intermediate (6012B0237, 6 EC)</td>
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<tr>
<td>Micro-economics (6012B0235, 6 EC)</td>
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<td>Macro-economics (6008, 10 EC)</td>
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<tr>
<td>Management Accounting Intermediate (6009, 5 EC) or Intermediate Financial Accounting 1 (6036, 5 EC) or Intermediate Financial Accounting (7139, 5 EC, vv)</td>
<td></td>
</tr>
<tr>
<td>Micro-economics (6011, 10 EC)</td>
<td></td>
</tr>
</tbody>
</table>
Monetary and Fiscal Policy (6012B0242, 6 EC) | Macro-economics: Monetary & Fiscal Policy (333BEU, 5 EC)
---|---
Public Economics (6012B0254, 6 EC) | Economics of the Public Sector (6034, 5 EC) or Public Economics (324BE, 5 EC)
Game Theory (6012B0311, 6 EC) | Micro-economics: Game Theory (322BE, 5 EC)
Thesis + Thesis seminar Economics (6012B0259, 12 EC) | Thesis seminar and BSc Thesis (3020, 10 EC)
Advanced Statistics (6012B0264, 6 EC) | Statistics 2 (3006, 5 EC)
Theory of Knowledge (6012B0313, 6 EC) | Theory of Economics Knowledge (3009, 5 EC)
Mathematical Economics (6012B0325, 6 EC) | Mathematics 3 (3010, 5 EC)

Additional transitional arrangements:

1. A student progressing at the normal completion rate who
   - has completed the entire second year of the specialisation General Economics in the 2010-2011 academic year, and
   - transfers to the new specialisation Economics and Finance, and
   - opts to set off Game Theory (60120311, 6 EC) against History of Economic Theory (6004),
   shall have an additional workload during period 1 of semester 1 as he/she shall also be required to take Economics of Markets and Organisations (6012B0314). The students concerned may substitute Economics of Markets and Organisations (6012B0314, 6 EC) by taking a restrictive elective in block 2 (Organisational Economics (6012B0248, 6 EC) or Industrial Organisation (6012B0223, 6 EC) or Intermediate Financial Accounting 1 (6012B0227, 6 EC). The study programme in the third year for any student using this option shall then be as follows:
   - **first semester of year 3:**
     - period 1: Advanced Corporate Finance (6012B0207, 6 EC) + Econometrics (6012B0212, 6 EC),
     - period 2: two of the following courses: Industrial Organisation (6012B0223, 6 EC) and/or Intermediate Financial Accounting 1 (6012B0227, 6 EC) and/or Organisational Economics (6012B0248, 6 EC)
     - period 3: Monetary and Fiscal Policy (6012B0242, 6 EC)
second semester of year 3:
period 1: Investment and Portfolio Theory 1 (6012B0233, 6 EC) + Management Accounting, Intermediate (6012B0237, 6 EC)
period 2: Investment and Portfolio Theory 2 (6012B0234, 6 EC) + Thesis seminar Economics
period 3: Thesis Economics

2. Courses passed no later than September 2011 which shall no longer be compulsory components in the new curriculum may be used as electives or to attain enough ECTS credits to obtain the Bachelor’s degree. ‘Old’ courses that do not meet the requirements for electives in the new specialisation Economics and Finance may be added to the elective component.

3. Students who have met the requirements for the Thesis Seminar for the 2010-2011 academic year may complete the thesis carrying 10 ECTS credits in the 2011-2012 academic year without having to transfer to the new component Thesis Seminar and Thesis in Economics (6012B0259), which carries 12 ECTS credits.

4. If a programme totals fewer than 180 ECTS credits, as a result of the new programme requirements and the combination of 5 and 6-credit courses, students specialising in Economics should make up the difference with:
   - Industrial Organisation (6012B0223, 6 EC) and/or
   - Monetary and Fiscal Policy (6012B0242, 6 EC) and/or
   - Game Theory (6012B0311, 6 EC) and/or
   - Economics of Markets and Organisations (6012B0314, 6 EC) and/or
   - Finance (6012B0217, 6 EC) and/or
   - General economics electives.

   Students specialising in Economics and Finance should make up the difference with:
   - Game Theory and/or
   - Economics of Markets and Organisations and/or
   - Finance and/or
   - Courses from the Economics and Finance electives.

   If the deficit in the Bachelor’s programme is 1, 2 or 3 ECTS credits, the Examination Board may allow a supplementary assignment to the Bachelor’s thesis, thus extending the thesis by 3 ECTS credits (standard). See the General Rules Governing the Transitional Arrangements for Bachelor’s Programmes 2011-2012 for the conditions.

Regulation concerning Industrial Organisation and International Economics tracks

The tracks Industrial Organisation and International Economics have been moved from the Bachelor’s to the Master’s programme. All Bachelor’s students shall transfer to the new specialisations. Only those students who pass the following AIC/AEC electives in these tracks before September 2011:
   - for the track Industrial Organisation:
     Micro-economics: Behavioural Game Theory (334BEU, 5 EC) and
     Industrial Organisation: regulation (327BE, 5 EC)
for the track International Economics:
  International Economic Organisations (330BEU) and
  International Economics (320BE) and
  European Economic Integration (221BE)
may request permission from the Examination Board to graduate in these ‘old’ tracks.

Such request must be submitted to the Examination Board before 1 August 2011 by submitting a digital study programme with appropriate explanatory note at ‘Comments’.

If such permission is granted, the student must meet all graduation requirements of the old track before 1 September 2012. In this case, students shall complete their old programme with equivalent new courses in accordance with the above table.

D.4.3.2 Transitional arrangements applicable to the old specialisation Business Economics, Accountancy & Control track (before transfer to the new specialisation Accountancy & Control)

These transitional arrangements are intended for students in the second and third years of the Bachelor's programme in Economics and Business Studies, specialisation Business Economics, track Accountancy and Control, in the 2010-2011 academic year who will continue their studies in the new Bachelor’s programme in Economics and Business Studies, specialisation Accountancy and Control, in the 2011-2012 academic year. The transitional arrangements enable these students to incorporate the courses already passed in the new Bachelor’s programme.

Table of Transitional Arrangements for the specialisation Accountancy & Control
As regards the table: From 1 September 2011 onwards, students shall follow the New course unless they have already passed the Old course. Under New course, the table may refer to an additional transitional arrangement. These arrangements are shown below the table.

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis seminar and Bachelor’s Thesis A&amp;C (6012B0258, 12 EC)</td>
<td>Thesis seminar and Bachelor’s thesis (3516, 10 ECs)</td>
</tr>
<tr>
<td>&gt;see additional transitional arrangement 3</td>
<td></td>
</tr>
<tr>
<td>Auditing (6012B0208, 6 EC)</td>
<td>Auditing (6599, support course, 5 EC)</td>
</tr>
<tr>
<td>&gt;see additional transitional arrangement 1</td>
<td></td>
</tr>
<tr>
<td>Economics of Markets and Organisations (6012B0314, 6 EC)</td>
<td>IEB 1 (6016, 5 EC)</td>
</tr>
<tr>
<td>Financial Statement Analysis (6012B0103, 6 EC)</td>
<td>External Reporting 1 (7106, 10 EC)</td>
</tr>
<tr>
<td>&gt;see point 5 in separate document ‘General Transitional Arrangements for Bachelor’s Programmes 2011-2012’</td>
<td></td>
</tr>
<tr>
<td>Finance (6012B0217, 6 EC)</td>
<td>Finance BV (6003, 5 EC)</td>
</tr>
<tr>
<td>Introduction to General Taxation (6012B0225, 6 EC) + Introduction to Corporate Taxation (6012B0226, 6 EC)</td>
<td>Introduction to Taxation 1 (7010, 10 EC)</td>
</tr>
</tbody>
</table>
Intermediate Financial Accounting 1 (6012B0227, 6 EC) | Intermediate Financial Accounting 1 (6036, 5 EC) or CEV (6000, 10 EC)
---|---
Intermediate Financial Accounting 2 (6012B0228, 6 EC) | Intermediate Financial Accounting 2 (6037, 5 EC) or CEV (6000, 10 EC)
Internal Accounting Control 1 (6012B0229, 6 EC) | Internal Accounting Control 1 (6030, 5 EC)
Note: offered in 2011-2012 only in both the first semester (block 1) and the second semester (block 2); from 2012-2013 in second semester only (subject to change).
Internal Accounting Control 2 (6012B0230, 5 EC) | Internal Accounting Control 2 (6033, 5 EC)
Note: in 2011-2012 only, offered in the first semester (block 3), from 2012-2013 in first semester (block 1) only, (subject to change) *see additional transitional arrangement 1*
Electives 30 EC | Money, Credit and Banking System (6015, 5 EC) or Strategic Management (6019, 5 EC)
>see additional transitional arrangements I + 2
Management Accounting, Advanced (6012B0236, 6 EC) | Management Accounting: Advanced level (7114, 10 EC)
Management Accounting, Intermediate (6012B0237, 6 EC) | Management Accounting: Intermediate level (6036, 5 EC)
Business Law (6012B0245, 6 EC) | Business Law (3005, 5 ECs)
>see additional transitional arrangement 1
AC&FE Research Practical (6012B0246, 6 EC) | AC Research Practical AC (3515, 5 EC)
Property Law (6012B0263, 6 EC) | Property Law (3008, 5 EC)
Advanced Statistics (6012B0264, 6 EC) | Statistics 2 (3006, 5 EC)
Theory of Knowledge (6012B0313, 6 EC) | Theory of Knowledge BE (3011, 5 EC)

**Additional transitional arrangements:**

1. Students who have **not** passed at least one of the following courses by the last examination period of September 2011 shall be obliged to include the new course Auditing (6012B0208, 6 EC) in their study programme unless he/she has passed Auditing (6599, sv, 5 EC) in the old curriculum:
   - Internal Accounting Control 2 (6033, 5 EC);
   - Strategic Management (6019, 5 EC);
   - Business Law (3005, 5 EC);
   - Money, Credit and Banking System (6015, 5 EC) and/or
   - one or more electives.

