

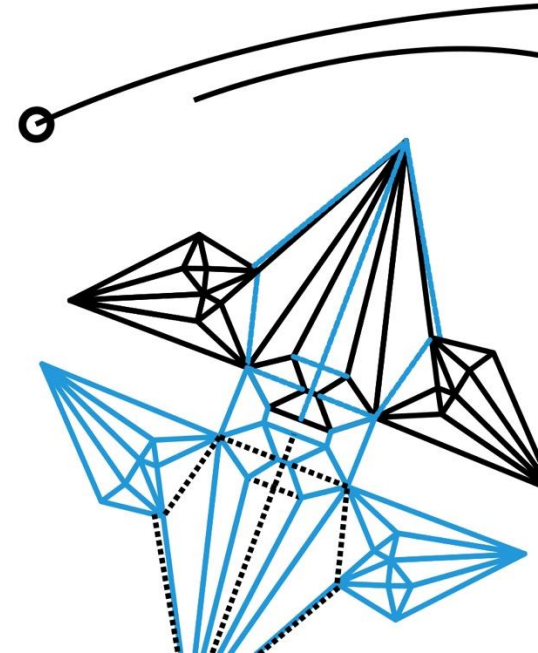
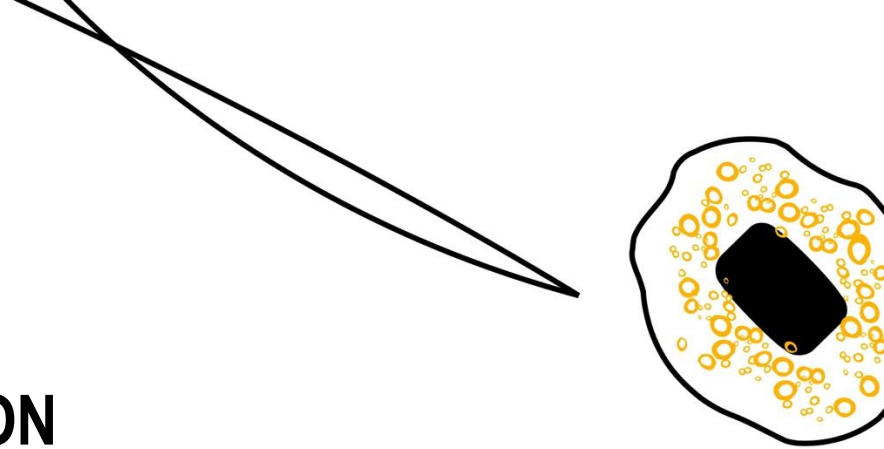
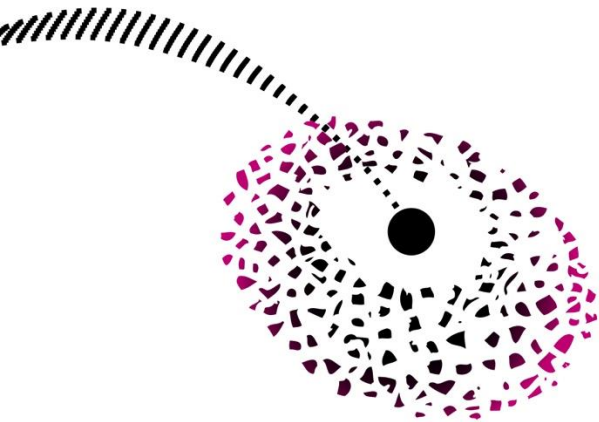
UNIVERSITY OF TWENTE.

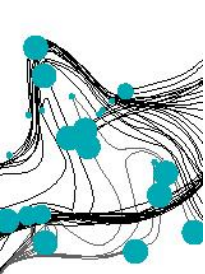
# BUSINESS ADMINISTRATION

PRE-MASTER AND MASTER: INTRODUCTION

CHARLOTTE RÖRING AND ANDRÉ VEENENDAAL

[www.utwente.nl/ba](http://www.utwente.nl/ba)





# WELCOME


---



UNIVERSITY OF TWENTE.

