



Hogeschool van Amsterdam

Bachelor International Business

30029

Teaching and Examination Regulations - bachelor 2022-2023

Faculteit Business en Economie

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Table of contents

1 Introduction	4
1.1 Organisation of this document	4
1.2 Relevant sources of information in addition to the Teaching and Examination Regulations	4
1.3 Information on admission requirements	5
2 Teaching	6
2.1 Objectives of the degree programme	6
2.2 Exit qualifications of the degree programme	6
2.3 Curricula offered by the programme	7
2.4 Structure of curricula	11
2.5 Education format	12
2.6 Evaluation of teaching	12
2.7 Student counselling	13
2.8 Track aimed at achieving a higher knowledge level	13
2.9 Minors	13
2.10 Special arrangements for students with a disability	14
2.11 Progression from propaedeutic phase to main phase	14
2.12 Progression to a master's degree programme	14
3 Tests and partial tests	15
3.1 Format	15
3.2 Sequential order	15
3.3 Number of attempts	15
3.4 Arrangement and mandatory participation in practical components	16
3.5 Test formats	18
3.6 Standardisation of assessments	18
3.7 Recording and announcement of results	19
3.8 Allocation of credits	19
3.9 Inspection	19
3.10 Granting of exemptions for (parts of) modules	20
3.11 Validity	20
3.12 Disabilities	20
3.13 Language deficiency	20
4 Rules for sitting tests and partial tests	22
4.1 Registration for tests and partial tests	22
4.2 Sitting interim tests and partial tests	22
4.3 Own/individual work	22
4.4 Definition of plagiarism	22
4.5 Detection of plagiarism	23
4.6 Definition of (serious) fraud	23
4.7 Procedure in the event of fraud and/or plagiarism	24
5 Study advice	25
5.1 Advice on continuation of studies after the first-year of enrollment	25



5.2	Suspension of study advice propaedeutic phase	25
5.3	Advice on continuation of studies after the second year of enrollment	25
5.4	Personal circumstances	26
5.5	Conditions governing study advice	26
5.6	Consequences of binding negative study advice	26
6	Examinations, first-year certificate and degree certificate	28
6.1	Examinations	28
6.2	First-year certificate and degree certificate	28
6.3	Degree	28
6.4	Calculation of average mark and 'cum laude' requirements	29
6.5	Statement	30
7	Examination Board and Appeals Board	31
7.1	Contacting the Examination Board	31
7.2	Lodging an appeal with the Examination Appeals Board (EAB)	31
8	Validity of Teaching and Examination Regulations	32
8.1	Scope	32
8.2	Adoption	32
8.3	Validity and start date	32
8.4	Transitional arrangements	32
9	Testing programmes	33
9.1	Propedeutic phase	33
9.2	Main phase (including specialisations and minors)	35
9.3	Fast track programme	44
9.4	Three-year fast-track programme for school-leavers at pre-university level	45
9.5	Special tracks	46
9.6	Modules with limited validity	46
10	Definitions of terms	47

1 Introduction

Every degree programme is required by law to have Teaching and Examination Regulations. These Regulations contain provisions relating to the teaching of the degree programme and the associated examinations and (partial) tests. You can find the latest Teaching and Examination Regulations for your degree programme in the course catalogue for your degree programme under '*Programme details*'.

1.1 Organisation of this document

Chapter 2 **Teaching** outlines the objectives of the programme, the associated exit qualifications and the way in which teaching is structured. It also provides an overview of the curricula offered by the programme, including any specialisations, and information on the student counselling. It also contains provisions relating to minors and progression to the main phase.

Chapter 3 **Tests and partial tests** describes all aspects of assessment: format, order, number of attempts, marking, inspection, etc. This chapter also describes how credits are obtained, the period of validity of results and exemptions, and special arrangements for students with a disability or language deficiency.

Chapter 4 **Rules governing conduct during tests** describes the rules students must comply with when sitting tests and partial tests, what we understand by fraud and plagiarism and what the procedure is if fraud or plagiarism is suspected.

Chapter 5 **Study advice** contains provisions relating to the binding study advice and the consequences if you fail to reach the level you are required to reach by the end of the first year of your studies.

Chapter 6 **Examinations, first-year certificate and degree certificate** contains provisions relating to the certificates obtained at the end of the first year and the main phase and explains how you qualify for the classification 'cum laude' (with distinction).

Chapter 7 **Examination Board and Appeals Board** lists situations where you should contact the Examination Board and specifies when you may lodge an appeal with the Examination Appeals Board (COBEX).

Chapter 8 **Validity of Teaching and Examination Regulations** indicates who and what the Teaching and Examination Regulations apply to, how long they are valid for and how they are adopted.

Chapter 9 **Testing programmes** gives an overview of all the modules in the curricula offered by the degree programme, indicating the number of credits, the methods of assessment and when the tests take place.

Chapter 10 **Definitions** explains the key terms used in the document.

1.2 Relevant sources of information in addition to the Teaching and Examination

Regulations

- **Students' Charter:** sets out all the rights and obligations of students and prospective students. The Teaching and Examination Regulations form part of the Students' Charter.
- **Course catalogue:** the digital information source containing all relevant information on the degree programme and the modules.
- **Test protocols:** detailed rules governing how tests and partial tests are administered.
- **Code of Conduct for Student Counsellors:** guidelines for the professional conduct of student counsellors.
- **Studying with a disability:** details of the special arrangements available for students with a disability.
- **Top-level Sports Regulations:** contains details of the special arrangements available for students who are top-level athletes.
- **Entrepreneurships Regulations:** contains details of special arrangements available for students who are entrepreneurs.
- **AUAS Testing Policy:** AUAS agreements on quality and quality control of assessment.
- **Examination Board Regulations:** these govern the composition, tasks and procedures of the Examination Board (only available in Dutch).
- **Selection list of the Netherlands Association of Universities of Applied Sciences:** contains rules governing retention times for tests and certificates (only available in Dutch).
- **Privacy Policy:** contains the measures of the AUAS with regard to the General Data Protection Regulation (AVG) and the Data Protection Act (Wbp), (only available in Dutch).

1.3 Information on admission requirements

The general admission requirements for the Bachelor's programme are set out in the Students' Charter. The specific admission requirements for the various curricula of the Bachelor's programme can be found in the course catalogue.

2 Teaching

2.1 Objectives of the degree programme

1. During the course of the degree programme, students will acquire knowledge, opinions and skills in the field of **International Business (IB)**

On completion of the degree programme, students can start working as junior professionals in the professional field of the degree programme. They will be independent, critical thinkers who are capable of operating in an urban, creative and innovative context.

2.2 Exit qualifications of the degree programme

1. On completion of the degree programme, students will have the following exit qualifications:

Research

- [R1] Identify a complex business problem in an international business setting using perspectives from state-of-the-art academic and/or practitioner literature.
- [R2] Design an appropriate research approach to guide a research process.
- [R3] Collect data from relevant international sources that align with a research problem.
- [R4] Analyse data to gain insight into a research problem.
- [R5] Interpret analysis to draw conclusions, implications and recommendations that generate discussion and decision making.

AMSIB Values (Global Mind-set, Entrepreneurial Spirit, Socially Responsible)

- [GM1] Communicate effectively in advanced English, and optional in one additional language, with diverse audiences and individuals.
- [GM2] Reflect on self-awareness, own development of empathy and interactions with diverse stakeholders.
- [GM3] (Co)create strategies that enhance local and global collaboration within and between organisations.
- [ENT1] Demonstrate effective communication, persuasion, negotiation and leadership to collaborate with various stakeholders in creating value.
- [ENT2] Work proactively in unfamiliar circumstances, in which the information available is uncertain, partial or ambiguous, or when there is a risk of unintended outcomes.
- [ENT3] Assess the global environment to identify new opportunities.
- [ERS1] Formulate one's own position concerning ethics, social responsibility and sustainability in a professional environment.
- [ERS2] Systematically assess the company and its products and services from an ethical, socially responsible and sustainable point of view.

Business Knowledge (International Business Awareness, Marketing and Sales, Finance and Accounting, Operations and Supply Chain Management, Organisation and People)

- [IBA] Analyse patterns in global macro-economic factors and policies that drive international trade and business development.
- [MS1] Develop a well-founded marketing plan to support the creation of value for international

customers.

- [MS2] Use appropriate sales techniques in support of durable customer relationships.
- [MS3] Incorporate developments of the digital landscape in a marketing strategy.
- [FA1] Evaluate financial performance of the organisation from different stakeholders' perspectives.
- [FA2] Recommend financing possibilities in a dynamic international environment.
- [OSCM1] Evaluate the operations processes within and between organisations.
- [OSCM2] Manage the operations processes within and between organisations.
- [OP1] Draft the strategic cycle of part(s) of the organisation (process and content).
- [OP2] Assess the impact of change on the organisation.

2.3 Curricula offered by the programme

1. The programme offers the following curricula:

Programme	Name programme	Number of credits	FT/PT/Dual education
Propaedeutic year	IB full time	60	FT
Main phase	IB full time	60	FT
Specialisation	IB full time: International Marketing & Sales	120	FT
Specialisation	IB full time: Global Trade & Supply Chain Management	120	FT
Specialisation	IB full time: International Finance & Control	120	FT
Specialisation	IB full time: Organisation, Leadership & Change	120	FT
Specialisation	IB full time: Global Business Communication	120	FT
Propaedeutic year	IB fast-track	60	FT
Main phase	IB fast-track	60	FT
Specialisation	IB fast-track: International Marketing & Sales	60	FT
Specialisation	IB fast-track: Global Trade & Supply Chain Management	60	FT
Specialisation	IB fast-track: International Finance & Control	60	FT
Specialisation	IB fast-track: Organisation, Leadership & Change	60	FT
Propaedeutic year	IB part-time	60	PT
Main phase	IB part-time	180	PT

Additional information about the curricula has been provided below.

A. IB full time programme

1. Introduction

In year 3 students participate in the global exchange (minor) and the major. In year 4 students participate in the internship and the thesis. Entry requirements for the internship and the thesis have been specified in the internship guide and the thesis guide.