2. Courses passed no later than September 2011 which shall no longer be compulsory programme components in the new curriculum may be used as electives or to attain enough ECTS credits to obtain the Bachelor’s degree.

3. Students whose programme totals fewer than 180 ECTS credits, as a result of the new programme requirements and the combination of 5 and 6-credit courses, should make
up the difference with one or more elective courses that meet the requirements imposed for electives in the Bachelor’s programme. If the deficit is 1, 2 or 3 ECTS credits the Examination Board may allow the Bachelor’s thesis to be extended by 3 ECTS credits (standard). See the General Rules Governing the Transitional Arrangements for Bachelor’s Programmes 2011-2012 for the conditions.

D.4.3.3 Transitional arrangements applicable to the old specialisation Business Economics, track Finance and track Organisational Economics (before transfer to the new specialisation Finance and Organisation)

These transitional arrangements are intended for students in the second and third years of the Bachelor's programme in Economics and Business Studies, specialisation Business Economics, track Finance and Organisational Economics, in the 2010-2011 academic year who will continue their studies in the new Bachelor’s programme in Economics and Business Studies, specialisation Finance and Organisation, in the 2011-2012 academic year. The transitional arrangements enable these students to incorporate the courses they have already passed in the new Bachelor’s programme.

Table of Transitional Arrangements for the specialisation Finance and Organisation
For each line in this table it applies that: from 1 September 2011 students shall follow the New course unless they have already passed the Old course. Under New course, the table may refer to a transitional arrangement covering multiple courses. These and other additional arrangements are shown below the table.

Note:
The Examination Board has drawn up exceptional rules which may apply in exceptional cases that go beyond these transitional arrangements. Eligible students wishing to qualify shall not transfer to the new specialisation Finance and Organisation; they shall graduate in the ‘old’ or adapted track before 1 September 2012 at the latest. Prior permission must always be requested from the Examination Board. These rules of exception are also shown below the table.

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Corporate Finance (6012B0207, 6 EC)</td>
<td>Advanced Corporate Finance (7100, 10 EC)</td>
</tr>
<tr>
<td>Thesis seminar and Bachelor’s Thesis Finance and Organisation (6012B0260, 12 ECTS credits in total)</td>
<td>Thesis Seminar and thesis (3018, 10 EC)</td>
</tr>
<tr>
<td>&gt;see transitional arrangement 3</td>
<td></td>
</tr>
<tr>
<td>Econometrics (6012B0212, 6 EC)</td>
<td>Econometrics BE and Research Practical (8015, 10 EC)</td>
</tr>
<tr>
<td>Economics of Markets and Organisations (6012B0314, 6 EC)</td>
<td>Industrial Organisation: Market Forces and Competition (6028, 5 EC)</td>
</tr>
<tr>
<td>Finance (6012B0217, 6 EC)</td>
<td>Finance (6003, 5 EC)</td>
</tr>
<tr>
<td>Money and Banking (6012B0221, 6 EC)</td>
<td>Money, Credit and Banking System (6015, 5 EC)</td>
</tr>
<tr>
<td>Course</td>
<td>Course</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Industrial Organisation (6012B0223, 6 EC)</td>
<td>Theory of Industrial Organisation (7140, 10 EC) or</td>
</tr>
<tr>
<td></td>
<td>A course from the former list of advanced courses for the specialisation Organisational Economics, namely:</td>
</tr>
<tr>
<td></td>
<td>Intermediate Financial Accounting 1 (6036, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>CEV (6000, 10 EC)</td>
</tr>
<tr>
<td></td>
<td>Strategy &amp; Organisation (7128, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Management Accounting, advanced level (7114, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>HRM (7132, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Micro-economics: Game Theory (322BE, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Micro-economics: Behavioural Game Theory (334BEU, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Micro-economics: Labour Economics (335BEU, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Any other elective passed, but only if the elective component of 15 ECTS credits has already been filled with courses that cannot be included anywhere else in the curriculum.</td>
</tr>
<tr>
<td>Intermediate Financial Accounting 1 (6012B0227, 6 EC)</td>
<td>Intermediate Financial Accounting 1 (6036, 5 EC) or CEV (6000, 10 EC) or</td>
</tr>
<tr>
<td></td>
<td>A course from the former list of advanced courses for the specialisation Organisational Economics, namely:</td>
</tr>
<tr>
<td></td>
<td>Theory of Industrial Organisation (7140, 10 EC)</td>
</tr>
<tr>
<td></td>
<td>Strategy &amp; Organisation (7128, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Management Accounting, advanced level (7114, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>HRM (7132, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Micro-economics: Game Theory (322BE, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Micro-economics: Behavioural Game Theory (334BEU, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Micro-economics: Labour Economics (335BEU, 5 EC)</td>
</tr>
<tr>
<td></td>
<td>Any other elective passed, but only if the elective component of 15 ECTS credits has already been filled with courses that cannot be included anywhere else in the curriculum.</td>
</tr>
<tr>
<td>International Money (6012B0231, 6 EC)</td>
<td>IEB 1: Trade (6016, 5 EC)</td>
</tr>
<tr>
<td>Investment and Portfolio Theory 1 (6012B0233, 6 EC) + Investment and Portfolio Theory 2 (6012B0234, 6 EC)</td>
<td>Investment and Portfolio Theory (7101, 10 EC)</td>
</tr>
<tr>
<td>Electives 12 EC</td>
<td>Strategic Management (6019, 5 EC)</td>
</tr>
</tbody>
</table>
### Additional transitional arrangements:

1. If the entire second year of the Bachelor’s programme (Finance and Organisational Economics tracks) is completed in the 2010-2011 academic year, including Intermediate Financial Accounting 1 (6036, 5 EC) and Econometrics BE and Research Practical (8015, 10 EC), then the third-year study schedule for a student progressing at the standard completion rate shall be as follows:
   - first semester of year 3:
     - Two elective courses (instead of Intermediate Financial Accounting 1 (6012B0227, 6 EC)/Industrial Organisation (6012B0223, 6 EC) and Econometrics (6012B0212, 6 EC)) + Advanced Corporate Finance

<table>
<thead>
<tr>
<th>Course</th>
<th>Equivalent Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>or CEV (6000, 10 EC)</td>
<td>(6009, 5 EC)</td>
</tr>
<tr>
<td>And/or other electives passed</td>
<td></td>
</tr>
<tr>
<td>Management Accounting, Intermediate</td>
<td>Management Accounting: Intermediate level</td>
</tr>
<tr>
<td>(6012B0237, 6 EC)</td>
<td>(6009, 5 EC)</td>
</tr>
<tr>
<td>Business Law (6012B0245, 6 EC)</td>
<td>Business Law (3005, 5 EC)</td>
</tr>
<tr>
<td>Organisational Economics (6012B0248,</td>
<td>Economics of Organisation and Management 1 (7121,</td>
</tr>
<tr>
<td>6 EC)</td>
<td>10EC)</td>
</tr>
<tr>
<td>Game Theory (6012B0311, 6 EC)</td>
<td>Micro-economics: Game Theory (322BE, 5 EC) or Intermediate Financial Accounting 2 (6037, 5 EC) or CEV (6000, 10 EC)</td>
</tr>
<tr>
<td>Property Law (6012B0263, 6 EC)</td>
<td>Property Law (3008, 5 EC) or A course from the former list of advanced courses for the specialisation Organisational Economics, namely: Theory of Industrial Organisation (7140, 10 EC) Strategy &amp; Organisation (7128, 5 EC) Management Accounting, advanced level (7114, 5 EC) HRM (7132, 5 EC) Micro-economics: Game Theory (322BE, 5 EC) Micro-economics: Behavioural Game Theory (334BEU, 5 EC) Micro-economics: Labour Economics (335BEU, 5 EC) or Any other elective passed, but only if the elective component of 15 ECTS credits has already been filled with courses that cannot be included anywhere else in the curriculum.</td>
</tr>
<tr>
<td>Advanced Statistics (6012B0264, 6 EC)</td>
<td>Statistics 2 (3006, 5 EC)</td>
</tr>
<tr>
<td>Theory of Knowledge (6012B0313, 6 EC)</td>
<td>Theory of Knowledge BE (3011, 5 EC)</td>
</tr>
</tbody>
</table>
(6012B0207, 6 EC) + Organisational Economics ((6012B0248, 6 EC) + Business Law (6012B0245, 6 EC);
- second semester of year 3:
  Investment and Portfolio Theory 1 (6012B0233, 6 EC) + Investment and Portfolio Theory 2 (6012B0234, 6 EC) (instead of the two electives) + Property Law (6012B0263, 6 EC) + Thesis seminar + Bachelor’s Thesis

2. Courses passed no later than September 2011 which shall no longer be compulsory components in the new curriculum may be used as electives or to attain enough ECTS credits to obtain the Bachelor’s degree.

3. Students who have met the requirements for the Thesis Seminar for the 2010-2011 academic year may complete the thesis carrying 10 ECTS credits in the 2011-2012 academic year without having to transfer to the new component Thesis Seminar and Thesis in Finance and Organisation (6012B0260) which carry 12 ECTS credits.

4. Students whose programme totals fewer than 180 ECTS credits, as a result of the new programme requirements and the combination of 5 and 6-credit courses, should make up the difference with one or more elective courses that meet the requirements imposed for electives in the Bachelor’s programme. If the deficit in the Bachelor’s programme is 1, 2 or 3 ECTS credits, the Examination Board may allow a supplementary assignment to the Bachelor’s thesis, thus extending the thesis by 3 ECTS credits (standard). See the General Rules Governing the Transitional Arrangements for Bachelor’s Programmes 2011-2012 for the conditions.