# ALL INFORMATION TODAY IS SO OBVIOUS...

---



"I expect that you must receive top marks at school, young lady."  
Madeleine smiled as she stirred her tea.

"There are always rewards for those who state the obvious frequently and with conviction."

*Scott Westerfeld, "Touching Darkness"*

# MEET THE PROGRAMME TEAM

[HTTP://WWW.UTWENTE.NL/BA/ORGANIZATION/STAFF-MASTER/](http://www.utwente.nl/ba/organization/staff-master/)



Programme director  
Prof. dr. ir. Petra de Weerd-Nederhof  
RA2244



Programme coordinator  
dr. ir. André Veenendaal  
RA3117

Administration/ BOZ  
Uzi Wandt  
RA3262

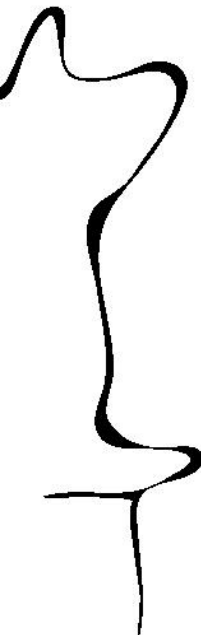
Study advisor  
Charlotte Röring  
RA3268





## AND YOU ARE...?

---

- 
- MSc BA students
  - Pre-master students
  - 'Kies-op-Maat'/ pre-master students



# HTHT MSc BA@UT Fields: Meet the Pro(f)s

9 september!

Business  
Information  
Management

Innovative  
Entrepreneur  
ship

Change  
Management

Marketing  
& Strategy

Human  
Resource  
Management

Financial  
Management

Innovation &  
Technology  
Management

Purchasing &  
Supply Management



# BE PREPARED

- Which courses?
  - Premaster

UNIVERSITY OF TWENTE.

SCHOOL OF MANAGEMENT AND GOVERNANCE  
Business Administration



Your pre-master programme consists of the courses:

201300063	Research Methodology and Descriptive Statistics	5
201000157	Organization Theory and Design	5
192412240	Academic Writing	5
201300064	Intermediate Statistics	5
201400014	Strategy & Marketing	5
201400016	Accounting & Finance	5

EC  
5  
5  
5  
5  
5  
5

For information about the tuition fee for the master programme, please see our website  
[www.graduate.utwente.nl](http://www.graduate.utwente.nl)

Your final admission to the pre-master programme will be arranged after you have met the above-mentioned conditions and the formal and financial requirements.

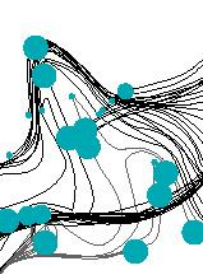
To make further arrangements for your arrival and registration we would like to draw your attention to the following: the pre-master programme will start on 31 August 2015. A short introductory period will start approximately one week before this. Please check our website regularly <http://www.graduate.utwente.nl/ba/>.

P.O. Box 217  
7500 AE Enschede  
The Netherlands  
[www.utwente.nl](http://www.utwente.nl)

University of Twente (UT) is registered at the Dutch Chamber of Commerce under no. 50150550000

More information on UT's education systems and websites:  
[www.utwente.nl/ces/studentservices/en/education/](http://www.utwente.nl/ces/studentservices/en/education/)





# BE PREPARED


[HTTP://WWW.UTWENTE.NL/BA/MASTER/STUDYPROGRAMME/STUDY-PROGRAMMEMSCBA20152016/](http://www.utwente.nl/ba/master/studyprogramme/study-programmemscba20152016/)

- Which courses?
  - Master
  - Individual Learning Agreement (ILA)

[www.utwente.nl/ba/master/studyprogramme/form/](http://www.utwente.nl/ba/master/studyprogramme/form/)

www.utwente.nl/ba/master/studyprogramme/study-programmemscba20152016/

▲ BACK TO HOMEPAGE UTWENTE.NL

UNIVERSITY OF TWENTE.  Student & Staff information for (International) Business Administration

BMS School > Home > ... > Programme Information > Study Programme (2015-2016)