2. Information about the global exchange (minor)

- a. All students have to go abroad (meaning: outside the Netherlands) for at least one semester irrespective of their nationality to fulfill their study abroad requirement. In the interest of the students' wellbeing, they are recommended to do their minor abroad (and not their internship or thesis).
- b. An exception regarding point 1 can be made for students who have compelling personal circumstances or for students with non-Dutch passports who have completed non-Dutch secondary education abroad. These students may request an exemption regarding the study abroad requirement and permission to follow a replacing programme. Students must submit their request with the Examination Board.
- c. Before starting the global exchange programme, students must have passed the propaedeutic year examination and obtained at least 40 credits in the main phase. The programme management can deviate from this point in the following situation: when students have gained more than 40 credits in year 2 and are missing only one course of year 1 (especially when this is a semester course). The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- d. For the global exchange programme, students must submit a study plan with the subjects chosen to the International Relations Coordinator who has a mandate from the Examination Board for approval.
- e. Students who have obtained less than 30 credits in the global exchange programme must contact their study advisor regarding replacements. Approval for the replacements should be obtained from the Examination Board. Students should contact the study advisor before the start of the semester concerned to discuss the subjects they want to choose as replacements.

3. Information about the majors

- a. The programme offers the following majors:
 - International Marketing and Sales;
 - Global Trade & Supply Chain Management;
 - International Finance & Control;
 - Organisation, Leadership & Change;
 - Global Business Communication.
- b. Before starting a major, students must have passed the propaedeutic year examination and obtained at least 40 credits in the main phase. The programme management can deviate from this point in the following situation: when students have gained more than 40 credits in year 2 and are missing only one course of year 1 (especially when this is a semester course). The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- c. Some majors have specific entry requirements that have been specified in the online course catalogue. Students must also meet these entry requirements to participate in the major of their choice.

4. Information about the specialisation

The specialisation will be mentioned on the diploma (certificate or appendix) when the following three requirements are met:

- The student has successfully completed the major.
- The focus of the student's International Field Based Learning (i.e. the internship) lies within the field of the major that was chosen and meets the specific requirements for the International Field Based Learning as specified in the module guide.
- The subject of the thesis lies within the field of the major that was chosen and meets the specific

requirements for the thesis as specified in the thesis guide.

Prerequisites for starting an internship or a thesis are given in the internship guide and in the thesis guide. These guides can be found on the relevant Brightspace pages.

5. Information about other minors

- a. In the IB full time programme, students are strongly recommended to participate in the global exchange programme for their minor (see above). Points b to f below are only applicable if students have received an exemption from the Examination Board regarding the study abroad requirement.
- b. Before starting a minor at AUAS or another University of (Applied) Sciences in the Netherlands students must have passed the propaedeutic year examination and obtained at least 40 credits in the main phase. The programme management can deviate from this point. The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- c. There should be no overlap between the minor and the major.
- d. Students who choose to do a minor at AUAS or another University of (Applied) Sciences in the Netherlands should enrol on time and need approval of the Examination Board before the start.
- e. The minor matrix indicates those minors for which the Examination Board has already given approval.
- f. More information about minors can be found on: www.amsterdamuas.com/minors.

B. IB fast-track programme

1. Introduction

In year 2 students participate in the major. In year 3 students participate in the global exchange (minor), the internship and the thesis. Entry requirements for the internship and the thesis have been specified in the internship guide and the thesis guide.

2. Information about the global exchange (minor)

- a. All students have to go abroad (meaning: outside the Netherlands) for at least one semester irrespective of their nationality to fulfill their study abroad requirement. In the interest of the students' wellbeing, they are recommended to do their minor abroad (and not their internship or thesis).
- b. An exception regarding point 1 can be made for students who have compelling personal circumstances or for students with non-Dutch passports who have completed non-Dutch secondary education abroad. These students may request an exemption regarding the study abroad requirement and permission to follow a replacing programme. Students must submit their request with the Examination Board.
- c. First ranking round: Students who started studying IB fast track and who wish to participate in the first annual ranking for study abroad must have earned 80 credits in the first three semesters of the fast track programme. The programme management can deviate from this point. The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable. Students with 75 credits can only participate in the ranking after permission from their study advisor.
- d. Second ranking round: If students did not earn enough credits to participate in the first ranking round, then they can participate in the second annual ranking, if they have earned their Propadeuse + 40 credits. The programme management can deviate from this point. The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- e. For the global exchange programme, students must submit a study plan with the subjects chosen to the International Relationship Coordinator who has a mandate from the Examination Board for approval.
- f. Students who have obtained less than 30 credits in the global exchange programme must contact their study advisor regarding replacements. Approval for the replacements should be obtained from the Examination Board. Students should contact the study advisor before the start of the semester concerned to discuss the subjects they want to choose as replacements.

3. Information about the majors

- a. The programme offers the following majors:
 - International Marketing and Sales;
 - Global Trade & Supply Chain Management;
 - International Finance & Control;
 - Organisation, Leadership & Change.
- b. Before starting a major, students must have obtained 80 credits (preferably passed the propaedeutic year examination and obtained at least 20 credits in the main phase). The programme management can deviate from this point. The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- c. Some majors have specific entry requirements that have been specified in the online course catalogue. Students must also meet these entry requirements to participate in the major of their choice.

4. Information about the specialisation

The specialisation will be mentioned on the diploma (certificate or appendix) when a student has fulfilled the following requirements:

1. The student has successfully completed the major.
2. The focus of the student's International Field Based Learning (15 credits) & Graduation Research Paper (15 credits) lies within the field of the major that was chosen.
3. Specific requirements for the International Field Based Learning and thesis are specified in the FTP graduation track manual.

Prerequisites for starting an internship or a thesis are given in the internship guide and in the thesis guide. These guides can be found on the relevant Brightspace pages.

5. Information about other minors

- a. In the IB fast track programme, students are strongly recommended to participate in the global exchange programme for their minor (see above). Points b to f below are only applicable if students have received an exemption from the Examination Board regarding the study abroad requirement.
- b. The entrance requirements for each minor are specified on: www.amsterdamuas.com/minors. FT students should have acquired 80 credits (preferably passed the propaedeutic year examination and obtained at least 20 credits in the main phase) to enrol for a minor. The programme management can deviate from this point. The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- c. There should be no overlap between the minor and the major, FTP-electives and global exchange courses (exceptions will be considered).
- d. Students who choose to do a minor at AUAS or another University of (Applied) Sciences in the Netherlands should enrol on time and need approval of the Examination Board before the start.
- e. The minor matrix indicates those minors for which the Examination Board has already given approval.
- f. More information about minors can be found on: www.amsterdamuas.com/minors.

C. IB part-time programme

1. Introduction

In year 3 students, having acquired a minimum of 40 credits in main phase, can participate in the minor or opt to follow the global exchange programme and perform an internship. In year 4 students participate in the remaining eight modules and the thesis. Entry requirements for the internship and the thesis have been specified in the internship guide and the thesis guide. These guides can be found on the relevant Brightspace pages.

2. Information about the global exchange (minor)

- a. Participating in the global exchange is optional for part-time students. They can opt to follow a minor (see below).
- b. Before starting a global exchange programme students must have passed the propaedeutic year examination and obtained at least 40 credits in the main phase. The programme management can deviate from this point. The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- c. For the global exchange programme, students must submit a study plan with the subjects chosen to the International Relations Coordinator who has a mandate from the Examination Board for approval.
- d. Students who have obtained less than 30 credits in the global exchange programme must contact their study advisor regarding replacements. Approval for the replacements should be obtained from the examination board. Students should contact the study advisor before the start of the semester concerned to discuss the subjects they want to choose as replacements.

3. Information about the majors

Not applicable as part-time students follow a fixed programme.

4. Information about other minors

- a. Before starting a minor at AUAS or another University of (Applied) Sciences in the Netherlands students must have passed the propaedeutic year examination and obtained at least 40 credits in the main phase. The programme management can deviate from this point. The request for deviation should be submitted by the student with the study advisor. Study feasibility considerations are applicable.
- b. Students who choose to do a minor at AUAS or another University of (Applied) Sciences in the Netherlands should enrol on time and need approval of the Examination Board before the start.
- c. The minor matrix indicates those minors for which the Examination Board has already given approval.
- d. More information about minors can be found on: www.amsterdamuas.com/minors.

D. General information

1. With regard to article 3.3 (Number of attempts) the following applies. The programme manager determines when the tests take place (see Chapter 9). When setting the dates for the tests in an academic year, the workload placed on students by the curriculum as a whole is taken into account. The fifth block can be used for second opportunities (resits). The test timetable must be finalised and made known to students at least two weeks before the start of the relevant block or semester.
2. To avoid confusion, the following applies. With regard to article "3.1 Format", this should be read as "3.1 Test format". With regard to article "3.5 Test format", this should be read as "3.5 Administering of tests".

Options - Article 2.3A

In the case of electives, the degree programme can set further rules regarding registration and participation. This is stated in the course catalogue.

2.4 Structure of curricula

1. An academic year is sub-divided into 4 blocks of 10 weeks and an extra fifth block of 8 weeks in the summer period or 2 semesters of 20 weeks and an extra period of 8 weeks in the summer period.
2. All modules in the various curricula are listed in Chapter 9. The following details are specified for each module:
 - a. the name of the module;
 - b. the number of credits;

- c. the method of assessment for all (partial) tests;
- d. the period of time in which the (partial) tests are offered.

2.5 Education format

1. Our programme aims to enable our students to obtain solid business knowledge and propagate our AMSIB values (have a global mind-set, be entrepreneurial and socially responsible) all within an evidence based (research) context. Our learning environment breathes the high expectations we have of our students. This is not only reflected by the quality of the work they need to deliver but also the professional attitude we expect students to demonstrate right from the start. This professional attitude is operationalised by the AMSIB Code of Professional Conduct which is consistently modelled and stimulated by our lecturers. We do not see learning as a spectator sport: sitting in the classroom and listening does not teach students adequately. Instead we employ a flipped classroom model where students study and prepare at home and work and interact with each other and the lecturer in class. Students learn by doing and through interaction with others on campus. Our grouping adage for classes is 'large what can be large and small what needs to be small' and we incorporate technologies for efficient and modern educational delivery and assessment.
2. The degree programme is delivered in English. There may be exceptions to this rule.