Rules of exception for students graduating in an ‘old’ track:

1. Students taking the old track Organisational Economics or the old minor track Organisational Economics who do not wish to transfer to the new specialisation Finance and Organisation because this will require them to include the following extra new compulsory courses to their study programme:
- Investment and Portfolio Theory 1 (6012B0233, 6 EC),
- Investment and Portfolio Theory 2 (6012B0234, 6 EC), and
- Advanced Corporate Finance (6012B0207, 6 EC),

may be permitted to graduate in the old track, subject to the following conditions:

- Permission must be requested from the Examination Board before 1 August 2011 by submitting a study programme with an explanatory note in the ‘Comments’ field of the digital study programme.
- the graduation requirements of the old track must all be met before 1 September 2012

Students to whom such permission is granted shall complete their old programme with equivalent new courses. Additional transitional arrangement 4 set out above shall also apply in this case.
These students shall only have access to the Organisation Economics track of the MSc in Business Economics.

Students who expect to develop little or no delay in their studies if they do include the aforementioned three finance courses are advised to transfer to the new specialisation.

2. Students taking the old minor track Finance who have planned an exchange with a foreign university in the first semester of the 2011-2012 academic year cannot take the courses Advanced Corporate Finance (6012B0207, 6 EC) and Organisation Economics (6012B0248, 6 EC) in the first semester of 2011-2012 (periods 1 and 2, respectively).

They may be permitted to graduate in the old minor track Finance, subject to the following conditions:

- the student has completed the second year of study without any delay by July 2011 (standard completion rate);
- the graduation requirements of the old track must all be met before 1 September 2012.
- Permission must be requested from the Examination Board before 1 August 2011 by submitting a study programme with an explanatory note in the ‘Comments’ field of the digital study programme. Furthermore, written proof of the student’s selection for an international exchange (email from the International Office confirming such selection) must simultaneously be sent to the Examination Board or delivered into the Examination Board’s pigeon hole (E.1.52);

Students to whom such permission is granted shall complete their old programme as follows (without Organisation Economics (6012B0248, 6 EC)):

<table>
<thead>
<tr>
<th>Semester 2, period 1</th>
<th>Semester 2, period 2</th>
<th>Semester 2, period 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment and Portfolio Theory 1 (6012B0233, 6 EC)</td>
<td>Investment and Portfolio Theory 2 (6012B0234, 6 EC)</td>
<td>Bachelor’s Thesis Finance and Organisation (6012B0260, 12 EC)</td>
</tr>
<tr>
<td>Advanced Corporate Finance*</td>
<td>Thesis Seminar Finance and Organisation (0 EC)</td>
<td></td>
</tr>
</tbody>
</table>

* a solution is offered to this specific group of students, enabling them to meet the requirements of Advanced Corporate Finance (6012B0207, 6 EC) in period 1 of the second semester.

Students who have completed their old programme shall have access to the Finance and Real Estate Finance tracks of the MSc in Business Economics only.

3. Students taking the old track Finance or the old minor track Finance may be permitted to graduate in the old track subject to the following conditions:
- following the last examination period of old Bachelor’s courses in September 2011, the student need only take the compulsory courses (he/she will have passed all electives) to obtain his/her Bachelor’s degree;
- permission must be requested from the Examination Board before 1 August 2011 by submitting a study programme with an explanatory note in the ‘Comments’ field of the digital study programme.
- the graduation requirements of the old track must all be met before 1 September 2012.

Students to whom such permission is granted shall complete their old programme with equivalent new courses. Additional transitional arrangement 4 set out above shall also apply in this case.

These students shall only have access to the Finance or Real Estate Finance track of the MSc in Business Economics.

D 4.3.4 Transitional arrangements applicable to the old specialisation Business Studies (before transfer to the new specialisation Business Studies).

Changes in the second and third year of the Bachelor’s in Economics and Business Studies, specialisation Business Studies

These transitional arrangements are intended for students in the second and third years of the Bachelor's programme in Economics and Business Studies, specialisation Business Studies, in the 2010-2011 academic year who will continue their studies in the new Bachelor’s programme in Economics and Business Studies, specialisation Business Studies, in the 2011-2012 academic year. The transitional arrangements enable these students to incorporate the courses already passed in the new Bachelor’s programme.

Table of Transitional Arrangements for the specialisation Business Studies

As regards the table: From 1 September 2011 onwards, students will pass the New course unless they pass the Old course. Under New course the table may refer to an additional transitional arrangement or an explanatory note relating to the transitional arrangement. These and other additional arrangements are shown below the table.

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance (6012B0217, 6 EC)</td>
<td>Finance BV (6003, 5 EC)</td>
</tr>
<tr>
<td>Human Resource Management (6012B0222, 6 EC)</td>
<td>Human Resource Management (7132, 5 EC)</td>
</tr>
<tr>
<td>Information Management (6012B0224, 6 EC)</td>
<td>Information Management (7130, 5 EC) or Knowledge Management (7148, 5 EC) or E-Business (7133, 5 EC, vv)</td>
</tr>
<tr>
<td>Electives (18 EC): 12 EC ‘restricted’ and 6 EC ‘free’</td>
<td></td>
</tr>
<tr>
<td>Electives 12 EC restricted: Students are obliged to include two of the following courses:</td>
<td>And/or other electives passed</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>- Corporate Social Responsibility (6012B0211, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>- Entrepreneurship and Innovation* (6012B0215, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>- Intermediate Financial Accounting 1 (6012B0317, 6 EC)</td>
<td>- Sustainable Management (7127, 5 EC)</td>
</tr>
<tr>
<td>- Intermediate Financial Accounting 1 (6036, 5 EC) or Intermediate Financial Accounting (7139, 5 EC, vv)</td>
<td></td>
</tr>
<tr>
<td>&gt;see additional transitional arrangements 3 and 4</td>
<td></td>
</tr>
<tr>
<td>Electives (18 EC): 12 EC ‘restricted’ and 6 EC ‘free’</td>
<td></td>
</tr>
<tr>
<td>Free electives 6 EC:</td>
<td>Applicable to students taking the track with minor/period abroad:</td>
</tr>
<tr>
<td>- Elective course or</td>
<td>- E-Business (7637 or 7133, 5 EC)</td>
</tr>
<tr>
<td>- Bachelor’s thesis work placement, (course code to be determined, 6 EC)</td>
<td>- Human Resource Management (7132, 5 EC)</td>
</tr>
<tr>
<td>&gt;see additional transitional arrangements 3 and 4</td>
<td>For all students:</td>
</tr>
<tr>
<td>Management Accounting, Intermediate (6012B0237, 6 EC)</td>
<td>- Project 2: Empirical Research (8017, 5 EC)</td>
</tr>
<tr>
<td>&gt;See additional transitional arrangement 1</td>
<td>And/or other electives passed</td>
</tr>
<tr>
<td>Marketing (6012B0238, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Marketing Management (6012B0239, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>MR1: Introduction to Academic Research (6012B0306, 6 EC)</td>
<td>MR1: Introduction to Academic Research (8011, 5 EC)</td>
</tr>
<tr>
<td>MR2: Quantitative Research Methods (6012B0307, 6 EC)</td>
<td>MR2: Quantitative Research Methods (8012, 5 EC)</td>
</tr>
<tr>
<td>Operations and Process Management (6012B0247, 6 EC)</td>
<td>Business Information Management (6032, 5 EC) or</td>
</tr>
<tr>
<td>&gt;see additional transitional arrangements 3 and 4</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Operations and Process Management (7156, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Organisational Psychology (6012B0308, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Organisational Psychology (6031, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Project 1: Academic Writing and Literature Study (6012B0309, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Project 1: Literature Study (8016, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Project 2: Qualitative Research (6012B0310, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Please note: The old Project 2: Empirical Research (8017, 5 EC) is not equivalent to this new course.</td>
<td></td>
</tr>
<tr>
<td>MR 3: Qualitative Research Methods (8013, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Project 3: Quantitative Research (6012B0253, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Project 3: Academic workshop (8008, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Retail Marketing (6012B0280, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Retail Marketing (7638, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Strategic Management (6012B0312, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Strategic Management (6019, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Strategic and Organisation (6012B0257, 6 EC)</td>
<td></td>
</tr>
<tr>
<td>Strategy &amp; Organisation (7128, 5 EC)</td>
<td></td>
</tr>
<tr>
<td>Thesis and Thesis seminar Business Studies (6012B0261, 12 EC)</td>
<td></td>
</tr>
<tr>
<td>Project 4: BSc Thesis Project (8009, 10 EC) + MR 4: Thesis seminar (8014, 5 EC)</td>
<td></td>
</tr>
</tbody>
</table>

Additional transitional arrangements:

1. Students taking the old minor track who pass Intermediate Financial Accounting 1 (6036, 5 EC) or previously passed Intermediate Financial Accounting (7139, 5 EC, vv), may include this course instead of Management Accounting Intermediate (6012B0237, 6 EC) provided they devote at least 30 ECTS credits to a minor or courses abroad.

2. If a student has passed MR 4: Thesis seminar (8014, 5 EC) but Project 4: BSc Thesis Assignment (8009, 10 EC) is not completed in the 2010-2011 academic year, the thesis may still be completed for 10 ECTS credits in the 2011-2012 academic year.

3. Courses passed no later than September 2011 which shall no longer be compulsory components in the new curriculum may be used as electives or to gain enough ECTS credits to obtain the Bachelor’s degree. The free elective component (6 EC) is to be filled first.