<< BMS SCHOOL

HOME  
BACHELOR  
PRE-MASTER  
**MASTER**  
QUALITY ASSURANCE  
EDUCATION  
ORGANIZATION & CONTACT  
SITEMAP  
SEARCH

News | Vision and Goals | Programme Information | Study Information | Double Degree Master 'Innovation Management and Entrepreneurship' (TU Berlin) | Double Degree MSc Supply Management and BA, LUT and UT | Thesis and Graduation | Links and Applications

### STUDY PROGRAMME (2015-2016)

This site presents the study programme for 2015-2016. This is a draft until the dean of the faculty of BMS formally determined the programme (per 1 September 2015). Please check the 'Teaching and Examination Regulations 2015-2016' for the precise study programme including the required prior knowledge for the courses stated below.

**Curriculum 2015-2016, MSc in Business Administration**

**A - Curriculum MSc in Business Administration, start September 2015**

Course code	Course name	EC	Alternative(s) allowed (to strengthen profile or for flexible planning)
<b>Q1</b>			
201200008	Accounting & Financial Management	5	201000087 Entrepreneurial Finance (Q3)
201500086	Global Talent Management	5	201500083 Change Management and Consultancy (Q1)
	<i>Elective</i>	5	
<b>Q2</b>			
201500082	Business Research	5	
201500101	Master's thesis BA (part 1)	10	
<b>Q3</b>			
201300075	MOOT1 (Management, Organization, Operations, Technology & Innovation)	5	
201200010	Global Strategy & Marketing	5	201500092 Strategic HR Analytics (Q1), or 201500091 Purchasing Strategy & Systems (Q1)
	<i>Elective</i>	5	
<b>Q4</b>			
201500102	Master's thesis BA (part 2)	15	
<b>Total EC</b>		<b>60</b>	

**B - Curriculum MSc in Business Administration, start February 2016**

Course code	Course name	EC	Alternative(s) allowed (to strengthen profile or for flexible planning)
<b>Q3</b>			
201300075	MOOT1 (Management, Organization, Operations, Technology & Innovation)	5	
201200010	Global Strategy & Marketing	5	201500092 Strategic HR Analytics (Q1), or 201500091 Purchasing Strategy & Systems (Q1)
	<i>Elective</i>	5	
<b>Q4</b>			
201500082	Business Research	5	
201500101	Master's thesis BA (part 1)	10	
<b>Q1-16-17</b>			
201200008	Accounting & Financial Management	5	201000087 Entrepreneurial Finance (Q3)

More information on UT's education systems and websites:  
[www.utwente.nl/ces/studentsservices/en/education/](http://www.utwente.nl/ces/studentsservices/en/education/)



# **DOUBLE DEGREES IN BERLIN AND LAPPEENRANTA**

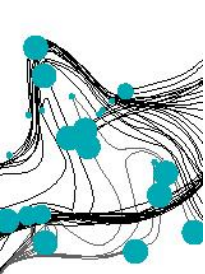
**SPEND 1 EXTRA YEAR (ABROAD)**

**GET 2 DIPLOMA'S**

**SPECIALIZE IN**

- **INNOVATION & ENTREPRENEURSHIP**
- **PURCHASING AND SUPPLY MANAGEMENT**

**Other possibilities will be formalized shortly**



# UNIVERSITY OF TWENTE MSC HONORS PROGRAMMES

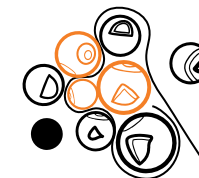
## ARE YOU UP TO THE CHALLENGE?

[WWW.UTWENTE.NL/HONOURS](http://WWW.UTWENTE.NL/HONOURS)



UNIVERSITY OF TWENTE.

## ARE YOU UP TO THE CHALLENGE?



### CHANGE LEADERS

Are you a master's student? Are you achieving above-average results? Will you be the leader of the future? Then the Change Leaders Honours programme is for you!

This unique programme focuses on the development of personal leadership: gaining and broadening your leadership knowledge, as well as developing leadership capabilities. This enables you to be at your best and inspire others to do the same. This will help you to achieve excellent results in the project of your choice and any future projects.