2.6 Evaluation of teaching

1. The evaluation of teaching takes place within the context of the PDCA cycle. The following stakeholders are involved in this: the students, the lecturers, the Programme Management, the Programme Committee and the Test Assessment Committee. As per the PDCA cycle, the stakeholders inform each other about progress regarding teaching and necessary interventions.
2. All courses at AMSIB are evaluated systematically by the students. The evaluations are discussed with students in class and necessary interventions regarding teaching are made by the lecturers. The overall results of student evaluations are analysed by the programme management and then discussed with the lecturers involved.
3. Conclusions and implications of course evaluations are subject to discussion in the Programme Committee on a regular basis.
4. The testing is evaluated by the Test Assessment Committee.
5. The overall satisfaction of the students on the programmes is evaluated by the National Student Survey (NSE). AMSIB discusses the results of this survey with the Programme Committee, and the programme management decides how to follow up on the results.
6. The internship and thesis monitor evaluates the satisfaction of students and company supervisors on the process and content of these parts of the curriculum.
7. The education quality that AMSIB students experience during their study abroad period is assured through the International Relations Coordinators (IRCs). They monitor the academic performance of students abroad, the curricular integration after their return, the quality of administrative procedures for student exchange and the overall student experience abroad. Partner networks are reviewed every three years. The IRCs execute their tasks with the assistance of the International Centre (IC).
8. The National Alumni Monitor evaluates the satisfaction of alumni 1.5 years after graduation and provides insight into the career paths of our graduates.

2.7 Student counselling

1. The programme manager will ensure that individual student support with regard to progress in terms of professional skills and professional development is provided for all students.
2. Students should contact their student counsellor if they have problems of a personal nature, whether or not these are directly connected with their studies. Student counsellors are bound by the provisions of the Code of Conduct for Student Counsellors.

2.8 Track aimed at achieving a higher knowledge level

1. The degree programme does not offer a track aimed at achieving a higher knowledge level.

2.9 Minors

1. The minor structure consists of 30 credits and forms part of the main phase. Students may commence a minor if they have successfully completed their first year programme and have obtained a certain number of credits from the main phase. (This does not apply to students who are on a three-year fast-track programme for school-leavers at pre-university level).

The number of credits for the main phase is: 40.

2. Students can select a minor from:

- a. the minor range offered by the AUAS;
- b. all other programmes which AUAS offers;
- c. the range offered by higher education institutions affiliated to Kies Op Maat (KOM), as listed on the website www.kiesopmaat.nl;
- d. the (transfer) minors offered by a higher education institution that is not affiliated to KOM;
- e. the minors offered by a higher education institution abroad.

The minor which a student chooses should not resemble other components of the degree programme with regard to content and level. Students must submit their choice of minor regarding this matter to the Examination Board of their degree programme for approval.

Institutions that offer minors may have specific entry requirements for one or more of their minors.

If a minor is designated as a track aimed at achieving a higher level of knowledge, article 2.8 will also apply.

The minors offered by the AUAS will be posted on the minors website by 1 March preceding the academic year concerned at the latest.

3. Exemption for the minor is possible for students who have acquired 30 credits of a main phase of another hbo or wo degree programme and whose content, scope and level should not resemble other components of the current degree programme (see article 3.11). Exceptions to this rule are possible, to be decided by the Examination Board.

2.10 Special arrangements for students with a disability

1. Students who have special needs due to a disability or chronic illness are entitled to tailored, suitable or necessary adjustments, except where such adjustments would place a disproportionate burden on the AUAS.
2. The programme manager will endeavour to offer students with a disability a learning environment that is equal, wherever possible, to that available to students without a disability and that offers equal opportunities for academic success. In the event of a request for a special arrangement, the programme manager will take the advice of the student counsellor. See also: Studying with a disability.
3. The adjustments must eliminate or reduce impediments and foster the student's independence and full participation as far as possible. Such adjustments may relate to:
 - a. the accessibility of buildings;
 - b. the curriculum, including work placements;
 - c. course timetables;
 - d. teaching methods, including supervision;
 - e. teaching materials; and
 - f. assessment (see also article 3.13).

2.11 Progression from propaedeutic phase to main phase

1. Students will be admitted to the main phase of the degree programme 2022-2023 if they have passed the propaedeutic examination (see Chapter 6).

In addition to this, the Board of Examiners automatically grants permission to students who are enrolled in the propedeutic year to follow courses and take interim exams of the main phase in case they have not yet passed the first-year examination but have obtained at least 40 credits.

Students who have completed less than 40 credits must first obtain the required number of 40 of credits from the propaedeutic phase before they can take courses and take exams from the main phase. In individual cases, the Examination Board can determine otherwise at the student's request.

In addition, the Examination Board can grant permission to propaedeutic students in a fast-track program to follow courses in the main phase.
2. Students have access to all the specialisations listed in article 2.3.
3. The programme manager will give students an opportunity to make their views known before taking a decision. When taking a decision, the programme manager will take the students' personal circumstances into account (see article 5.4).

2.12 Progression to a master's degree programme

Not applicable.

3 Tests and partial tests

N.B.: When we use the word 'test' within the AUAS, we mean 'examination', as referred to in the Dutch Higher Education and Research Act (WHW).

3.1 Format

1. Each module ends with a test. We use the following forms of assessment: portfolio assessment, behavioral assessment, professional product, assignment and knowledge assessment. The more specific interpretation of the test format is stated in the course catalogue for each module.

2. Tests can either be a test taken at a certain time or a test with a deadline for handing in the assignment. The course catalogue indicates which is applicable.

3. A test can consist of several partial tests. In chapter 8 the testing programmes are listed: for each module the testing method is indicated for tests and for partial tests.

4. The adopted testing programme (including planning) may be amended by the programme manager due to exceptional circumstances or for urgent reasons and with advise of the Degree Programme Committee and the assent of the Faculty Representative Advisory Council.

5. Based on the agreed testing programmes, the programme manager will ensure that the course catalogue specifies the learning objectives and study materials for each individual test or partial test, so students can prepare themselves as well as possible. The course catalogue will also specify whether tests can be offset and/or weighed.

6. Students obtain an individual mark in a test that is conducted jointly by a group of students. Students can receive a group mark during a partial test.

3.2 Sequential order

1. Chapter 9 Testing programmes specifies in which period (block or semester) students can take the tests or partial tests for each module.

2. Where applicable, the testing programmes will also indicate whether:

a. a particular number of credits is required for participation in educational programmes, tests and/or partial tests for specific modules;

b. certain modules must be passed before students can participate in specific modules.

3.3 Number of attempts

1. Each academic year, the programme offers at least two opportunities to complete a module of the propaedeutic phase or main phase. Chapter 9 indicates for each module how many opportunities there are to complete the module. One exception is possible, mentioned in paragraph 2 of this article.

2. There is one exception to paragraph 1: in the case of internships and long-term assignments where it is not possible to resit in the same year, the program manager may determine that only one opportunity is offered in the same academic year.

3. Students who fulfil the criteria of AUAS' Top-level Sports Regulations or Entrepreneurship Regulations may be eligible for a special examination timetable.

4. The Examination Board may decide to allow an extra opportunity for a student. The Examination Board can seek the advice from the relevant lecturer and/or academic advisor and, in case of personal circumstances, from the student counsellor before taking a decision.

5. If a module is no longer offered, the degree programme will offer students at least two opportunities to take a test or partial test for this module in the following year.

6. If students fail a module in the academic year in which they took the module and wish to retake a test or partial test for that module the following academic year, the requirements imposed will be those that apply to the current academic year.

3.4 Arrangement and mandatory participation in practical components

The following modules contain practical components:

Module	Practical components	Skills	Assessment because of which mandatory participation is required	Mandatory participation
IB full time: Business English 2 (BE2)	Debating activities that are monitored by your lecturer.	Training of communication and debating skills.	Formative continuous assessment	Yes
IB full time: Personal and Professional Development 1 (PD1)	Workshops, exercises and activities that are monitored by your lecturer.	Interpersonal social skills, reflection skills & teamwork skills.	Formative continuous assessment	Yes
IB full time: Personal and Professional Development (PD2)	Workshops, exercises and activities that are monitored by your lecturer.	Interpersonal social skills, reflection skills & teamwork skills.	Formative continuous assessment	Yes
IB full time: Co-Creative Entrepreneurship 1 (CCE1)	Students establish and run their own companies. In class development of business models on a learning by doing basis. Discussion, validation and decision making processes take place in class.	Entrepreneurial competencies and skills.	Formative continuous assessment	Yes

<p>IB full time: Co-Creative Entrepreneurship 2 (CCE2)</p>	<p>In class company meetings to decide on operational, tactical and strategic issues as part of running a student company.</p>	<p>Entrepreneurial competencies and skills.</p>	<p>Formative continuous assessment</p>	<p>Yes</p>
<p>IB full time: Professional Branding (PBR)</p>	<p>Workshops, exercises and activities that are monitored by your lecturer.</p>	<p>Interpersonal social skills, reflection skills & teamwork skills.</p>	<p>Formative continuous assessment</p>	<p>Yes</p>
<p>IB full time: Customer Relationship Management (CRM)</p>	<p>Practical assignments & activities in groups that are executed in class under the guidance of your lecturer.</p>	<p>Development of customer relationship management skills.</p>	<p>Formative continuous assessment</p>	<p>Yes</p>
<p>IB full time: Business Spanish 1, 2, 3 & 4</p>	<p>The development of oral skills can only take place by means of the student participation and under supervision and feedback of the lecturer in the tutorials. Interactive oral skills involve an instant and immediate application of the acquired grammar and vocabulary and, therefore, becomes too challenging for students when not attending class. Moreover, students need to deliver weekly assignments which are discussed and improved in the tutorials.</p>	<p>Oral language skills</p>	<p>Written test & oral test</p>	<p>Yes</p>

IB full time: Ethics, Responsibility & Sustainability (ERS)	Discussions in class about ERS. The discussions are guided and observed by the lecturer.	Analytical and critical thinking skills. Developing ethical awareness skills.	Formative continuous assessment	Yes
IB full time: Managing in the Circular Economy (MCE)	Students engage in design thinking exercises.	Critical thinking. Discussing theories underlying the circular economy paradigm shift.	Formative continuous assessment	Yes
IB full time: Advanced Leadership Development (ALD)	Workshops, exercises and activities that are monitored by your lecturer.	Interpersonal social skills, reflection skills & teamwork skills.	Formative continuous assessment	Yes

2. Where modules involve mandatory participation, the course catalogue will specify the rules governing as a requirement for participation in the test and/or partial test.

3.5 Test formats

1. A (partial) test with a specific test moment can be taken digitally, orally or with pen and paper. The course catalogue indicates which is applicable for each module.
2. An oral test or partial test is always administered by two examiners. If this is difficult to organize, it is possible to deviate from this rule, except in the case of testing graduation components. The oral (partial) test must then be recorded. An oral (partial) test is not public, unless the Examination Board determines otherwise.