4. If a programme totals fewer than 180 ECTS credits, as a result of the new programme requirements and the combination of 5 and 6-credit courses, students should make up the difference with:
- Corporate Social Responsibility (6012B0211, 6 EC) and/or
- Entrepreneurship and Innovation\(^5\) (6012B0215, 6 EC) and/or
- Intermediate Financial Accounting 1 (6012B0317, 6 EC)

If at least two of these three courses have already been included, possibly as equivalent to an old subject, an elective course may be chosen.

5. In the event of a deficit of 1, 2 or 3 ECs the Examination Board may allow the Bachelor’s thesis to be extended by 3 ECs (standard). See the General Rules Governing the Transitional Arrangements for Bachelor’s Programmes 2011-2012 for the conditions.

\(^5\) This course cannot be combined with the new subject Cases in Entrepreneurship (6012B0305, 6 EC).
Appendix E: Bachelor’s programme in Fiscal Economics

E.1 Objective of the Bachelor’s programme in Fiscal Economics and exit qualifications

E.1.1. Aim of the programme
The course has the objective of educating students so that they possess an academic level of knowledge of the modern fiscal economics literature, as well as the ability to apply this knowledge effectively. Although orientation towards a career is important, academic education stands foremost. Fiscal Economics is concerned with the study of tax law from an economic perspective.

E.1.2. Exit qualifications
There are three categories of exit qualifications:

1. Knowledge
2. Skills
3. Attitude

Knowledge-related exit qualifications:
The course offers knowledge and insight into both the national and international fiscal economic situation and opinions. Insight into issues means that the graduate is able to analyse these based on theoretical concepts and is also able to be critical with respect to solutions chosen for problems in theory and practice. A distinction is drawn between three levels of substantive knowledge.

- **Level A: introductory knowledge.** This concerns knowledge of the basic concepts, standard theories and general insights of the subject as well as an awareness of the subjects’ relevance to the course as a whole.
- **Level B: core knowledge.** This concerns a solid knowledge of the most important streams of thought in the subject area. This will often involve a closer study of practical examples.
- **Level C: extended knowledge.** At this level, core knowledge is further developed and supplemented by knowledge of alternative perspectives within the subject area. The student is also taught how to apply this knowledge at an academic level.

After successfully completing the course, students have the following knowledge:

a) Level-A knowledge of consumer and producer theory, the operation of market forces, macro-economic processes and relationships, the public sector economy, financial accounting, management accounting & control, organisational theory, internal organisation, marketing, information management and financing, property law and business law.

b) Knowledge of the necessary mathematical and statistical principles related to each separate area of economics.

c) Level-A knowledge of general philosophical and theoretical principles and theories on practising economic science.
d) Level-B knowledge of the relationship between economics and law in general, of accounting, financing and financial accounting and VAT.

e) Level-C knowledge of the relationship between government and taxation, responsible external reporting and income tax.

Skills-related exit qualifications

a) The ability to critically assess and analyse fiscal economic issues.

b) The ability to report clearly and concisely, both orally and in writing

c) The ability to communicate effectively with people working in organisations in other disciplines

d) The ability to communicate with lawyers and economists in such a way that highlights the link between the two disciplines.

e) The ability to work independently.

Attitude-related exit qualifications

a) A multidisciplinary attitude.

b) The power both to function independently and to cooperate constructively within a team.

c) An understanding of the social context within which Fiscal Economics is practised.
E.2 Fiscal Economics Curriculum

E.2.1. Propaedeutic phase (first year)
The propaedeutic phase is equivalent to the propaedeutic phase of the Bachelor’s programme in Economics and Business Studies. See Appendix D paragraph D.2.1 for a description of the propaedeutic programme.

E.2.2. Year 2 of the Bachelor’s programme
The second year of the Bachelor’s programme includes the general compulsory components with a total workload of 60 ECTS credits and as is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
</tbody>
</table>

E.2.3. Year 3 of the Bachelor’s programme
The second year of the Bachelor’s programme includes general compulsory components with a total workload of 48 ECTS credits and elective components with a total workload of 12 ECTS credits. The third year is made up as follows:

<table>
<thead>
<tr>
<th>First semester</th>
<th>Second semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Period 2</td>
</tr>
<tr>
<td>Government and Taxation</td>
<td>Finance</td>
</tr>
<tr>
<td>Restricted elective</td>
<td>SME Taxation</td>
</tr>
</tbody>
</table>

The restricted elective component in the third year must include (at least) 2 post-propaedeutic courses provided by the FEB (and which do not overlap with other courses in the study programme).
### E.3 Fiscal Economics Course List

**E.3.1. Courses in the propaedeutic phase**
The course list is identical to the course list for the (Dutch) BSc programme in Economics and Business Studies, see Appendix D, paragraph D.3.1.

**E.3.2. Course list for years 2 and 3 of the Bachelor’s programme**
All courses carry 6 ECTS credits unless stated otherwise.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course name</th>
<th>Period</th>
<th>Entry requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6012B0262</td>
<td>Thesis seminar Fiscal Economics</td>
<td>5</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted.</td>
</tr>
<tr>
<td>6013B0314</td>
<td>Thesis Work Placement for BSc in Fiscal Economics (6 EC)</td>
<td></td>
<td>Only in combination with thesis</td>
</tr>
<tr>
<td>6012B0210</td>
<td>SME Taxation</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6012B0209</td>
<td>Value Added Tax VAT</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6012B0217</td>
<td>Finance</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6012B0218</td>
<td>Fiscal Profit Determination</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>6012B0219</td>
<td>Government and Taxation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6012B0225</td>
<td>Introduction to General Taxation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6012B0226</td>
<td>Introduction to Corporate Taxation</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6012B0227</td>
<td>Intermediate Financial Accounting 1 (IFA 1)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>6012B0228</td>
<td>Intermediate Financial Accounting 2 (IFA 2)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6012B0237</td>
<td>Management Accounting, Intermediate</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>6012B0245</td>
<td>Business Law</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6012B0246</td>
<td>AC and FE Research Practical</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>6012B0250</td>
<td>Economics and Law Orientation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6012B0255</td>
<td>Economics of Law</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6013B0306</td>
<td>Fiscal Economics Thesis</td>
<td>6</td>
<td>≥120 ECTS credits and propaedeutic diploma within the programme + study programme submitted.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
<td>Year</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------</td>
<td>---------</td>
<td>------</td>
</tr>
<tr>
<td>6012B0263</td>
<td>Property Law</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>6012B0213</td>
<td>Theory of Knowledge</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
E.4 Fiscal Economics Transitional Arrangements

With regard to the changes to the FEB Bachelor’s programmes that will come into effect on 1 September 2011 the Examination Board has drawn up a number of general regulations. These general regulations apply to all FEB Bachelor’s programmes. In addition, programme-specific transitional arrangements have been drawn up, for both the propaedeutic phase and the post-propaedeutic phases of each programme. The transitional arrangements for the propaedeutic phase are set out in paragraph E.4.2. The arrangements for the second and third year are set out in paragraph E.4.3.

E.4.1 General Transitional Arrangements for Bachelor’s Programmes 2011-2012
The general transitional arrangements are set out in Appendix B, paragraph B.4.1.

E.4.2 Transitional arrangements applicable to the propaedeutic phase of Fiscal Economics
The transitional arrangements are equivalent to the arrangements for the propaedeutic phase of the Bachelor’s programme in Economics and Business Studies, see Appendix D, paragraph D.4.2.

E.4.3 Transitional arrangements applicable to years 2 and 3 of the Bachelor’s programme in Fiscal Economics
These transitional arrangements are intended for students in the second and third years of the Bachelor's programme in Fiscal Economics in the 2010-2011 academic year who will continue their studies in the new Bachelor’s programme in Fiscal Economics in the 2011-2012 academic year. The transitional arrangements enable these students to incorporate the courses they have already passed in the new Bachelor’s programme.

Table of Transitional Arrangements for Fiscal Economics
As regards the table: From 1 September 2011 onwards, students will pass the New course unless they pass the Old course. Under Old course, the table may refer to an additional transitional arrangement. These and other additional arrangements are shown below the table.

<table>
<thead>
<tr>
<th>New course</th>
<th>Old course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis seminar Fiscal Economics (6012B0262, 6 EC)</td>
<td>Thesis seminar FE (3017, 5 EC)</td>
</tr>
<tr>
<td>Value Added Tax VAT (6012B0209, 6 EC)</td>
<td>Sales and Transfer Tax (B2310, 10 EC)</td>
</tr>
<tr>
<td>SME Taxation (6012B0210, 6 EC)</td>
<td>Income Tax – dga (B2170, 5 EC)</td>
</tr>
<tr>
<td>Finance (6012B0217, 6 EC)</td>
<td>Finance (6003, 5 EC)</td>
</tr>
<tr>
<td>Fiscal Profit Determination (6012B0218, 6 EC)</td>
<td>Fiscal Profit Determination (M2005, 5 EC)</td>
</tr>
<tr>
<td>Government and Taxation (6012B0219, 6 EC)</td>
<td>Government &amp; Taxation (7002, 10 EC)</td>
</tr>
<tr>
<td>Introduction to General Taxation (6012B0225, 6 EC) + Introduction to</td>
<td>Introduction to Taxation 1 (7010, 10 EC)</td>
</tr>
</tbody>
</table>
Corporate Taxation (6012B0226, 6 EC)            Intermediate Financial Accounting 1 (6036, 5 EC) or CEV (6000, 10 EC)
Intermediate Financial Accounting 1 (6012B0227, 6 EC) Intermediate Financial Accounting 2 (6037, 5 EC) or CEV (6000, 10 EC)
Intermediate Financial Accounting 2 (6012B0228, 6 EC) Electives (12 EC) Business Administration (3000, 5 ECs) Corporate Taxation (M1225, 5 EC) Statistics 2 (3006, 5 EC)  
Management Accounting, Intermediate (6012B0237, 6 EC) Management Accounting: Intermediate level (6036, 5 EC)
Business Law (6012B0245, 6 EC) Business Law (3005, 5 EC)  
AC & FE Research Practical (6012B0246, 6 EC) FE Research Practical (3015, 5 EC)  
Orientation Economics and Law (course code tbd, 6EC) + Economics of Law (course code tbd, 6 EC) Economics and Law (6001, 10 EC)  
Thesis (6 EC) Thesis (5 EC)  
Property Law (6012B0263, 6 EC) Property Law (3008, 5 EC)  
Theory of Knowledge (6012B0313, 6 EC) Theory of Knowledge BE (3011, 5 EC)

Additional transitional arrangements:

1. Courses completed in the old Bachelor's programme and which, according to the transitional arrangements above, cannot be included in the new Bachelor’s programme may be included in the elective component.