### MORE INFORMATION?

Attend one of the lunch meetings!

**Tuesday 9 September**

12:45 - 13:30, Ravelijn 2231

**Wednesday 17 September**

12:45 - 13:30, Ravelijn 2231

### RESEARCH HONOURS

Are you a master's student? Are you achieving above-average results? Do you have a demonstrable affinity for research and do you want to (further) develop the capabilities necessary for research?

Then the MSc Research Honours programme is exactly what you're looking for.

This excellence programme will be tailored to your needs and offers the deepening of theoretical and practical knowledge. You will acquire more knowledge by means of extra courses, trainings and meetings. The programme is an addition to your master's programme.

### MORE INFORMATION?

Attend one of the lunch meetings!

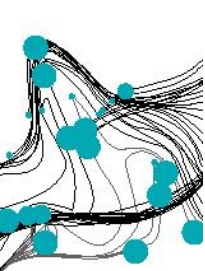
**Tuesday 9 September**

12:45 - 13:30, Ravelijn 2231

**Wednesday 17 September**

12:45 - 13:30, Ravelijn 2231





# SCHEDULE

## INTRO LECTURE FOR EVERYBODY

	Mon 31 Aug	Tue 1 Sep	Wed 2 Sep	Thu 3 Sep	Fri 4 Sep						
08:00											
09:00	<b>08:45 - 12:30</b> Global Talent Management 201500086 Lecture VR Agora Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>08:45 - 10:30</b> Purchasing Strategy & Systems Lecture NJ Pulles SP 3 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>08:45 - 12:30</b> Master class BA 201400018 1A Lecture M de Visser WA 1 Student set(s): BA M FEB 2015 1A	<b>08:45 - 10:30</b> Purchasing Strategy & Systems Lecture NJ Pulles SP 3 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>08:45 - 10:30</b> Academic Writing Premaster 192412240 Tutorial RA 4334 Student set(s): ES PM 1A, PA PM 1A	<b>08:45 - 10:30</b> Corporate Finance for BA 194110010 Lecture RA 4237 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>08:45 - 10:30</b> Principles of Entrepreneurship 194108030 Lecture R Harms CR 3H Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>08:45 - 10:30</b> Research Methodology and Descriptive Statistics 201300063 Tutorial RA 4334 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>08:45 - 10:30</b> Research Methodology and Descriptive Statistics 201300063 Tutorial RA 4336 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>08:45 - 10:30</b> Research Methodology and Descriptive Statistics 201300063 Tutorial RA 4336 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	
10:00	<b>10:45 - 12:30</b> Research Methodology and Descriptive Statistics 201300063 Lecture HJ Vos SP 1 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>10:45 - 12:30</b> Accounting & Financial Management 201200008 1A Lecture MR Kabir SAG Essa X Huang SP 1 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>10:45 - 12:30</b> Strategic HR Analytics 201500092 Lecture J de Leede SRH van den Heuvel SP 7 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>10:45 - 12:30</b> Academic Writing Premaster 192412240 Tutorial CR 2L Student set(s): BA PM 1A group 02	<b>10:45 - 12:30</b> Change Management & Consultancy 201500083 Lecture CPM Wilderom OH 218 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>10:45 - 12:30</b> Academic Writing Premaster 192412240 Tutorial RA 3231 Student set(s): BA PM 1A group 03	<b>10:45 - 12:30</b> Accounting & Financial Management 201200008 1A Lecture MR Kabir SAG Essa CR 2H	<b>10:45 - 12:30</b> Research Methodology and Descriptive Statistics 201300063 Tutorial RA 3334	<b>10:45 - 12:30</b> Research Methodology and Descriptive Statistics 201300063 Tutorial RA 3334	<b>10:45 - 12:30</b> Research Methodology and Descriptive Statistics 201300063 (group 3) Tutorial	
11:00	<b>12:45 - 13:30</b> Introduction Lecture Other										
12:00											
13:00	<b>13:45 - 15:30</b> Academic Writing Premaster 192412240 Tutorial RA 3336 Student set(s): BA PM 1A group 01	<b>13:45 - 15:30</b> Business Development in Network Perspective 194108040 Lecture AM von Raesfeld Meijer RA 2501 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>13:45 - 15:30</b> Organization Theory and Design 201000157 Lecture WA 4 Student set(s): BA PM 1A group 01, BA PM 1A group 02, BA PM 1A group 03	<b>13:45 - 15:30</b> Organization Theory and Design 201000157 Tutorial SP 3 Student set(s): BA PM 1A group 01, BA PM 1A group 02, BA PM 1A group 03	<b>13:45 - 15:30</b> Strategic HR Analytics 201500092 Tutorial J de Leede SRH van den Heuvel CR 3C Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>13:45 - 15:30</b> Research Methodology and Descriptive Statistics 201300063 Lecture HJ Vos SP 1 Student set(s): BA PM 1A group 01, BA PM 1A group 02, BA PM 1A group 03	<b>13:45 - 15:30</b> Change Management & Consultancy 201500083 Tutorial CPM Wilderom CR 2K Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>13:45 - 15:30</b> Research Methodology and Descriptive Statistics 201300063 Tutorial RA 2334	<b>13:45 - 15:30</b> Research Methodology and Descriptive Statistics 201300063 (groep 1) Tutorial	<b>13:45 - 15:30</b> Research Methodology and Descriptive Statistics 201300063 (group 2) Tutorial	<b>13:45 - 15:30</b> Innovation and Technology Dynamics 194111500 Colloquium K Viisscher S Kuhlmann CR 2G Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4
14:00	<b>15:45 - 17:30</b> Global Talent Management 201500086 Tutorial CR 2K CR 2M Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>15:45 - 17:30</b> E-strategizing 192350200 Lecture AAM Spil CU C238 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4, MBI-BA M1 1A Groep 01, and 2 other...			<b>15:45 - 17:30</b> Change Management & Consultancy 201500083 Practical CPM Wilderom RA 3334 Student set(s): BA M SEP 2014 1A Group 01, BA M SEP 2014 1A Group 2, BA M SEP 2014 1A Group 3, BA M SEP 2014 1A Group 4	<b>15:45 - 17:30</b> Academic Writing Premaster 192412240 Tutorial CR 3E Student set(s): EST PM 1A	<b>15:45 - 17:30</b> Research Methodology and Descriptive Statistics 201300063 (groep 2) Tutorial	<b>15:45 - 17:30</b> Research Methodology and Descriptive Statistics 201300063 (group 1) Tutorial	<b>15:45 - 17:30</b> Research Methodology and Descriptive Statistics 201300063 (group 1) Tutorial	<b>15:45 - 17:30</b> Research Methodology and Descriptive Statistics 201300063 (group 1) Tutorial	