3.6 Standardisation of assessments

1. Tests for all the degree programme's modules, including minors and modules from tracks for achieving a higher level of knowledge, will be awarded a mark between 1 and 10, with a maximum of one decimal place.
2. Partial tests will be awarded a mark between 1 and 10, with a maximum of one decimal place, or will be marked as 'pass' or 'fail'. The course catalogue indicates how such qualitative assessments are weighted when calculating the mark for the module.
3. A student's assessment result in an interim examination is deemed to be satisfactory if the mark allocated is - not rounded off - 5.5 or higher.
A student's assessment result in a partial test is deemed to be satisfactory if the mark allocated is - not rounded off - 5.5 or higher or if the student obtains a 'pass'. No rights can be derived from partial tests.
4. If the test consists of two or more partial tests which are compensated, students will pass the module if the weighted average of the partial tests is an unrounded mark of 5.5 or higher.
 - 4a. Where marks are offset, students may be required to achieve a minimum mark of 5 for the partial test. If this is the case, it will be indicated in the course catalogue for the relevant module.

4b. The results of partial tests taken during integrated resits (second opportunity) will lapse at the end of the relevant academic year.

5. Offsetting of marks between modules is not permitted.

6. Where requested by students, the results of any modules that students have taken at an institution abroad that form part of the student's degree programme may be converted into marks on a scale of 1 to 10 by the Examination Board, based on the available grading table of the foreign institution and that of the AUAS, or converted to a mark in words; 'unsatisfactory', 'satisfactory', 'good' or excellent.

7. On completion of a module, the highest (rounded) grade achieved will determine whether or not students have passed the module.

3.7 Recording and announcement of results

1. Tests are assessed individually for each student (see article 4.3). The mark is determined by the examiner or examiners.

2. The result of a test or a partial test will be published in SIS no more than 15 working days after the examination date or submission date. For the reviewing period will be taken in account the date of the resit.

3.8 Allocation of credits

1. Students will be deemed to have passed the module and the relevant credits will be allocated if the students have obtained a passing mark for the test. Credits will not be awarded for passing partial tests.

2. Where students are granted an exemption for a particular module, they will be deemed to have passed that particular module and the corresponding credits will be allocated.

3. The date of the test or partial test that resulted in successful completion of the module will be treated as the date on which the credits were obtained. For exemptions applies the date the exemption was granted.

4. If students want to retake the last (partial) test of the examination programme, for example to obtain a higher mark, then students must submit a request to the Examination Board before the date of participating in the (partial) test. See article 6.2 paragraph 6.

3.9 Inspection

1. Students may inspect a marked test paper or partial test paper and the mark scheme used up to at least 15 working days after publication in SIS. When the resit (second opportunity) is planned soon after the first test, the inspection session is planned at least 5 working days before the resit.

2. If students are not able to participate at that time, they may request the Examination Board for approval for them to inspect the marked test or partial test at another moment. The Examination Board decides when the inspection is possible.

3. The right to inspect the exam will expire with the expiration of the storage period.

3.10 Granting of exemptions for (parts of) modules

1. The Examination Board is authorised to grant exemptions to students:

a. if they have passed examinations at other higher education institutions whose content, scope and level are deemed by the Examination Board to correspond in sufficient measure to (parts of) the module for which the student wishes to be exempted;

Final project(s) can not be considered for exemption.

Final project(s) are the major capstone course, the internship and the thesis.

2. Students wishing to be considered for an exemption must submit a motivated and substantiated request to that effect in writing to the Examination Board before the teaching of the module for which exemption is being requested begins. The request must be accompanied by documentary evidence indicating that the student has already satisfied the requirements for the modules for which an exemption is being requested.

3. The validity period of an exemption granted for (parts) of the module of the main phase is unlimited in principle, unless the exemption has been granted in respect of one of the modules listed in Section 9.7.

4. The Examination Board will determine, on the basis of the evidence submitted, whether the student has met the requirements of the relevant module.

5. The Examination Board will grant a request for exemption if, in its opinion, the student meets the requirements of the relevant module or parts thereof. The Examination Board will inform the student of its decision by digital means within four weeks of the date on which the request was received.

6. Exemptions will be listed with the description 'VR' in the test results summary in SIS. A partial test for which the student has been granted an exemption will not count towards the average final grade for the module which this partial test is part of.

3.11 Validity

1. In principle exam results and exemptions granted in the main phase have an unlimited period of validity.

3.12 Disabilities

1. The Examination Board may grant students disability modifications regarding assessment procedures. A student with a disability who would like to seek modifications to the assessment procedure, first contacts the student counsellor for consultation and then submits a substantiated request to this effect to the Examination Board. This request must be accompanied by a recommendation from the student counsellor. See also: Studying with a disability (A-Z-list).

3.13 Language deficiency

1. Students with a language deficiency due to growing up abroad who follow a degree programme that is delivered in Dutch may ask the Examination Board for an extension to the length of the test and/or to be allowed to use a

non-digital dictionary when taking tests or partial tests in the first and second year of enrolment. Students first contact the student counsellor for consultation and then submit a substantiated request to the Examination Board. This request must be accompanied by a written recommendation from the student counsellor.

This article is not applicable to degree programmes that are fully delivered in English.

4 Rules for sitting tests and partial tests

N.B.: When we use the word 'test' within the AUAS, we mean 'examination', as referred to in the Dutch Higher Education and Research Act (WHW).

4.1 Registration for tests and partial tests

1. The faculty determines whether and how students must register for tests and partial tests, on the first and second opportunity (resit).
2. The test moment immediately following the course taken is considered the first opportunity. A second opportunity (resit) may take place if the student does not take part in the first opportunity or if the first opportunity resulted in a failing mark. If these opportunities are not used this does not oblige the programme to offer more than two test moments.

If the student retakes a course from a previous academic year in a subsequent academic year, the first and second opportunity will count as a resit.

4.2 Sitting interim tests and partial tests

1. When sitting tests and partial tests, the provisions of the test protocols and guidelines and instructions of the study program/faculty apply. These guidelines and instructions must clearly state that, and in what way, the privacy of the testing student is guaranteed.
2. For digital tests, the test takes place in accordance with the requirements of security and privacy rules as laid down in the GDPR. For further information, please check the subject of privacy on Amsterdam University of Applied Sciences website: <https://az.hva.nl/en/employees/az-lemmas/employees/auas/legal-affairs/privacy/>.

4.3 Own/individual work

1. Students will sit the test or partial test individually and may use the permitted study aids when doing so. Group assignments are an exception to the rule of individual tests and partial tests.
2. Students must always submit their own work in tests and partial tests. When citing the work of others, students must apply the agreed rules for source acknowledgement.
3. If students contravene one or more of the provisions of articles 4.4 and 4.6, they will be deemed to have committed plagiarism and/or fraud.

4.4 Definition of plagiarism

1. Plagiarism means:
 - a. using or copying someone else's texts, data, ideas or images without a full and correct acknowledgement of

sources;

- b. presenting the work of others as own work;
 - c. not indicating clearly in the text, for example through the use of quotation marks or a specific layout, that the text contains literal or near-literal quotes, even if sources have been acknowledged correctly;
 - d. paraphrasing the content of someone else's work without adequately acknowledging sources;
 - e. copying (parts of) media files or other sources, software source codes, models and other diagrams of third parties without acknowledgement, thereby passing them off as your own work;
 - f. submitting a text that has been submitted previously, or a similar text, for assignments of other programme modules without acknowledging the source;
 - g. copying the work of your peers and passing it off as your own work;
 - h. submitting documents that have been acquired from a commercial institution or that have been written by someone else, either in exchange for payment or otherwise.
2. Depending on the actual circumstances of the particular case, other conduct may also be treated as plagiarism.
 3. Students will be deemed to be complicit if fellow students copy their work with the student's consent and/or cooperation.
 4. All authors are responsible for the entire jointly written paper. If one of the authors of a jointly written paper commits plagiarism, the other authors will be deemed to be accessories to plagiarism if they could have known that plagiarism had been committed.
 5. No intention is required for determining plagiarism as referred to in the chapter.
 6. In case of plagiarism in a concept work, the Examination Board can apply article 4.7, paragraph 3.

4.5 Detection of plagiarism

1. The examiners and the Examination Board are authorised to check submitted work for plagiarism and, to that end, may use plagiarism detection programs. By submitting a text to be assessed, students give their implicit permission for the text to be included in the database of the detection programme concerned.

4.6 Definition of (serious) fraud

1. Fraud means any act, omission or attempt at or admission of behaviour that fully or partially prevents a correct and fair assessment of a person's knowledge, insights and skills or (professional) attitude from being made. Fraud includes:

- a. using aids other than those allowed during a test or partial test;
- b. copying during the test or partial test or exchanging information;
- c. pretending to be someone else during the test or partial test;
- d. being represented by someone else during the test or partial test;
- e. taking possession of the assignment or assignments of the test before the date or time the examination concerned is due to take place;

f. inventing and/or falsifying survey results, interview responses or research data.

2 Fraud can involve a test or partial test that students are taking themselves, as well as allowing other students to act in a fraudulent manner.

3 Fraud as described under letters c. and d. in this article and plagiarism as described under letter h. in article 4.4 will in any case constitute serious fraud. Repeated fraud will be marked as serious fraud.

4 Depending on the actual circumstances of the particular case, other conduct may also be treated as fraud. No design is required for determining fraud as referred to in the chapter. Suspected fraud may be established before, during or after a test or partial test. An example of suspected fraud being established after the examination is if, during the marking process, two or more students appear to have given identical or virtually identical answers, including incorrect answers, to a large proportion of the questions.

In case of plagiarism in a concept work the Examination Board can apply article 4.7, paragraph 3.

4.7 Procedure in the event of fraud and/or plagiarism

1. If there are serious grounds for suspecting that a student is guilty of fraud or plagiarism, the examiner or invigilator will notify the Examination Board.

2. The Examination Board will decide whether the student is actually guilty of fraud, including serious fraud, or plagiarism. If that is the case, the Examination Board will notify the student in writing, specifying the associated sanctions. Before reaching a decision, the Examination Board will give the student the opportunity to be heard, within a period of ten working days from notification. The student will be informed on the written notification of the examiner or invigilator before the hearing takes place.

3. If the student is found guilty of fraud or plagiarism, the Examination Board may prevent the student from taking certain tests or partial tests for a period of a maximum of one year. In the case of serious fraud the Examination Board may recommend to the dean that the student's enrolment be terminated.

4. If the student is found guilty of fraud, the Examination Board may decide to check work submitted previously by the student concerned for fraud and, if fraud is detected, to impose sanctions.

5. If the fraud has been established as an indisputable fact, it will be recorded in SIS by 'FR' that the student has taken the test or partial test, but has not been awarded a mark due to fraud. The submitted work is declared invalid. Work that has been declared invalid may only be resubmitted if the Examination Board gives permission for this.