2. If the mark for the thesis carrying 5 ECTS credits has not been submitted to the Student Administration by 1 October 2011 then a thesis carrying 6 ECTS credits must be completed in compliance with the new programme requirements.

3. Students whose programme totals fewer than 180 ECTS credits, as a result of the new programme requirements and the combination of 5 and 6-credit courses, should make up the difference with one or more post-propaedeutic courses in the Bachelor's programme Economics and Business Studies. If the deficit in the Bachelor’s programme is 1, 2 or 3 ECTS credits, the Examination Board may allow a supplementary assignment to the Bachelor’s thesis, thus extending the thesis by 3 ECTS credits (standard). See the General Rules Governing the Transitional Arrangements for Bachelor’s Programmes 2011-2012 for the conditions.

4. Study schedule for a future third-year student progressing at the standard rate of completion and who has passed the entire second year of the Bachelor’s programme in Fiscal Economics in the academic year 2010-2011:
   a. first semester of year 3: Government and Taxation (6012B0219, 6 EC) + Finance (6012B0217, 6 EC) + SME Taxation (6012B0210, 6 EC) + two restricted electives (one of which to substitute Theory of Knowledge (6012B0313, 6 EC)).
   b. second semester of year 3: Fiscal Profit Determination (6012B0218, 6 EC) + Management Accounting Intermediate ((6012B0237, 6 EC); instead of one restricted elective) + Value
Added Tax (6012B0209, 6 EC) + FE Thesis seminar (6012B0262, 6 EC) + Thesis.
The electives must be post-propaedeutic courses in the Bachelor’s programme Economics and Business Studies.
Appendix F: Special programmes

F.1 FEB Honours programme

The University of Amsterdam has an Honours Programme for particularly motivated and talented students who have the desire and ability to do more than a regular Bachelor’s programme alone, wishing to develop their talents more broadly. The Honours Programme comprises 30 ECTS credits spread over five consecutive semesters, starting in the second semester of the first year of the Bachelor’s programme. This 30 ECTS credits workload is additional to the workload of the regular programme. Participation is possible only for those students who can maintain the study pace required and whose study results are above average.

F.1.1. Admission and registration

A first-year student may take part in an Honours programme if he/she satisfies the following requirements:
- The student is progressing at the standard rate of completion, i.e. has attained 30 first-semester credits during the first examination attempt;
- The average study result (weighted to EC) is 7.5 or higher.

A student wishing to participate in the Honours Programme may apply to the Examination Board, through his/her study advisers only, no later than 1 February of his/her first study year. The Examination Board shall notify the student of its decision regarding participation as soon as all the student’s first-semester results are known.

At the end of each academic year, the Examination Board shall assess whether the student should be offered the opportunity to continue the Honours programme. The student shall be given this opportunity provided he/she satisfies the following requirements:
- The student has achieved all 60 ECTS credits of the regular programme during the past academic year;
- The average examination mark of the courses passed in the past study year of the regular programme (weighted to ECTS credits) was 7.5 or higher;
- The student passed the Honours programme components he/she took in the past academic year.

The Examination Board shall inform the student whether or not he/she may continue the Honours programme.

As a result of the UvA-wide Honours regulations taking effect on September 2011, entrance and progress requirements have become more strict. The progress requirements applicable at the time of admission shall apply for students admitted to the Honours programme before the beginning of the 2011-2012 academic year.

F.1.2. The programme

The Honours programme comprises 30 ECTS credits (as a rule five courses carrying 6 ECTS credits) and shall meet the following requirements:
- At least 18 ECTS credits shall consist of honours education beyond the subject area or of interdisciplinary education;
The other two courses (12 ECTS credits) in the Honours programme may be either interdisciplinary or disciplinary courses.

An interdisciplinary course is: an honours course or regular interdisciplinary course provided by the Institute for Interdisciplinary Studies (IIS) of the UvA or Amsterdam University College (AUC), or provided within the context of the VU Honours Programme. A disciplinary course is: a second or third-year course provided by the FEB or another economic faculty. In terms of content, there must be little or no mutual overlap between disciplinary courses or with courses in the regular Bachelor’s programme.

**F.1.3. Honours certificate**

The student shall receive a UvA Honours certificate if:
- All components of the Honours programme have been completed successfully;
- The total number of credits in the Honours programme is 30 ECTS credits or higher;
- The average examination mark of the courses passed in the regular programme (weighted to ECTS credits) is 7.5 or higher;
- The study programme (including Honours programme) was completed within 3 years;
- He/she has been granted exemptions carrying no more than 30 ECTS credits in the regular programme.

As a result of the UvA-wide Honours regulations taking effect on September 2011, the requirements students must satisfy to obtain an Honours certificate have become more strict. The criteria applicable at the time of admission shall apply for students admitted to the Honours programme before the beginning of the 2011-2012 academic year.

In the event that a student does not complete the Honours programme, he/she may include the successfully completed components of the Honours programme in the elective component of the regular study programme – provided the regular study programme allows such. If the regular study programme does not allow this, the student may request permission from the Examination Board to add the courses passed in the Honours programme to the course list corresponding to the Bachelor’s diploma.

**F.2 FEB Minor programmes**

The FEB provides several minor programmes, which are described in a separate document. All students following a FEB minor programme are obliged to observe the rules regarding participation in lectures and examinations, as laid down in the OER of FEB Bachelor’s programmes 2011-2012.

**F.2.1. Admission**

The FEB minor programmes are open only to students who have completed the first year of the Bachelor’s programme (university or higher professional education (HBO)) for which they are registered. Students who are not registered for a particular programme must at least have completed the first year of a Bachelor’s programme. Non-standard FEB students shall be required to register as ‘guest student’ (bijvakstudent) or ‘contract student’ (Short Higher Education – KHO).
The minor programmes provided by the General Economics and Business Studies departments are not open to standard FEB students in Economics and Business Studies, with the exception of the minor programme Entrepreneurship (30 C). The minor programmes provided by the General Economics and Business Studies departments are open to standard FEB students in Econometrics & Operational Research and Actuarial Science, provided there is no overlap between the chosen minor programme and the student’s Bachelor’s programme.

Due to the required prior knowledge of mathematics and statistics, the minor programmes provided by the Quantitative Economics department are accessible only to students who have completed the first year of a BSc in Mathematics, Physics, Computer Science or equivalent programme in the field of exact science. An exception is made for students who have successfully completed the Bachelor’s programme in Economics or Business Studies. They may participate in the minor programme Econometrics and Mathematical Economics (60 EC) only.

**F.2.2. Minor certificate**

Standard FEB students do not receive a minor certificate. If the Examination Board has granted them permission to include a certain minor programme in their Bachelor’s programme, the minor, including the individual minor courses, shall be recorded on their list of marks. Approval from the Examination Board can be obtained by submitting a study programme.

Non-standard FEB students receive a minor certificate on the grounds of a minor programme determined in consultation with the Minor Coordinator. A minor certificate must not include any exemptions. In the event that a student has already passed a minor programme subject elsewhere, he/she shall choose a different subject in consultation with his/her Minor Coordinator.

**F.2.3. Transfer to a Master’s programme**

Any student wishing to transfer to a FEB Master’s programme on the grounds of a minor should apply to the FEB Examination Board for admission at least three months before the start of the Master’s programme in question. The Examination Board shall verify whether all entry requirements of the relevant Master’s programme have been met.

A student may also apply to the Examination Board at the beginning of his/her Minor programme for a decision on admission to the Master’s programme. He/she shall then be required to provide the Examination Board with the Minor programme drawn up in consultation with the Minor Coordinator.
Appendix G: Regulations Governing Bachelor’s Theses and Work Placements at the FEB 2011-2012

G.1. Introduction

These regulations stipulate the conditions and style requirements for Bachelor’s theses and sets out the procedure for writing a Bachelor’s thesis. These regulations also include details of the requirements regarding style and content and the procedure for a Bachelor’s thesis work placement. These regulations frequently refer to the ‘evaluator’ (see paragraph G.2.2); this will often be the actual supervisor.

A thesis seminar is scheduled in all programmes to facilitate the writing of the Bachelor’s thesis. In the Fiscal Economics programme, the thesis seminar and the Bachelor’s thesis are two separate courses. For all other programmes and specialisations the thesis seminar and Bachelor’s thesis are integrated. Participation in this thesis seminar is compulsory.

G.2. Bachelor’s thesis

The writing of a Bachelor’s thesis is compulsory for all FEB Bachelor’s programmes. The Bachelor’s thesis must be written at the end of the programme on a subject within the programme as approved by the Programme Director or Specialisation Coordinator. The subject of the Bachelor’s thesis should be related to a relevant subject area within the student’s chosen programme of study.

G.2.1. What is a Bachelor’s thesis?