# CHECK YOUR STUDENT MAIL @STUDENT.UTWENTE.NL

HOME > BUSINESS > BUSINESS TIPS > 5 EMAIL DO'S AND DONT'S THAT CAN MAKE OR BREAK RELATIONSHIPS

## 5 EMAIL DO'S AND DONT'S THAT CAN MAKE OR BREAK RELATIONSHIPS

April 21, 2014 / Written by: IBT Girls

Source: <http://www.inspiredbythis.com/business/email-etiquette-tips/>

f Share

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g+ Share

p Pin it





# CIRCUMSTANCES? CONTACT STUDY ADVISOR ASAP

[HTTP://WWW.UTWENTE.NL/CES/STUDENTENBEGELEIDING/EN/REGULATIONS/CHARTER/CHARTER\\_PFD/CHARTER.PDF](http://www.utwente.nl/ces/studentenbegeleiding/en/regulations/charter/charter_pfd/charter.pdf)



Charlotte Röring

([c.g.m.roring@utwente.nl](mailto:c.g.m.roring@utwente.nl))

- As soon as circumstances arise: contact study advisor
- You are responsible: make sure it is not too little, too late...

## ***Master's programmes***

Programmes culminating in a MSc. degree run for one, two, or, occasionally, three years. These programmes provide more in-depth and specialised knowledge and education within a specific discipline.