5 Study advice

5.1 Advice on continuation of studies after the first-year of enrollment

1. At the end of each student's first year of enrolment in the propaedeutic phase of the degree programme, the Examination Board, on behalf of the Executive Board, will provide the student with study advice regarding their continuation within the degree programme.
2. This study advice will be emailed to the student no later than 24 August. For students who were admitted in February, the ultimate date is 24 February instead (in both cases of the calendar year in which the advice is provided).
3. The study advice has a binding negative character for students who, taking into account their personal circumstances (see article 5.4), have earned fewer than 50 credits for modules in their first year. Results obtained through exemptions count towards the credit minimum.
4. Students who have terminated their enrolment in the degree programme during the course of the first year of their studies will receive a study advice for their first year at the end of that year. This may be a negative binding study advice unless, based on the student's personal circumstances, the Examination Board believes that a negative binding study advice should not be issued. Article 5.5 applies in this situation.
5. Students who are enrolled conditionally as of 1 September in the academic year 2021-2022, and who will be suspended on January 1st 2022 due to not obtaining the mbo-certificate in time, the following is valid for the BSA-regulation: The academic year in which they enroll for the same programme for the second time, will be considered as the first year of enrollment and the year thereafter as the second year. The rules and regulations in this chapter are applicable.

5.2 Suspension of study advice propaedeutic phase

1. If at the end of the first year of enrollment for the propaedeutic phase the Examination Board can not form an opinion on the suitability for the programme due to the student's personal circumstances, it may decide not to issue a study recommendation in the first year of enrollment.
2. In this case the study advice is suspended to the end of the second year of enrollment. The student will receive a notification from the Examination Board by e-mail.

5.3 Advice on continuation of studies after the second year of enrollment

1. In case of suspension, the study advice will be issued no later than the end of the second year of enrollment. This has a negative binding character if the student, with due observance of her personal circumstances, did not pass the propaedeutic phase at the end of her second year of enrollment.

2. Study advice issued in the second year will follow the same procedure as the one followed for the issuing of standard study advice.

5.4 Personal circumstances

1. Personal circumstances include:

- a. illness;
- b. disability;
- c. pregnancy;
- d. exceptional family circumstances;
- e. top-level sport;
- f. membership of the Central or Faculty Representative Advisory Council or Degree Programme Committee;
- g. membership of the board of a AUAS-acknowledged student organisation.

2. The student must communicate such personal circumstances in good time with the student counsellor. The student counsellor provides advice to the Examination Board.

5.5 Conditions governing study advice

1. Binding negative study advice cannot be issued if the student has not received at least one email from the degree programme in good time via email during the course of the academic year, warning him/her of the fact that she may receive a binding negative study advice and of what the associated consequences will be.
2. The Examination Board will in addition only decide whether or not to issue binding negative study advice to a student after the student counsellor has been consulted about the personal circumstances that the student has discussed with the student counsellor (see 5.4).
3. The student counsellor will only issue a written recommendation if the student has notified the student counsellor about these personal circumstances in a timely manner. In this context, notification is deemed to be timely when it is given as soon as the circumstances occur or very soon thereafter.
4. Before issuing binding negative study advice, the Examination Board will allow the student to be heard.

5.6 Consequences of binding negative study advice

1. A student who has received binding negative study advice can no longer be enrolled as a student in the same degree programme at the AUAS.
- 1b. The above provision also applies to the following degree programme(s) that share a common first-year phase with the degree programme in which the student was enrolled:
 - International Business & Management Studies;
 - International Business & Languages.

2. After a year, a student who has received a binding negative study advice may apply for enrolment in the same degree programme or in another degree programme to which the binding negative study advice applies. The Examination Board will only approve such an application if the student concerned can make a reasonable case that the student will be able to successfully complete the degree programme within an acceptable period of time.

6 Examinations, first-year certificate and degree certificate

6.1 Examinations

1. The propaedeutic phase and the main phase both end with an examination. Students are deemed to have passed the examination if they have successfully completed all the modules for the relevant phase or programme, or an exemption has been granted for them.
2. Students can only pass the examination in the main phase if they have passed the propaedeutic examination or have been granted an exemption for it.

6.2 First-year certificate and degree certificate

1. The Examination Board will issue a first-year certificate and list of results to students who have passed the first-year examination and a degree certificate and list of results to students who have passed the examination in the main phase. Students who have been granted exemption for the entire first-year phase will not receive a first-year certificate.
2. If students have successfully completed an honours track (intracurricular or extracurricular or honours minor), this will be specified on the degree certificate. The name of the track will be specified on the list of marks.
3. The marks on the list of marks will be rounded up to whole numbers.
4. In addition to the list of marks, students will also receive a diploma supplement in English with their degree certificate.
5. The graduation date recorded on the first-year certificate or degree certificate will be the month in which students sat their last test.
6. In addition to paragraph 5: students can request the Examination Board not to issue the degree certificate yet, for example because students may want to retake a (partial) test for a higher mark. A certificate is established on the date on which the last test of the examination programme was passed. To prevent this, students must submit a request to the Examination Board no later than the day before the last (partial) test of the examination programme. A motivation and study plan must be added to this request. The Examination Board can then give permission, with a related deadline. If permission is granted, the date of the degree certificate will be the date on which the last (partial) test of the study plan was passed.
7. Students may ask the Examination Board to delay the issuing of their degree certificate.
8. In case of a name change students can receive a new certificate - on request - after handing in the original certificate.

6.3 Degree

1. The Executive Board will award a **Bachelor of Business Administration (BBA)** degree to students who have passed the examination in the main phase.

6.4 Calculation of average mark and 'cum laude' requirements

1. The average final mark for the first-year phase or the main phase is the weighted average of all the marks obtained in the tests in the first-year or main phase on the results list. Weighted means that the size of modules is taken into account. If the degree programme mentions decimals on the results list, then the calculation of the average grade is based on marks with decimals. If the degree programme mentions whole marks on the results list, then the calculation of the average mark is based on whole marks (see: A-Z list).
2. Modules for which students have been granted an exemption and extracurricular modules will not be included when calculating the weighted average final mark.
3. If an exemption has been granted for more than a third of the credit points of the curriculum in the first-year or main phase, students will not receive an average mark and cannot be awarded a 'cum laude' degree (a degree with distinction).
4. Students will be eligible to have the words 'cum laude' recorded on their first-year certificate if they meet the following requirements:
 - a. They have successfully completed their first-year phase within a maximum of one year.
 - b. The weighted average final mark of their interim examination results for all the modules on the list of marks for the first-year examination is at least an 8.0 (not rounded up to).
5. Students will be eligible to have the words 'cum laude' recorded on their degree certificate if they meet the following requirements:
 - a. They have successfully completed the degree programme within the nominal study period plus one year.
 - b. The weighted average final mark of their test results for all the modules on the list of marks for the main phase is at least an 8.0 (not rounded up to);
 - c. the students' weighted average final mark for each of the following modules: "internship & thesis" is a minimum of 8.0 (not rounded up to).
 - d. Students have never been found guilty of plagiarism or fraud.
6. Students will be eligible to have the words 'summa cum laude' recorded on their degree certificate if they meet the following requirements:
 - a. Students have successfully completed the degree programme within the nominal study period.
 - b. The weighted average final mark of the test results for all the modules on the list of marks for the main phase is at least an 9.0 (not rounded up to);
 - c. the students' weighted average final mark for each of the following modules: "internship & thesis" is a minimum of 9.0 (not rounded up to);
 - d. Students have never been found guilty of plagiarism or fraud.
7. The Examination Board assesses whether to confer the designation 'cum laude' or 'summa cum laude'.

6.5 Statement

1. Upon request, students who have passed more than one test, but who cannot be awarded a first-year certificate or degree certificate, may be issued with a statement from the Examination Board that specifies the tests that they have passed.

7 Examination Board and Appeals Board

7.1 Contacting the Examination Board

1. Every degree programme has an Examination Board. The Examination Board determines, in an objective and expert manner, whether or not students meet the requirements of the Teaching and Examination Regulations and the exit qualifications for the degree programme.
2. Amongst others, students may contact the Examination Board with regard to the following requests:
 - a. to be exempted from one or more tests and/or partial tests (see article 3.11);
 - b. to take an additional test or additional partial test (see article 3.3);
 - c. to extend the period of validity of a test or partial test that they have passed (see article 3.12);
 - d. to approve their choice of minor (see article 2.8);
 - e. for special arrangements to be made with regard to tests on account of a disability or chronic illness (see article 3.13);
 - f. for a longer test time and permission to use a dictionary in the case of a language deficiency (see article 3.14);
 - g. for a revised test timetable if the student is involved in top-level sports or entrepreneurship (see article 3.4).
 - h. if applicable, the approval for the composition of a study program.

7.2 Lodging an appeal with the Examination Appeals Board (EAB)

1. Students may lodge an appeal with the Examination Appeals Board (EAB) within six weeks if they do not agree with a decision taken by the Examination Board or by an examiner or examiners. Further information on COBEX and on how students can lodge an appeal can be found in the *Legal protection of students* of the Students' Charter.

8 Validity of Teaching and Examination Regulations

8.1 Scope

1. The Teaching and Examination Regulations in academic year 2022-2023 apply to all students enrolled in the degree programme(s) mentioned in this document.
2. With the exception of the provisions relating to teaching and student counselling, the Teaching and Examination Regulations also apply to external students (i.e. students who are not being taught at the university but who are sitting tests and/or partial tests). Where appropriate, the word 'student' may therefore also be deemed to refer to external students.
3. Circumstances not provided for by the Teaching and Examination Regulations will be dealt with by the Dean.

8.2 Adoption

1. The Teaching and Examination Regulations will be adopted on an annual basis by the dean of the faculty to which the degree programme belongs, on the recommendation and/or consent of the Degree Programme Committee and the Faculty Representative Advisory Council.

8.3 Validity and start date

1. The Teaching and Examination regulations will be valid for one academic year. In other words, Teaching and Examination Regulations from a previous academic year will not apply to a subsequent academic year. If necessary, transitional arrangements will be made for current students where rules or provisions are amended. Where transitional arrangements apply, this will be specified in article 8.4.
2. During the course of the academic year, the Teaching and Examination Regulations may only be amended in the event of force majeure and provided that the result is not unreasonably disadvantageous for students. Interim changes will be decided by the dean. If this concerns a part on which approval is based, the Faculty Representative Advisory Council or the Degree Programme Committee will be consulted. For intermediate changes in the testing programme, article 3.1, paragraph 2 also applies.
3. The Teaching and Examination Regulations are effective from 1 September 2022.