Content requirements
A Bachelor’s thesis is a ‘written report on study research’. The following requirements apply in terms of the content of a Bachelor’s thesis: The thesis must be an independent work made specifically for that occasion and containing the student’s own creative thoughts. In other words, a Bachelor’s thesis must not include copied sources (internet, books, magazines) and not have been submitted and graded elsewhere (other course, other study programme, other university). The nature of the study research must be clearly academic, e.g., a project in which an evaluating or advisory research question is answered. The research must be conducted independently by the student.

In addition to the content requirements above, the general requirements for the content and style of academic texts also apply, e.g. the use of sources and literature references. In Dutch programmes, the Bachelor’s thesis may be written in either Dutch or English.

Length
In principle, the length of a Bachelor’s thesis shall be between 15 and 30 pages or, more specifically, between 4500 and 9000 words. Deviations from this prescribed length are permitted at the discretion of the evaluator.

Front page information
The front page of the thesis shall at least contain the following information: title, name of author, college card number, date of final version, study programme, specialisation, FEB, UvA, and the name of the evaluator.
Joint thesis
Students wishing to write a joint thesis are obliged to apply in writing to the Examination Board for prior approval. In this application the students shall indicate which part of the research each of them shall conduct independently and which part shall be conducted collectively. Each student shall be required to conduct a substantial part of the research. He/she shall be required to report independently on the research conducted. In the event of a joint thesis, the scope and level of the work performed should be comparable to the work required of a student conducting his/her thesis research alone. The application shall be signed by the students applying and the supervising lecturer.

G.2.2 Qualified examiners and Bachelor’s thesis evaluator
Only FEB lecturers – and in the case of the programme Fiscal Economics, also FdR lecturers – qualified as examiners may act as evaluator; see Article 3 of the Regulations and Guidelines of the Examination Board (Appendix A). The Programme Director or the Specialisation Coordinator shall appoint a lecturer as supervisor and a lecturer as evaluator.

G.2.3 Procedure for writing a Bachelor’s thesis
For all programmes except Fiscal Economics, the Bachelor’s thesis is written within the programme’s thesis seminar.6 In the Fiscal Economics programme, the thesis seminar and the Bachelor’s thesis are two separate courses.

1. Registering for thesis seminar. The student shall register for the thesis seminar within his/her specialisation. For admission to the thesis seminar, the student must have attained a minimum of 120 credits, including exemptions and a completed propaedeutic programme, and have submitted his/her study programme to the Examination Board for approval. A student who does not satisfy these entry requirements shall not be allowed to commence the thesis seminar or start writing a Bachelor’s thesis.

2. Determining the subject and appointing a supervisor At the beginning of the thesis seminar, the student shall decide on a subject for his/her Bachelor’s thesis in consultation with the thesis seminar coordinator. Within the framework of the thesis seminar, the student will work on a concept for the Bachelor’s thesis and he/she shall be assigned a supervisor.7 The concept shall be formally approved and the supervisor assigned by the Specialisation Coordinator or Programme Director. He/she may also delegate this to the thesis coordinator of the programme/department of the seminar coordinator. Students may express a preference for a particular supervisor but the ultimate allocation shall always be at the discretion of the Programme Director/Specialisation Coordinator. Writing the Bachelor’s thesis Once the student has received notification from the Programme Director or Specialisation Coordinator

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6 Only students in the programme Econometrics and Operational Research who wish to spend the second semester of the third year (30 EC) abroad and who will consequently be unable to participate in the scheduled final-year seminar may write their Bachelor’s thesis separately from the final-year seminar. These students should first contact the Programme Director or Specialisation Coordinator.

7 A concept should include the following: a central theme, a textual structure, a preliminary reading list, and a general explanation or a draft version of the introduction.
that his/her thesis concept has been approved and who his/her supervisor shall be,
he/she can start working on the thesis. Depending on the programme, part or all of the
supervision shall be provided within the context of the thesis seminar.

*Evaluation* Once the student is satisfied that the thesis is finished, he/she shall submit a
printed and a digital copy to the evaluator; this is usually the supervisor, but see also
paragraph G.2.2. The evaluator shall determine the mark for the thesis and notify the
student of such within a maximum of four weeks. If the Bachelor’s thesis mark is below
that required to pass (lower than a 6), the student shall be given one opportunity to
improve the thesis as advised by the evaluator. If an improved final version is
subsequently submitted (in both printed and digital forms) the student should again
receive notification of the mark awarded by the evaluator within four weeks. As a
standard part of the evaluation the lecturer shall check the digital version of the thesis for
plagiarism (see paragraph G.2.7).

3. **Completing the evaluation form** If the thesis marked as a pass, the evaluator shall
complete the evaluation form. The evaluation form shall state the date on which the
mark was determined; as stipulated above this shall be within 4 weeks of the
Bachelor’s thesis being submitted. The evaluator shall sign and submit the evaluation
form and the digital version of the Bachelor’s thesis to the Examinations and Student
Affairs Office (BES). BES shall not accept the thesis unless the above requirements
have been met. The evaluator shall also provide the student with a copy of the
evaluation form.

**G.2.4 Deferred disclosure**
In principle, the Bachelor’s thesis shall be publicly available. If the student is of the opinion that
specific information used in his/her Bachelor’s thesis should remain confidential, he/she must
request deferred disclosure.

The student may then choose one of the following three options: limited confidentiality (for a
maximum of three years), an extended period of confidentiality (for a maximum of six years,
in exceptional cases only), or a parallel version of the thesis, i.e. a thesis in which all
confidential information has been left out or anonymised.

In all cases any such deferral of disclosure shall be subject to the approval of the Examination
Board. The relevant request must be well-motivated and co-signed by the evaluator. The student
must submit the request to the FEB Examination Board as soon as he/she is aware that the
information to be used is confidential. A request to defer disclosure of a Bachelor’s thesis must
be submitted to the Examination Board no later than four weeks before the thesis in question
is submitted to the BES (see G.2.5).

**G.2.5 Storage and retention of Bachelor’s theses**
Once the evaluator has approved a Bachelor’s thesis he shall forward the evaluation form and
digital version of the thesis, with his/her signature, to the Examinations and Student
Affairs Office (BES). Only the digital version of the Bachelor’s thesis shall be stored in the
Pierson Révész Library.

If a Bachelor’s thesis is confidential (with permission granted), it shall be stored by the BES but,
subject to the decision of the Examination Board, shall not be accessible for up to 6 years in
exceptional situations. In such cases, the thesis can only be accessed by the author, the thesis
evaluators, the Programme Director, the thesis coordinator, the Chairperson of the Examination
Board, the Head of the BES and the Director of the College. On request, the confidential theses

101
may also be accessed by external Review Committees in their nationwide assessment of the quality of education.

**G.2.6 Objection and appeal**

In the event of a conflict, the student is advised to first seek to resolve the problem through consultation with the supervisor before initiating the formal procedure set out below. Students may also always contact the study advisors, who can offer the student unbiased advice.

In the event of a conflict between a student and a lecturer, there are several steps the student may take. Initially, he/she must contact the Programme Director or Specialisation Coordinator, who is expected to mediate. If this does not lead to a satisfactory solution, the student may submit the problem in writing to the Examination Board of the study programme concerned. The Examination Board shall respond within a maximum of four weeks. In the last instance, he/she may contact the Examination Appeals Board (COBEX) of the UvA.

**G.2.7 Plagiarism**

The FEB strictly monitors that students do not commit plagiarism in written assignments. Any case of plagiarism shall be reported to the FEB Examination Board, which shall determine the sanction to be imposed. The relevant regulations are specified in Appendix I.

**G.3. Bachelor’s Thesis Work Placement**

It is possible to do practical training within the context of the Bachelor’s thesis, the so-called Bachelor’s thesis work placement. A Bachelor’s thesis work placement is possible in all programmes. Students register for a Bachelor’s thesis work placement through SIS. A Bachelor’s thesis work placement is only recognised as such if it is completed in accordance with FEB Work Placement Office procedures.

No credits are awarded to the actual Bachelor’s thesis work placement in the programmes Actuarial Science and Econometrics and Operational Research. The name of the company shall be recorded separately on the list of marks.

- Thesis Work Placement for BSc in Actuarial Science (6013B0315, 0 EC)
- Thesis Work Placement for BSc in Econometrics and Operational Research (6013B0316, 0 EC)

As part of the Economics & Business Studies and Fiscal Economics programmes it is possible to attribute 6 ECTS credits to the Bachelor’s thesis work placement in the elective component (in addition to the credits for the Bachelor’s thesis).

- Thesis Work Placement for BSc in Economics and Business Studies (6013B0312, 6 EC)
- Bachelor’s Thesis Work Placement BSc Economics and Business (6013B0313, 6 EC)
- Thesis Work Placement for BSc in Fiscal Economics (6013B0314, 6 EC)

A Bachelor’s thesis work placement is understood to be: ‘a study research at an academic level conducted within a company or organisation’. The nature of the study research must therefore be clearly academic, e.g. a research project in which an evaluating or advisory research question is answered or analysed. The actual work placement shall last a minimum of 168 hours. This will enable the student to become acquainted with applying his/her
knowledge in practice and using this experience to complete his/her study. Doing a work placement, in which the student is assigned individual responsibility, will increase the student’s critical insight and analytical skills, and teach him/her to apply academic knowledge creatively and innovatively. Additional objectives of doing a work placement include labour market orientation, enhancing the student’s personal learning objectives and study motivation. The student shall complete the work placement by writing a work placement report.

G.3.1 Procedure for doing a Bachelor’s thesis work placement
As a Bachelor’s thesis work placement is done in the context of the Bachelor’s thesis, the requirements and procedures laid down in paragraph G.2. shall apply in full. For example, the work placement cannot be commenced until all the entry requirements for the thesis seminar have been satisfied.