Master's programmes are concluded with a final examination. Students passing the examination are awarded a master's diploma, the accompanying diploma supplement, and, if and when applicable, a note conferring a honour or distinction and/or full teaching qualifications, by the examination board. These students are granted the title of Master of Science (MSc.). All programmes start on 1 September of any given year. It is possible to enter as per 1 February of the following year, but prospective students will have to consult with their study adviser to determine whether following the programme is still feasible.

The Geo-Information Science and Earth Observation master's programme is a higher professional education programme and runs for one year (twelve months).

As of 1 September 2012, students are to have completed their required previous education in full before being allowed to follow the master's programme. For students not yet having obtained their bachelor's diploma, this has the following effect:

- The credits obtained for master's programme courses completed prior to 1 September 2012 may, at the student's request, be transferred to the master's programme upon their completion of their bachelor's education.
- Should the programme's Education and Examination Regulations so permit, submarks valid for more than one year will be processed in the same way as the credits obtained for master's programme courses completed prior to 1 September 2012.
- Should a student be required to complete a master's programme course as part of their bachelor's programme's set of examination courses<sup>1</sup>, or should they wish to do so, such requires the permission of the examination committee.

Exceptions will be made only in exceptional and distressing circumstances, as determined by the hardship clause of the master's programme's Education and Examination Regulations. These

Regulations are published on the programme's website.

For practical information on the Bachelor-before-Master rule, refer to:

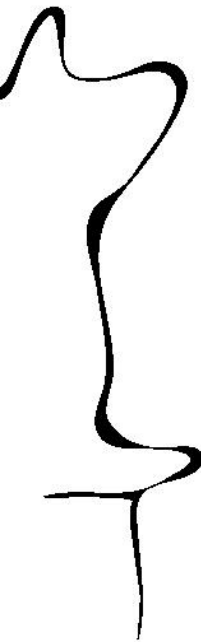
<http://www.utwente.nl/ces/studentenbegeleiding/en/regulations/bsa/>



# TEACHING AND EXAM REGULATIONS

[WWW.UTWENTE.NL/BMS/EXAMBOARD/GENERAL/REGULATIONS/](http://WWW.UTWENTE.NL/BMS/EXAMBOARD/GENERAL/REGULATIONS/)

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- 
- Student Charter (UT)
  - General part (Faculty)
  - Programme specific part (Business Administration)

## Programme-specific appendix to the TER 2015-2016

for the Master of Science programme

### **Business Administration**

#### **1. Structure and content of the programme**

- Composition of the programme (including the content of the programme, the content of the specializations, and the content of practical exercises)
- Study load of the programme and of each of the units of study making up the programme
- Other programme-specific characteristics (including the nature of the programme and the organization of the programme)
- Honours programmes

#### **2. Aims and final attainment targets**

- Aims of the programme
- Final attainment targets of the programme

#### **3. Examination and exams**

- Examination
- Exam formats and the number and sequence of exams and practical exercises
- Required sequence of exams / Prerequisites

#### **4. General information**

- Admission to the programme
- Language of teaching and exams
- International cooperation and agreements
- Elective options and their related requirements
- Programme committee (OLC)
- Examination Board

#### **5. Transitional arrangements**

#### **6. Additional subjects**

- Graduation with distinction
- Special regulation on the Master's thesis



# RULES AND REGULATIONS: EXAMPLE 1

## PRE-MASTER

---


### 4. General information

#### 4a. Admission to the programme

A request to be admitted to the programme is assessed by an admission committee headed by/represented by the programme director.

The assessment of all applicant skills is based on academic background. The regulations for the different educational backgrounds are:

#### - Dutch Research University Degree

- 
- a. A Bachelor's degree in Business Administration awarded by a Dutch university  
Applicants with a Bachelor's degree in Business Administration awarded by a Dutch research university will be admitted to the programme. With regard to proficiency in English, the admissions committee decides whether additional requirements should be set or a diagnostic test should be taken.
  - b. Another Bachelor's degree awarded by a Dutch research university  
Applicants with another Bachelor's degree in a related field awarded by a Dutch research university will be admitted after completion of a pre-Master's programme. The admissions committee determines whether or not a pre-Master is awarded and depending on the bachelor programme determines the content of the pre-Master's programme. The applicant must have successfully completed the entire pre-Master's programme within 12 months<sup>1</sup>
  - c. Another Bachelor's degree awarded by the University of Twente  
Applicants with a Bachelor's degree other than Business Administration awarded by the University of Twente may be admitted to the programme after completion of a pre-Master's programme. The admissions committee determines the content of the pre-Master's programme, depending on the Bachelor's programme. The applicant must have successfully