8.4 Transitional arrangements

There are transitional arrangements available to facilitate the progression of students from the following phased out programmes: "International Business & Management Studies" and "International Business & Languages". The transitional arrangements have been formulated in the document "AMSIB Guide to Course Conversions 2022-2023".

9 Testing programmes

In this chapter the testing programmes are listed.

9.1 Propedeutic phase

Study programme:	fulltime
Variant:	ib ft
Academic plan:	52871
CROHO-number:	30029

Units of study: Year 1 - 60 credits					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Introduction to Management	4	Block 1+2	Assignment / Knowledge test	Block 3	Knowledge test
Business English 1	4	Block 1+2	Assignment / Knowledge test	Block 3	Assignment / Knowledge test
Personal Development 1	3	Block 1+2	Assignment / Portfolio assessment	Block 3	Assignment / Portfolio assessment
Financial Management 1	4	Semester 1	Knowledge test	Block 3	Knowledge test
Introduction to Quantitative Methods	4	Semester 1	Knowledge test	Block 3	Knowledge test
Marketing and Sales 1	4	Block 1+2	Assignment / Knowledge test	Block 3	Assignment / Knowledge test
Ethics, Responsibility and Sustainability	4	Block 1+2	Assignment	Block 3	Assignment
Cross Cultural Awareness	3	Block 1+2	Assignment / Portfolio assessment	Block 3	Assignment / Portfolio assessment
Co-Creative Entrepreneurship 1	4	Block 3+4	Assignment / Behavioral assessment / Professional product	Block 4	Assignment / Professional product
Business English 2	4	Block 3+4	Assignment / Knowledge test	Block 4	Assignment / Knowledge test
Personal Development 2	3	Block 3+4	Assignment / Portfolio assessment	Block 4	Assignment / Portfolio assessment
Principles of Economics	4	Block 3+4	Assignment / Knowledge test	Block 4	Knowledge test

International Supply Chain Management 1	4	Block 3+4	Knowledge Test	Block 4	Knowledge Test
Co-Creative Entrepreneurship 2	4	Block 3+4	Assignment / Behavioral assessment	Block 4	Assignment
Business Research 1	4	Block 3+4	Assignment / Knowledge Test	Block 4	Assignment
Information Technology	3	Block 3+4	Knowledge Test	Block 4	Knowledge Test

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

Study programme:	parttime
Variant:	ib pt
Academic plan:	52881
CROHO-number:	30029

Units of study: Year 1 - 60 credits					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Marketing Research and Statistics 1	5	Block 1	Assignment / Knowledge test	Block 2	Assignment / Knowledge test
Management and Organisation 1	5	Block 1	Assignment / Knowledge test	Block 2	Assignment / Knowledge test
Corporate Plan 1	6	Semester 1	Assignment	Semester 2	Assignment
Business English 1	4	Block 2	Assignment / Knowledge test	Block 3	Assignment / Knowledge test
Accounting 1	5	Block 2	Knowledge test	Block 3	Knowledge test
European Law	5	Block 3	Knowledge test	Block 4	Knowledge test
Introduction to Marketing	5	Block 3	Assignment / Knowledge test	Block 4	Assignment / Knowledge test
Principles of Economics	5	Block 4	Knowledge test	Block 4	Knowledge test
Corporate Plan 2	6	Semester 2	Professional product	Semester 2	Professional product
Ethics, Responsibility and Sustainability	4	Block 4	Assignment	Block 4	Assignment
Employee Reflection report	10	Entire Year	Professional product	Entire Year	Professional product

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

9.2 Main phase (including specialisations and minors)

Study programme:	fulltime
Variant:	ib ft
Academic plan:	52871
CROHO-number:	30029

Units of study: Post-foundation year phase - 60 credits (Year 2)					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
SAP-ERP	4	Block 1+2	Knowledge test	Block 3	Knowledge test
Business Research 2	3	Block 1+2	Assignment	Block 3	Assignment
International Supply Chain Management 2	4	Block 1+2	Assignment / Knowledge test	Block 3	Knowledge test
International Economics for Business	4	Block 1+2	Assignment / Knowledge test	Block 3	Knowledge test
Business English 3	4	Block 1+2	Portfolio assessment / Test (Oral)	Block 3	Portfolio assessment / Test (Oral)
Professional Branding	3	Block 1+2	Assignment / Portfolio assessment	Block 3	Assignment / Portfolio assessment
International Human Resources Management	4	Block 3+4	Assignment	Block 4	Assignment
Transnational Commercial Law	3	Block 3+4	Assignment / Knowledge test	Block 4	Knowledge test
Financial Management 2	4	Block 3+4	Knowledge test	Block 4	Knowledge test
Cross Cultural Management	3	Block 3+4	Assignment / Portfolio assessment	Block 4	Assignment / Portfolio assessment
Marketing and Sales 2	3	Semester 2	Assignment	Semester 2	Assignment
Business Internationalisation	5	Semester 2	Assignment / Professional product	Semester 2	Assignment / Professional product
Electives					
Customer Relationship Management	4	Block 1+2+3+4	Assignment	Block 3+4	Assignment
Managing in the Circular Economy	4	Block 1+2+3+4	Assignment	Block 3+4	Assignment
Managing in a Globalized Economy	4	Block 1+2+3+4	Assignment / Knowledge test	Block 3+4	Assignment / Knowledge test

International Collaboration Project	4	Block 2+3	Professional product	Block 3+4	Professional product
Arts, Business and Culture	4	Block 1+2+3+4	Portfolio assessment	Block 3+4	Portfolio assessment
Creativity and Innovation	4	Block 1+4	Assignment	Block 3+4	Assignment
Effective Crisis Management	4	Block 2+4	Assignment	Block 3+4	Assignment
Critical Thinking	4	Block 1+2+3+4	Assignment / Knowledge test	Block 3+4	Assignment / Knowledge test
Innovation & Technology	4	Block 1+2+3+4	Assignment	Block 3+4	Assignment
Personal Finance	4	Block 1+2+3	Professional product	Block 3+4	Professional product
Knowledge and Skepticism	5	Block 1+2+3+4	Assignment / Professional product	Block 3+4	Assignment / Professional product
Managerial Accounting	5	Semester 2	Knowledge test	Semester 2	Knowledge test
Organising for Sustainability Transitions	5	Semester 2	Assignment / Knowledge Test	Semester 2	Assignment / Knowledge Test
Language Electives					
Business Spanish 1	4	Block 1	Knowledge Test	Block 3	Knowledge Test
Business Spanish 2	4	Block 2	Knowledge Test	Block 3	Knowledge Test
Business Spanish 3	4	Block 1+3	Knowledge Test	Block 4	Knowledge Test
Business Spanish 4	4	Block 2+4	Knowledge Test	Block 4	Knowledge Test
Business German 1	4	Block 1	Knowledge Test	Block 3	Knowledge Test
Business German 2	4	Block 2	Knowledge Test	Block 3	Knowledge Test
Business German 3	4	Block 3	Knowledge Test	Block 4	Knowledge Test
Business German 4	4	Block 4	Knowledge Test	Block 4	Knowledge Test
Business French 1	4	Block 1	Knowledge Test	Block 3	Knowledge Test
Business French 2	4	Block 2	Knowledge Test	Block 3	Knowledge Test
Business French 3	4	Block 3	Knowledge Test	Block 4	Knowledge Test
Business French 4	4	Block 4	Knowledge Test	Block 4	Knowledge Test
Business Japanese 1	4	Block 1	Knowledge Test	Block 3	Knowledge Test
Business Japanese 2	4	Block 2	Knowledge Test	Block 3	Knowledge Test
Business Japanese 3	4	Block 3	Knowledge Test	Block 4	Knowledge Test
Business Japanese 4	4	Block 4	Knowledge Test	Block 4	Knowledge Test

Business Chinese Mandarin 1	4	Block 1	Knowledge Test	Block 3	Knowledge Test
Business Chinese Mandarin 2	4	Block 2	Knowledge Test	Block 3	Knowledge Test
Business Chinese Mandarin 3	4	Block 3	Knowledge Test	Block 4	Knowledge Test
Business Chinese Mandarin 4	4	Block 4	Knowledge Test	Block 4	Knowledge Test
Business Spanish 5	4	Block 3	Knowledge Test / Portfolio assessment	Block 4	Knowledge Test / Portfolio assessment
Business Spanish 6	4	Block 4	Knowledge Test / Portfolio assessment	Block 4	Knowledge Test / Portfolio assessment

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

Units of study: Post-foundation year phase - 60 credits (Year 3)					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Major Organisation, Leadership and Change					
Business Organisation Simulation	10	Semester 1+2	assignment	Semester 1+2	assignment
International Strategy and Organisation	5	Semester 1+2	assignment / Knowledge test	Semester 1+2	assignment / Knowledge test
Contemporary Topics in Organisational Behavior	5	Semester 1+2	assignment	Semester 1+2	assignment
Cases in Leadership and Change	5	Semester 1+2	assignment / Knowledge test	Semester 1+2	assignment / Knowledge test
Business Models and Services	5	Semester 1+2	assignment / Knowledge test	Semester 1+2	assignment / Knowledge test
Major International Marketing and Sales					
Digital Marketing	5	Semester 1+2	assignment	Semester 1+2	assignment
Sales and Services	5	Semester 1+2	assignment / Behavioral assessment	Semester 1+2	assignment
Consumer Branding	5	Semester 1+2	assignment	Semester 1+2	assignment
Global Marketing Communications	5	Semester 1+2	Knowledge test / Professional product	Semester 1+2	Knowledge test / Professional product
Strategic Market Management	5	Semester 1+2	Knowledge test / Professional product	Semester 1+2	Knowledge test / Professional product

Marketing and Sales Capstone	5	Semester 1+2	Knowledge test / Professional product	Semester 1+2	Knowledge test / Professional product
Major International Finance and Control					
Management Control	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Accounting for Decis. Making	5	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Knowledge test
Financial Risk Management	5	Semester 1+2	Knowledge test	Semester 1+2	Knowledge test
International Financial Accounting	5	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Knowledge test
Investment Analysis	5	Semester 1+2	Knowledge test / Professional product	Semester 1+2	Knowledge test / Professional product
Sustainable Finance	5	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Major Global Trade					
Purchasing	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Logistics Concepts	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Supply Chain Finance	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Export Management	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Supply Chain Innovation	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Supply Chain Management Lab	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Major Global Business Communication					
Cross-Border Business Challenges 1	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Cross-Border Business Challenges 2	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Regional Cultural Studies	5	Semester 1+2	Assignment / Professional product	Semester 1+2	Assignment / Professional product
International Corporate Communication	5	Semester 1+2	Assignment / Portfolio assessment	Semester 1+2	Assignment / Portfolio assessment