In addition to the procedure for writing the Bachelor’s thesis (see paragraph G.2.3), the following additional steps should also be taken: (additional information can be found on the Work Placement Office website)

1. **Registering as seeking a work placement** A student seeking to do a Bachelor’s thesis work placement should register as such with the FEB Work Placement Office. The student should also register for the Bachelor’s thesis work placement course through SIS for the period in which he/she plans to do the work placement.

2. **Approval of work placement and drawing up a work placement plan** Once the student has found a work placement, he/she shall submit this as a proposal to the Specialisation Coordinator or Programme Director. He/she shall assess whether the work placement satisfies the requirements in terms of content. The student shall then draw up a work placement plan. In terms of style and language the same requirements are imposed for the plan as for the Bachelor’s thesis. The plan shall be 1-2 pages long or, more specifically, 300-600 words. Before the work placement commences, the plan is to be approved and signed by the Specialisation Coordinator / Programme director and the contact within the company or organisation concerned. Before the work placement commences, the student shall hand in a copy of the work placement plan to BES (the Student Desk).

3. **Work placement and supervision** The student shall be supervised from FEB by the supervising lecturer. The work performed as part of the work placement will be assessed by the contact within the company or organisation concerned.

4. **Writing a work placement report** After completion of the work placement, the student shall write a work placement report. This report shall be supplementary to the Bachelor’s thesis. With regard to the structure of the report, the following guidelines apply:
   - introduction formulating the purpose statement
   - account of the work conducted and the information and/or data acquired
   - conclusion
   - evaluation of the activities performed, the scope of the work placement, supervision and personal objectives.

In terms of style and language the same requirements are imposed for the report as for the Bachelor’s thesis. The Bachelor’s work placement report shall be 4-5 pages long or, more specifically, 1200-1500 words.

5. **Company Supervisor Evaluation.** The Company Supervisor shall complete an evaluation form. This evaluation shall not be considered in the lecturer’s evaluation unless the lecturer has clearly stated otherwise beforehand. It primarily
serves to inform the student and the Work Placement Office. A copy of the form must be handed in at BES (the Student Desk).

6. **Evaluation of the work placement report and entry on the list of marks.** The work placement report will be evaluated by the same evaluator who evaluates the Bachelor’s thesis. The work placement report should be signed by the student, the evaluator and the company contact person and handed in at BES (the Student Desk), together with the thesis evaluation form. The work placement and the company or organisation where the work placement was done shall be entered on the diploma transcript for the following courses:
   - Thesis Work Placement for BSc in Actuarial Science (6013B0315, 0 EC)
   - Thesis Work Placement for BSc in Econometrics and Operational Research (6013B0316, 0 EC)

The evaluating lecturer should therefore clearly note the work placement and the name of the work placement company on the work placement thesis evaluation form. 6 ECTS credits shall be awarded for the following courses:
   - Thesis Work Placement for BSc in Economics and Business Studies (6013B0312, 6 EC)
   - Bachelor’s Thesis Work Placement BSc Economics and Business (6013B0313, 6 EC)
   - Thesis Work Placement for BSc in Fiscal Economics (6013B0314, 6 EC)

The course shall be classified as AVV (all requirements met) or NAV (unsatisfactory). The evaluating lecturer should clearly note the work placement and the classification on the thesis evaluation form.

7. **Storage of work placement report in work placement library.** The student shall submit a copy of the signed work placement report to the FEB Work Placement Office. The FEB Work Placement Office shall include the work placement report in its library, where it is available for public viewing. The report will not be lent out, however. A work placement report is public unless a temporary deferral of or limited disclosure was granted as part of the agreed work placement plan (see § 2.2). Thesis reports will be retained in the thesis library for a period of five years. Following a duly motivated request of the relevant department, work placement reports can be retained in the work placement library permanently.

Students with any questions or seeking advice on work placements can contact the FEB Work Placement Office. Additional information is also available on the Work Placement Office’s website: [http://www.student.uva.nl/feb_stage/actueel.cfm](http://www.student.uva.nl/feb_stage/actueel.cfm)
Appendix H: FEB Complaints Procedure

General Provisions

Article 1
1. Anyone studying at the Faculty of Economics and Business Studies of the University of Amsterdam (regular, non-regular, and PhD students) shall have the opportunity to submit a verbal or written complaint with the Dean about the way in which he/she was treated by a faculty body (administrative or organisational) in relation to a particular matter.
2. Actions of a person working in the service of a Faculty body are considered to be the actions of that body as a whole.

Article 2
The Dean shall ensure that written and verbal complaints are processed appropriately.

Article 3
The Dean shall appoint a complaint advisor to deal with and advise on complaints. The complaint advisor shall handle every complaint submitted in accordance with this procedure.

Article 4
The complaint shall be processed by someone who is in no way involved in the actions to which the complaint relates.

Article 5
The person referred to in Article 3 shall endeavour to resolve the complaint through mediation where possible.

Lodging a complaint

Article 6
1. Complaints should be submitted verbally and/or in writing through the complaint advisor.
2. The complaints submitted shall be collected by the complaint advisor as frequently as necessary to enable the complaint advisor to fulfil the provisions of Article 15, paragraph 1.

Article 7
1. The complaint advisor shall always observe the privacy of the complainant.
2. If the notice of complaint is not submitted in Dutch or English and it is necessary to translate the notice in order to process it properly, the complainant shall provide this translation.
Article 8
1. Any complaint lodged must at least contain the following information:
   a personal details of the person submitting the complaint party (name and address)
   b date of submission of the complaint
   c description of the accused party
   d description of the complaint
2. In the event that the notice of complaint submitted does not meet the requirements as described in this Article, then the complainant shall be provided with the opportunity to meet these requirements.

Dealing with complaints

Article 9
1. The complainant may submit a complaint about the complaint advisor and/or the Dean to the Ombudsman of the University of Amsterdam.
2. If a complaint is related to the Dean or the complaint advisor the student will be informed of the possibility of submitting the complaint directly to the University Ombudsman.

Article 10
The complaint advisor is not required to deal with the complaint in the following circumstances:
   a. the notice of complaint does not comply with the provisions of Article 8, paragraph 1;
   b. the complaint concerns an action or actions which took place more than a year before the complaint was submitted;
   c. the complainant is not the person in relation to whom the action or actions took place;
   d. a complaint has already been processed in accordance with this procedure.

Article 11
The complaint advisor referred to in Article 3 is not authorised to deal with a complaint regarding actions for which the complainant has an alternate complaint, objection, or appeal procedure, either judicial or limited to the University of Amsterdam outstanding, or for which such a procedure has been available and the complainant has not made use of it.

Article 12
1. If the complaint advisor has decided not to deal with the complaint submitted, then the complainant shall be informed of that fact, as well as the reasons for this decision, as soon as possible and no later than four weeks after receipt of the notice of complaint.
2. If other options and procedures for complaints, objections, or appeals exist for the actions that resulted in the complaint, then the complaint advisor committee shall inform the complainant of that procedure as soon as possible.

Settlement of complaints

Article 13
1. The Dean is responsible for proper registration of the verbal, written and digital (e-mail) complaints submitted.
2. The following details may be stated for each complaint:
   a. personal details of the person submitting the complaint
   b. date of submission of the complaint
   c. description of the complaint
   d. person responsible for settlement
   e. actions taken
   f. date of settlement.

Article 14
1. As soon as the unit/body has dealt with the complaint to the satisfaction of the complainant, through mediation or otherwise, then the requirement to apply the provisions of this complaints procedure ceases to apply.
2. The complainant shall be informed in writing of the termination of the processing of the complaint as described in this Article. The person or body subject to the complaint shall also be informed in writing of the termination of the complaints procedure.

Article 15
1. Written confirmation of receipt shall be sent to the person submitting the complaint within five working days of receipt of the complaint.
2. A copy of the notice of complaint shall be sent to the person or body subject to the complaint within 5 working days.

Article 16
The complaint advisor shall deal with the complaint as soon as possible. He/she shall determine:
   a. to what or whom the complaint relates;
   b. what actions the complaint advisor shall take with regard to the complaint submitted.

Article 17
1. The complaint advisor shall provide the complainant and the person or body subject to the complaint with an opportunity to be heard. This hearing shall take place in the presence of the complaint advisor.
2. The complainant need not be heard if he or she has indicated the wish to waive the right to be heard.
3. A brief report shall be made of the hearing.

Article 18
The complaint advisor charged with processing complaints shall submit a report of his/her findings to the Dean, accompanied by its conclusion and any recommendations. The report shall also include the report of the hearing.

Article 19
1. The dean shall settle the complaint within six weeks of the receipt of the notice of complaint.
2. The dean may delay the settlement of the complaint for a maximum of four weeks. A delay in the settlement of the complaint shall be communicated in writing to the complainant and the party subject to the complaint.
Article 20
1. The Dean shall inform the complainant and the party subject to the complaint in writing of the findings of the investigation of the complaint, as well as any conclusions the Dean may decide upon, with the reasons for this conclusion.
2. If the Dean’s conclusions deviate from the advice provided, then he shall include the reasons for this deviation with the letter mentioned in paragraph 1 of this Article.
3. If the complainant can submit another complaint to a different individual or body authorised to accept complaints regarding the Faculty, he or she shall be informed of that fact in the letter.

Article 21
1. The decision regarding the processing of a complaint regarding the actions of a Faculty body is not subject to appeal.
2. The Dean’s opinion and conclusions regarding the complaint are not subject to appeal.

Other Provisions

Article 22
The Dean is responsible for publishing this complaints procedure.

Article 23
A reference to this complaints procedure shall be included in the course catalogue and on the Faculty website.