---

<sup>1</sup> Per course of the pre-Master's programme no more than two attempts are permitted to sit the corresponding exam. If the student fails to successfully complete the pre-Master's programme on time, he/she will not be admitted to the Master's Programme.

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# RULES AND REGULATIONS: EXAMPLE 2

## MASTER PROGRAMME

### 3c. *Required sequence of exams / Prerequisites*

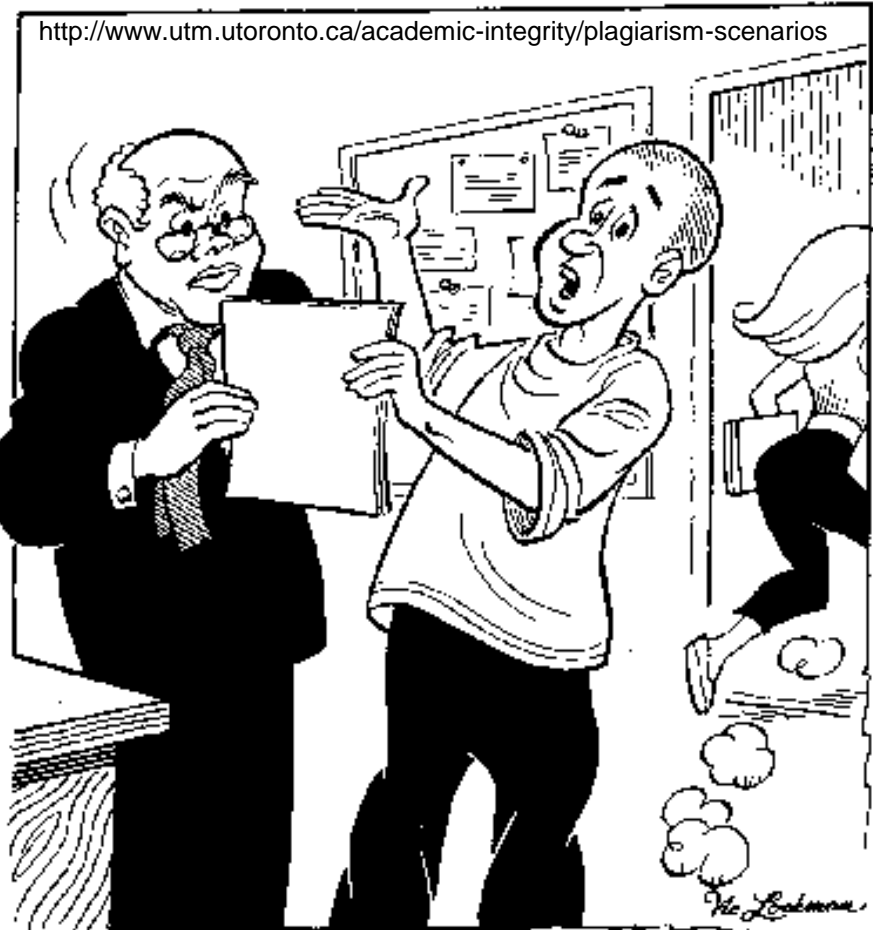
Prior knowledge prerequisites in the MSc in Business Administration are restricted to the phase where the student starts the Master's project that is the methodology and the writing of the Master's thesis. See the next table for the prerequisites per course:

Course name	Course code	Prerequisites
Business Research	201500082	Recommended: 10EC
Master Thesis BA Part 1	201500101	Obligatory: 10EC + Students are only allowed to start with this course if they are enrolled in the course 'Business Research 201500101'
Master Thesis BA Part 2	201500102	Obligatory: Business Research + Master's Thesis Part 1 + total EC's earned of 35EC

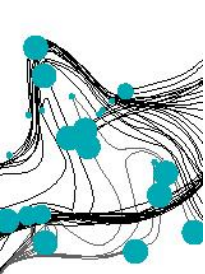


## AND AGAIN... : ACADEMIC INTEGRITY

- Cooperation and dividing tasks
- For later concern: self-plagiarism is also plagiarism
- Questions: contact teacher, supervisor, study advisor, peers, etc.