Major Business Mandarin	10	Semester 1+2	Portfolio assessment	Semester 1+2	Portfolio assessment
Major Business Mandarin	10	Semester 1+2	Portfolio assessment	Semester 1+2	Portfolio assessment
Major Business French B1	10	Semester 1+2	Portfolio assessment	Semester 1+2	Portfolio assessment
Major Business French B2	10	Semester 1+2	Portfolio assessment	Semester 1+2	Portfolio assessment
Major Business Spanish B1	10	Semester 1+2	Portfolio assessment	Semester 1+2	Portfolio assessment
Major Business Spanish B2	10	Semester 1+2	Portfolio assessment	Semester 1+2	Portfolio assessment

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdampus.com>

Units of study: Post-foundation year phase - 60 credits (Year 4)

Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Advanced Leadership Development	4	Semester 2	Portfolio assessment	Semester 2	Portfolio assessment
English for Thesis Writing	4	Semester 2	Assignment / Knowledge test	Semester 2	Assignment / Knowledge test
Internship	30	Entire Year	Tutorial	Entire Year	Tutorial
Thesis	22	Entire Year	Tutorial	Entire Year	Tutorial

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdampus.com>

Units of study: Minors - 30 credits

Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Business Processes and Analytics Management ENG	30	Semester 1+2		Semester 1+2	
Business Processes and Analytics Finance ENG	30	Semester 1+2		Semester 1+2	
Business Process Simulation	10	Semester 1+2	Professional product	Semester 1+2	Professional product
Human Resource Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Project Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Supply Chain Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product

Strategic Enterprise Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Controlling and Accounting	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Treasury Management Project	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Business Processes and Analytics Management	30	Semester 1+2		Semester 1+2	
Business Processes and Analytics Finance	30	Semester 1+2		Semester 1+2	
Business Process Simulation	10	Semester 1+2	Professional product	Semester 1+2	Professional product
Human Resource Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Project Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Supply Chain Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Strategic Enterprise Management	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Controlling and Accounting	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Treasury Management Project	5	Semester 1+2	Professional product	Semester 1+2	Professional product
Building Partnerships in China	30	Semester 1+2		Semester 1+2	
Assignment + China Program	20	Semester 1+2	Assignment	Semester 1+2	Assignment
Economy, Trade & Business	2	Semester 1+2	Knowledge test / Professional product	Semester 1+2	Knowledge test / Professional product
Sourcing, Research & Organization	2	Semester 1+2	Assignment	Semester 1+2	Assignment
Chinese Language Basics	2	Semester 1+2	Knowledge test	Semester 1+2	Knowledge test
Culture, Society & Population	2	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Geography, History & Politics	2	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Building Partnerships in Thailand	30	Semester 1+2		Semester 1+2	
Assignment + Thailand Program	20	Semester 1+2	Assignment	Semester 1+2	Assignment
Economy, Trade & Business	2	Semester 1+2	Knowledge test / Professional product	Semester 1+2	Knowledge test / Professional product



Sourcing, Research and Organisation	2	Semester 1+2	Assignment	Semester 1+2	Assignment
Thai Language Basics	2	Semester 1+2	Knowledge test	Semester 1+2	Knowledge test
Culture, Society & Population	2	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Geography, History & Politics	2	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Building Partnerships in Korea	30	Semester 1+2		Semester 1+2	
Assignment + Korea Program	20	Semester 1+2	Assignment	Semester 1+2	Assignment
Economy, Trade & Business	2	Semester 1+2	Knowledge test / Professional product	Semester 1+2	Knowledge test / Professional product
Sourcing, Research and Organisation	2	Semester 1+2	Assignment	Semester 1+2	Assignment
Korean Language Basics	2	Semester 1+2	Knowledge test	Semester 1+2	Knowledge test
Culture, Society & Population	2	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Geography, History & Politics	2	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Business Consultancy Clinic	30	Semester 1+2		Semester 1+2	
Business Consultancy Clinic	20	Semester 1+2	Assignment / Portfolio assessment	Semester 1+2	Assignment / Portfolio assessment
Managing Entrepreneurship & Innovation	5	Semester 1+2	Assignment	Semester 1+2	Assignment
Sales, Negotiation & Culture	5	Semester 1+2	Assignment / Behavioral assessment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Cases in Entrepreneurship	5	Semester 1+2	Assignment / Professional product	Semester 1+2	Assignment / Professional product
Changemakers – Transformational leadership in the new economy	30	Semester 1+2		Semester 1+2	
Changemakers	30	Semester 1+2	Assignment	Semester 1+2	Assignment
*Resits by appointment can take place in the same or subsequent block. https://coursecatalogue.amsterdamuas.com					

Units of study: Extra Courses					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component



Dutch for International Students	3	Semester 1+2	Knowledge test	Semester 2	Knowledge test
Dutch for International Students 2	3	Semester 2	Knowledge test	Semester 2	Knowledge test
Dutch for International Students 3	3	Semester 2	Knowledge test	Semester 2	Knowledge test
Economics and Politics of the Netherlands	3	Semester 1+2	Assignment / Knowledge test	Semester 2	Assignment / Knowledge test
Economies of Emerging Markets	5	Semester 1+2	Assignment	Semester 2	Assignment
Creativity in Business	5	Semester 2	Assignment	Semester 2	Assignment
International Business and Ethics	5	Semester 1+2	Assignment	Semester 2	Assignment
Current Issues in Business and Society	5	Semester 1+2	Assignment	Semester 2	Assignment
Intercultural Awareness	5	Semester 1+2	Assignment	Semester 2	Assignment
International Business Law	5	Semester 1+2	Knowledge test	Semester 2	Knowledge test
Cultural Assignment	1	Semester 1+2	Assignment	Semester 2	Assignment
Cultural Assignment 2	2	Semester 1+2	Assignment	Semester 2	Assignment
Crisis management 1	1	Semester 1+2	Assignment	Semester 2	Assignment
Crisis management 2	2	Semester 1+2	Assignment	Semester 2	Assignment
Masterclass Managing in the Circular Economy	5	Block 2+3	Assignment / Professional product	Block 3	Assignment / Professional product
*Resits by appointment can take place in the same or subsequent block. https://coursecatalogue.amsterdamuas.com					

Study programme: parttime
Variant: ib pt
Academic plan: 52881
CROHO-number: 30029

Units of study: Post-foundation year phase - 60 credits (Year 2)					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
International Commercial Law	5	Block 1	Knowledge test	Block 2	Knowledge test



Human Resource Management	5	Block 1	Assignment	Block 2	Assignment
International Expansion Project 1	6	Semester 1+2	Assignment	Semester 2	Assignment
Leadership and Change	5	Block 2	Assignment / Knowledge test	Block 3	Assignment / Knowledge test
Intermediary Marketing Management	5	Block 2	Assignment / Knowledge test	Block 3	Assignment / Knowledge test
Business English 2	4	Block 3	Assignment / Knowledge test	Block 4	Assignment / Knowledge test
Management Accounting	5	Block 3	Knowledge test	Block 4	Knowledge test
Cross Cultural Analysis	5	Block 4	Knowledge test	Block 4	Knowledge test
Marketing Research and Statistics 2	5	Block 4	Knowledge test	Block 4	Knowledge test
International Expansion Project 2	6	Semester 2	Professional product	Semester 2	Professional product
Mock Group Thesis	9	Entire Year	Professional product	Entire Year	Professional product

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

Units of study: Post-foundation year phase - 60 credits (Year 3)					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Doing Business in the 21st Century	30	Semester 1+2	Assignment / Knowledge test	Semester 1+2	Assignment / Knowledge test
Internship	30	Semester 1+2	Behavioral assessment	Semester 2	Behavioral assessment

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

Units of study: Post-foundation year phase - 60 credits (Year 4)					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Academic Writing	4	Block 1	Knowledge test	Block 2	Knowledge test
Corporate Finance	5	Block 1	Knowledge test / Professional product	Block 2	Knowledge test / Professional product
International Economics and Business	5	Block 2	Knowledge test	Block 3	Knowledge test
Research Methodology	5	Block 2	Knowledge test	Block 3	Knowledge test
International Money and Business	4	Block 3	Knowledge test	Block 4	Knowledge test

Strategic Human Resource Management	5	Block 3	Assignment / Knowledge test	Block 4	Assignment / Knowledge test
Supply Chain and Logistics Management	5	Block 4	Knowledge test	Block 4	Knowledge test
Strategic Management	5	Block 4	Assignment / Knowledge test	Block 4	Assignment / Knowledge test
Thesis	22	Semester 2	Professional product	Semester 2	Professional product
*Resits by appointment can take place in the same or subsequent block. https://coursecatalogue.amsterdamuas.com					

9.3 Fast track programme

Study programme: fulltime
Variant: intbft
Academic plan: 52961
CROHO-number: 30029

Units of study: Year 1 - 60 credits					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Professional English Writing	5	Semester 1	Knowledge test	Semester 1	Knowledge test
Principles of Management	5	Semester 1	Assignment / Knowledge test	Semester 1	Knowledge test
Marketing & Sales Management	5	Semester 1	Portfolio assessment	Semester 1	Assignment
Applied Research 1	5	Semester 1	Assignment	Semester 1	Assignment
Professional & Academic Skills	5	Semester 1	Assignment / Behavioral assessment	Semester 1	Assignment
Managerial & Financial Accounting	5	Semester 1	Knowledge test	Semester 1	Knowledge test
Economics & Change	5	Semester 2	Knowledge test	Semester 2	Knowledge Test
Applied Research 2	5	Semester 2	Assignment	Semester 2	Assignment
Cross Cultural Management	5	Semester 2	Assignment	Semester 2	Assignment
Global Business Law	5	Semester 2	Assignment / Knowledge Test	Semester 2	Assignment / Knowledge Test

Business Information Technology	5	Semester 2	Assignment / Knowledge Test	Semester 2	Assignment / Knowledge Test
Governance, Sustainability and Entrepreneurship	5	Semester 2	Assignment / Knowledge test	Semester 2	Knowledge test

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

Units of study: Post-foundation year phase - 60 credits (Year 2)					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Business Mathematics & Stat.	5	Semester 1	Knowledge test	Semester 1	Knowledge test
Business Operation Management	5	Semester 1	Knowledge test	Semester 1	Knowledge test
Global Market Economics	5	Semester 1	Knowledge test	Semester 1	Knowledge test
Marketing Strategy	5	Semester 1	Assignment	Semester 1	Assignment
Corporate Finance and Investment	5	Semester 1	Knowledge test	Semester 1	Knowledge test
Global Human Resource Management	5	Semester 1	Assignment	Semester 1	Assignment

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

Units of study: Post-foundation year phase - 60 credits (Year 3)					
Course catalog	ECTS	Exam date	Course component	Resit date	Course component
Global Exchange	30				
Internship	15		Assignment		Assignment
Thesis	15		Assignment		Assignment

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

*Resits by appointment can take place in the same or subsequent block.
<https://coursecatalogue.amsterdamuas.com>

9.4 Three-year fast-track programme for school-leavers at pre-university level

Not applicable.