Article 24
1. The Dean shall publish an annual public report for each calendar year. This report shall state:
   a. the number of complaints processed
   b. the nature and content of the complaints
   c. the conclusions regarding the complaints
2. The report shall be sent to:
   a. the Dean
   b. the Faculty Student Council
   c. the Executive Board
   d. the Ombudsman
   e. the Course Committees
   f. the Teaching Institute
   g. The Examination Board

Final provision

Article 25
This complaints procedure took effect on 1 February 2001.
Appendix I: UvA Students Fraud and Plagiarism Regulations

Adopted by the Executive Board in 2008, last amended in May 2010.

Article 1 Definitions

1. Fraud and plagiarism are defined as any act or omission on the part of the student which makes an accurate assessment of his/her knowledge, insight and skills partially or wholly impossible.

2. Fraud is taken to include in any event:
   a. being in possession during an examination of any aids (pre-programmed calculator, mobile telephone, books, outlines, notes, etc.), the use of which is not expressly permitted;
   b. attempting during an examination to read what another candidate is writing, or exchanging information inside or outside of the examination room;
   c. assuming the identity of another person during an examination;
   d. allowing someone else to assume one’s identity during an examination;
   e. obtaining possession of the questions in the examination paper prior to the scheduled date or time of the examination concerned;
   f. fabricating and/or falsifying survey or interview answers or research data.

3. Plagiarism is taken to include in any event:
   a. making use of or reproducing another person’s texts, data or ideas without complete and correct acknowledgement of the sources;
   b. presenting the structure or central body of ideas taken from third-party sources as one’s own work or ideas, even if a reference to other authors is included;
   c. failing to clearly indicate in the text – for instance by means of quotation marks or a particular layout – that literal or near-literal quotations have been included in the work, even if a correct reference to the sources has been included;
   d. paraphrasing the contents of another person’s texts without sufficient reference to the sources;
   e. reproducing another person’s audio, visual or test materials, or software or program codes without reference to the sources, and in doing so passing these off as one’s own work;
   f. submitting a text that has previously been submitted or is similar to a text that has previously been submitted in the context of assignments for other courses;
   g. reproducing the work of fellow students and passing it off as one’s own;
   h. submitting papers obtained from a commercial agency or written (whether or not for payment) by another person.
4. ‘Examination Board’ is taken to mean the Examination Board of the study programme responsible for the course concerned.

5. Examination is taken to mean any examination per course component of the knowledge, insight and skills of the student, which results in an assessment.

**Article 2 Complicity**

1. Sanctions may be imposed on both the perpetrator and the co-perpetrator of fraud and plagiarism.

2. If the work of a fellow student is reproduced with the consent and/or cooperation of the fellow student, the latter is a co-perpetrator of plagiarism.

3. If one of the authors of a joint paper commits plagiarism, the other authors are co-perpetrators of plagiarism if they could have known or should have known that the other author committed plagiarism.

**Article 3 Detection of plagiarism**

The need to detect plagiarism in texts makes the use of electronic detection programs permissible. When the student hands in the text, he/she implicitly permits inclusion of the text in the database of the relevant detection program.

**Article 4 Procedure**

1. If a case of fraud and/or plagiarism is detected, the examiner shall immediately inform the student and, at the same time, notify the Examination Board in writing, with submission of the texts and findings.

2. The Examination Board shall give the student the opportunity to be heard within a period of 2 weeks.

3. The Examination Board shall determine whether fraud or plagiarism has been committed and shall notify the student in writing of its decisions and sanctions in accordance within Article 4 in conjunction with Article 5, within a period of 4 weeks, stating the possibility of appeal with the Examination Appeals Board.

4. If plagiarism is detected or suspected in a specific paper, the Examination Board may decide to investigate papers previously submitted by the same student(s) for plagiarism. The student is obliged to cooperate with any such investigation and may be required to provide digital versions of previous papers.
5. Sanctions imposed shall be recorded in the student’s records.

Article 5 Sanctions in the event of fraud

Where fraud has been established, the Examination Board shall impose the following sanctions:

1. In the event of conduct as specified in Article 1, paragraph 2 under a and b, the examination submitted shall be declared invalid and the student shall be excluded from participation in the first subsequent examination or possibly the first two subsequent examinations for the course concerned.

2. In the event of conduct as specified in Article 1, paragraph 2 under c to f, the work that has been produced with the aid of fraud shall be declared invalid and the student shall be totally excluded from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also terminate the enrolment of the student concerned.

3. In the event of conduct not covered by these Regulations and depending on the seriousness of the fraud, the Examination Board may impose the following sanctions: the examination submitted may be declared invalid; the student may be excluded from participation in the examination concerned for a maximum period of 12 months; the student may be excluded from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months. In the event of serious fraud, the Examination Board may also advise the Executive Board to permanently terminate the enrolment of the student concerned.

4. If the student has already been penalised on a former occasion for fraud or plagiarism he/she shall be totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months, and shall be advised to leave the study programme. In the event of serious fraud, and on the advice of the Examination Board, the Executive Board may also permanently terminate the enrolment of the student concerned.

5. The Examination Board shall not grant any exemptions based on results obtained elsewhere during the period of exclusion from examinations for the study programme that was imposed on the student in accordance with this Article.

6. If the student is enrolled for more than one study programme, the Examination Board shall consult with the Examination Board(s) of the relevant study programme(s) before imposing any sanction.
7. If the detected misconduct concerns a module of the Honours programme, the Examination Board may rule that further participation in the programme shall be denied.

**Article 6 Sanctions in the event of plagiarism**

The Examination Board shall impose the following sanctions in the event of plagiarism:

1. If the case involves conduct as specified in Article 1, paragraph 3, whereby certain sections of existing texts have been reproduced, but the student has in fact conducted his/her own research, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course concerned or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 6 months. If the paper is related to a Bachelor’s or Master’s thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

2. In the event of conduct as specified in Article 1, paragraph 3, whereby the entire paper or considerable sections of it, including the research presented as being the student’s own work, is derived from existing material and research or literature published elsewhere, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course in question or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also terminate the enrolment of the student concerned. If the paper is related to a Bachelor’s or Master’s thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

3. If, after the investigation in accordance with Article 4, paragraph 4, it becomes apparent that plagiarism has been committed on a former occasion, the Examination Board may rule that the results obtained previously for course components that were achieved by means of plagiarism shall be declared invalid.

4. In the event of conduct not covered by these Regulations, and depending on the seriousness of the plagiarism, the Examination Board may impose the following sanction:

   The paper submitted may be declared invalid and the student excluded from participation in the examination of the course in question or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also terminate the enrolment of the student concerned. If the paper is related to a Bachelor’s or Master’s thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.
5. If the student has already been penalised on a former occasion for fraud or plagiarism he/she shall be totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months, and shall be advised to leave the study programme. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also terminate the enrolment of the student concerned.

6. The Examination Board shall not grant any exemptions based on results obtained elsewhere during the period of exclusion from examinations for the study programme that was imposed on the student in accordance with this Article.

7. If the student is enrolled for more than one study programme, the Examination Board shall consult with the Examination Board(s) of the relevant study programme(s) before imposing any sanction.

8. If the detected misconduct concerns a module of the Honours programme, the Examination Board may rule that further participation in the programme shall be denied.

Article 7 Effective date, official title
These regulations, which became effective on 1 September 2010 upon the simultaneous revocation of the ‘Regulations Governing Fraud and Plagiarism for UvA Students 2007’, may be cited as ‘Regulations Governing Fraud and Plagiarism for UvA Students’.

EXPLANATORY NOTES TO THE ‘REGULATIONS GOVERNING FRAUD AND PLAGIARISM FOR UvA STUDENTS’

These uniform Regulations have been drawn up on the advice of the Working Group for the prevention and combating of plagiarism and fraud by students, and in consultation with the Examination Boards. The Regulations are part of a broader fraud and plagiarism policy and above all provide clear definitions of fraud and plagiarism and guidelines concerning possible sanctions.

Definitions
The Regulations apply to all students studying at the UvA, i.e. including exchange students, external students and contract students.

Although plagiarism may also be considered a form of fraud, the two concepts are referred to separately. This simplifies the task of providing definitions and specifying the various sanctions.

The definition in Article 1 is only applicable to interim and other examination situations. This means that the Regulations do not apply to plagiarism in draft chapters or other preparatory documents for a thesis or paper. If a lecturer or supervisor detects
plagiarism in the preparatory phase, it stands to reason that he/she shall call the student to account and point out that if the draft text were to be submitted as the definitive text, this would lead to a problem.

It is important that there never be uncertainty as to which particular Examination Board is dealing with an issue. Problems may arise in this regard, especially where electives are concerned. The principle underlying the Regulations is that the Examination Board under which the course component in question falls, bears responsibility. If the student is enrolled for more than one study programme, the Examination Board must consult with the Examination Board(s) of the study programme(s) concerned before imposing any sanction.

Article 2 states that in addition to the perpetrator, the co-perpetrator or ‘colluder’ is also liable to sanctions. The ‘perpetrator’ takes the initiative to commit the act, whereas the ‘co-perpetrator’ actively participates in this. According to paragraphs 2 and 3, such collusion is punishable. A colluder may be reproached for specific conduct or for refraining from specific conduct.

**Procedure**

In the event that fraud or plagiarism is suspected, the examiner shall immediately inform the Examination Board. The Examination Board is responsible for the subsequent procedure. This provision ensures that no undesirable opportunity for negotiation arises between the examiner and the student. Moreover, the Examination Board is in a better position to ensure the exercise of due care in the procedure and to safeguard the student’s legal interests.

The sanctions imposed shall be recorded in the student’s records. This refers to the file – whether in written or electronic form – kept by the student administration of each faculty.