*"'Plagiarism?' But my roommate gave me permission to use his paper and said I didn't have to cite him."*



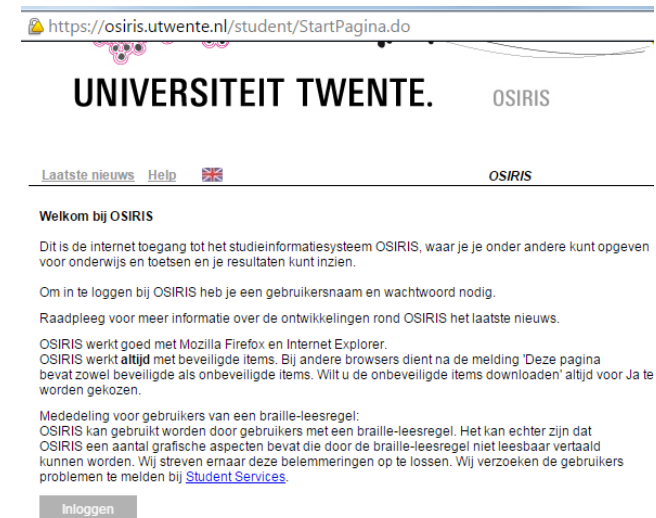
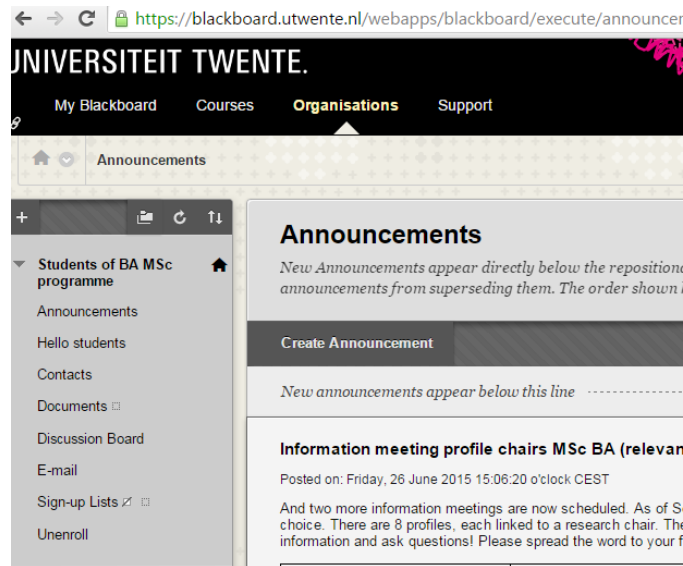
# MANUAL FOR ALL EDUCATIONAL ICT SYSTEMS UT

## PRACTICALITIES: AGAIN



[WWW.UTWENTE.NL/ONDERWIJSSYSTEMEN/EN/ABOUT\\_THE\\_APPLICATIONS/NEW\\_STUDENTS/EDUCATIONAL-SYSTEMS-UT-TEM.PDF](http://WWW.UTWENTE.NL/ONDERWIJSSYSTEMEN/EN/ABOUT_THE_APPLICATIONS/NEW_STUDENTS/EDUCATIONAL-SYSTEMS-UT-TEM.PDF)

- Know your websites and educational systems (osiris; blackboard; rooster)



Organizations vs courses

ORG\_AA\_BMS-PREMASTERBA

ORG\_AA\_MB-BAMSc

UNIVERSITY OF TWENTE.





# ENJOY THE ACADEMIC AND LIFE EXPERIENCE!

---



  
**WORK  
HARD**  
BUT REMEMBER TO  
**HAVE FUN**  
**!!**



Feedback? Please give us some!