9.5 Special tracks

Units of study: Empower Module					
Course catalogue	ECTS	Test date	Test component	Resit date	Test component
Empower Module	30	Block 3+4	Portfolio assessment	By appointment only	Portfolio assessment

*Resits on appointment can take place in the same block or in the following block.
<https://studiegids.hva.nl>

Transition program Empower Module

The FBE Empower module is a transfer program for propaedeutic students who have stalled in their studies within the FBE faculty and are at risk of dropping out of higher education. In the program they will actively investigate who they are, who they want to become as professionals in the future and which study and career choice is appropriate. Developing professional and personal identity, acquiring higher professional education and study skills and creating connections with the faculty are the common thread of the programme. The transfer program is only offered in the Dutch language.

9.6 Modules with limited validity

Not applicable.

10 Definitions of terms

For the purpose of these regulations the terms below are defined as follows:

- **academic year:** the period starting on 1 September and terminating on 31 August of the following calendar year, or in the case of enrolment on 1 February, the period starting on 1 February and terminating on 31 January of the following calendar year;
- **assessment:** the assessment by an examiner of the extent to which a student or external student has met the requirements set for a particular course or part thereof;
- **assignment:** A shorter or longer argument based on a concrete question, in which the student deals with a problem or situation (describes, summarizes, analyses, synthesizes), provides his own analysis and/or argumentation, draws conclusions and possibly defines follow-up questions. Other form can also be determined in consultation with student(s). Students can also be given a choice from a number of test formats.
- **Associate degree programme:** a programme as referred to in Section 7.8a of the WHW with a study load of at least 120 credits;
- **behavioral assessment:** A test in which students demonstrate professional actions in an authentic or simulated professional situation and/or context. Examiners/assessors observe their behaviour. If applicable: students write a report on their actions afterwards, for example during internships, or they conduct an assessment interview with the assessors to substantiate their actions and explain the choices made. Other form can also be determined in consultation with student(s). Students can also be given a choice from a number of test formats.
- **Code of Conduct for Student Counsellors:** the Amsterdam University of Applied Sciences/ Hogeschool van Amsterdam Code of Conduct for Student Counsellors, approved by the Executive Board on 8 May 2008;
- **competency:** an integral whole of professional knowledge, attitude and skills that a person needs to be able to function well within the relevant professional frameworks;
- **course (or module):** an educational unit as referred to in Section 7.3 of the WHW which, together with other courses, forms the study programme curriculum, to which an examination is linked. Every course concludes with partial tests or a test.
- **course catalogue:** the digital information source containing all relevant information on the degree programme and the modules. In case of conflicting information the between the Teaching and Examination Regulations and the course catalogue, the information of the Teaching and Examination Regulations applies.
- **credit:** the unit in which the study load is expressed as referred to in Section 7.4 of the WHW, whereby 60 credits are the equivalent of 1,680 study hours; One credit is the equivalent of 28 study load hours. Within a broader European context, credits are expressed in EC (European credits). Credits will only be awarded upon the successful completion of a course or if an exemption has been granted by the Examination Board;
- **Dean:** head of the faculty offering the study programme;
- **electives:** courses that are part of the study program, whereby the student can choose from different courses;
- **enrolment quota:** a fixed number of places allocated to a degree programme for which the number of applications exceeds the number of available places;
- **examination:** final element of a study programme as referred to in Section 7.3 of the WHW or the propaedeutic year as referred to in Section 7.8 of the WHW;
- **Examination Appeals Board:** board as referred to in Section 7.60 of the WHW;
- **Examination Board:** the board as referred to in Section 7.12 of the WHW;
- **examination programme:** overview of all tests and partial tests for all courses in the propaedeutic phase and main phase, specifying (at minimum) the following details, testing format for the first and second test or partial test, the number of credits, the block or week during which the test or partial test was administered;

- **examiner:** the person as referred to in Section 7.12c of the WHW, not being a student or external student;
- **Executive Board:** the institutional administration as referred to in Sections 1.1 and 10.8 of the WHW;
- **faculty:** the organisational unit in which education is offered;
- **fast track programme:** a Bachelor's programme in which the full number of credits is offered and assessed within a shorter space of time, for instance 240 credits within three years;
- **final assignment:** the final product of a unit of study on the basis of which one or more of the exit qualifications of the degree programme are assessed;
- **final qualifications:** description of the study programme's final attainment level;
- **fraud:** an act as referred to in article 4.6 of these Regulations;
- **graduation track:** the combined units of study on the basis of which the exit qualifications of the degree programme are assessed, such as a final assignment and/or an internship;
- **honours programme:** excellence programme in the form of a special track for students in the 3rd and 4th years of the main phase of a study programme;
- **inspection:** the moment at which an exam and the work done by students are discussed in the presence of an examiner.
- **integrated resit:** one test instead of two or more partial tests that constitutes the second examination opportunity.
- **institution:** the Amsterdam University of Applied Sciences/ Hogeschool van Amsterdam (hereinafter referred to as the 'AUAS/HvA');
- **international student:** a student of non-Dutch nationality who – to the extent the student concerned is subject to residency permit requirements and has been issued with such a residency permit – will pursue, is currently pursuing or has pursued a programme of study at an education institution established in the Netherlands;
- **joint propaedeutic year:** the first year of a degree programme approved by the Executive Board in which several CROHO degree programmes offer students a joint programme during the propaedeutic year;
- **knowledge test:** A test with questions about professional, theoretical and subject-oriented knowledge aimed at understanding and application. This test can have different forms that can also be combined in one test. Traditional forms are: open questions, semi-open questions, multiple choice questions, questions where the student has to fill in the missing information. New forms are knowledge clip or presentation made by the student in which he/she demonstrates knowledge. Students can also be given a choice from a number of test formats. Administration: digital, oral or pen-and-paper.
- **main phase:** the phase of the study programme that follows directly after the propaedeutic year (post propaedeutic year stage);
- **module (or course):** an educational unit as referred to in Section 7.3 of the WHW which, together with other courses, forms the study programme curriculum, to which an examination is linked. Every course concludes with partial tests or a test;
- **nominal study period:** the nominal study period of the main phase of a bachelor is 3 years.
- **partial test:** a partial test is part of a test to which a partial assessment (partial mark) is attached. No credits (EC) can be awarded on the basis of a partial test. No rights can be derived from the partial mark. The credits are awarded if the entire module has been completed with a satisfactory result. The (final) assessment of the module is a decision with legal effect against which an appeal is possible;
- **plagiarism:** an act as referred to in article 4.4 of these Regulations;
- **portfolio assessment:** The sum of performances, collected in a portfolio, with which the student demonstrates mastery of learning results, with (if applicable) a criterion-oriented interview (assessment interview) based on the portfolio. Students can be given a choice in the composition of the portfolio;
- **practical assignment:** exercises that can only take place under supervision during scheduled meetings, and which are aimed at acquiring a practical professional skill, and which are examined within the relevant module;
- **professional product:** A performance, with great resemblance to performance in professional practice,

which is performed by a group or by one student in a methodical and systematic manner, in which knowledge from theory and practical(-oriented) research is combined and which results in a design, (physical , digital) end product, research or advice, including associated justification/reflection. Other form can also be determined in consultation with student(s). Students can also be given a choice from a number of test formats. This can lead to multiple professional products. An oral presentation can be part of the assessment.

- **programme**: the interconnected whole of educational units administered by the study programme;
- **Programme Committee**: the Programme Committee as referred to in Section 10.3c of the WHW;
- **programme manager**: the individual charged with day-to-day management of the study programme;
- **propaedeutic phase**: the foundation year phase of the study programme as referred to in Section 7.8 of the WHW;
- **Representative Council**: the council as referred to in Section 10.25 of the WHW;
- **results list**: a list signed by the Examination Board containing all marks based on completed modules belonging to the propaedeutic certificate or degree certificate.
- **SIS**: Student Information System;
- **specialisation**: a specialisation within the study programme as referred to in Section 7.13 of the WHW, other than a minor;
- **special track**: track, other than the three-year vwo track - as referred to in Section 7.9b of the WHW;
- **student**: a person who is enrolled at the institution as a student as referred to in Section 7.32 of the WHW;
- **Students' Charter**: the charter as referred to in Section 7.59 of the WHW;
- **student counsellor**: a person appointed by the institution to inform and advise prospective and current students, the Dean, the study programme management and the Examination Board on student affairs and to counsel students in problems of a personal nature on request;
- **study adviser**: a person designated by the study programme to supervise students in academic, decision-making and planning processes, with the aim of facilitating effective academic progress;
- **study load hour**: one 1,680th part of the nominal study load of one full academic year;
- **study programme**: a Bachelor's programme as referred to in Section 7.3a, paragraph 2a of the WHW;
- **test**: a test of knowledge, insight and skills as referred to in Sections 7.3 and 7.10 of the WHW, of which the result is expressed in an assessment concluding a course. Where the word 'test' is mentioned in these regulations, the WHW term 'examination' is meant. A test may be divided into two or more separate partial tests;
- **testing committee**: a committee as defined in Section 10 of the Examination Board Regulations; the committee advises the Examination Board on the quality of testing;
- **three-year fast-track programme for school-leavers at pre-university level**: a fast-track programme as referred to in Section 7.9a of the WHW with a study load of at least 180 credits;
- **track**: a degree programme approved by the Executive Board which differs from the registered CROHO Bachelor's programme offering the track, commencing from the propaedeutic year. The same diploma and the same final qualifications apply to the Bachelor's programme and track;
- **weighted average**: a calculation of the average final mark that also factors in the number of credits associated with the relevant units of study;
- **WHW**: The Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en wetenschappelijk Onderzoek*, WHW);
- **working days**: workdays are based on the yearly schedule of the AUAS/HvA. Saturdays, Sundays, holidays and mandatory days off are non-working days. Part-time programmes may indicate Saturdays as working days.