


UNIVERSITY OF TWENTE.



**BUSINESS ADMINISTRATION**  
PRE-MASTER AND MASTER: INTRODUCTION

CHARLOTTE RÖRING AND ANDRÉ VEENENDAAL

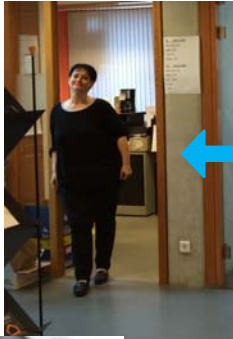
[www.utwente.nl/ba](http://www.utwente.nl/ba)


Welcome!





 

**MEET THE PROGRAMME TEAM**  
[WWW.UTWENTE.NL/BA/ORGANIZATION/STAFF-MASTER/](http://WWW.UTWENTE.NL/BA/ORGANIZATION/STAFF-MASTER/)

 Administration/ BOZ  
Uzi Wandt  
RA3262

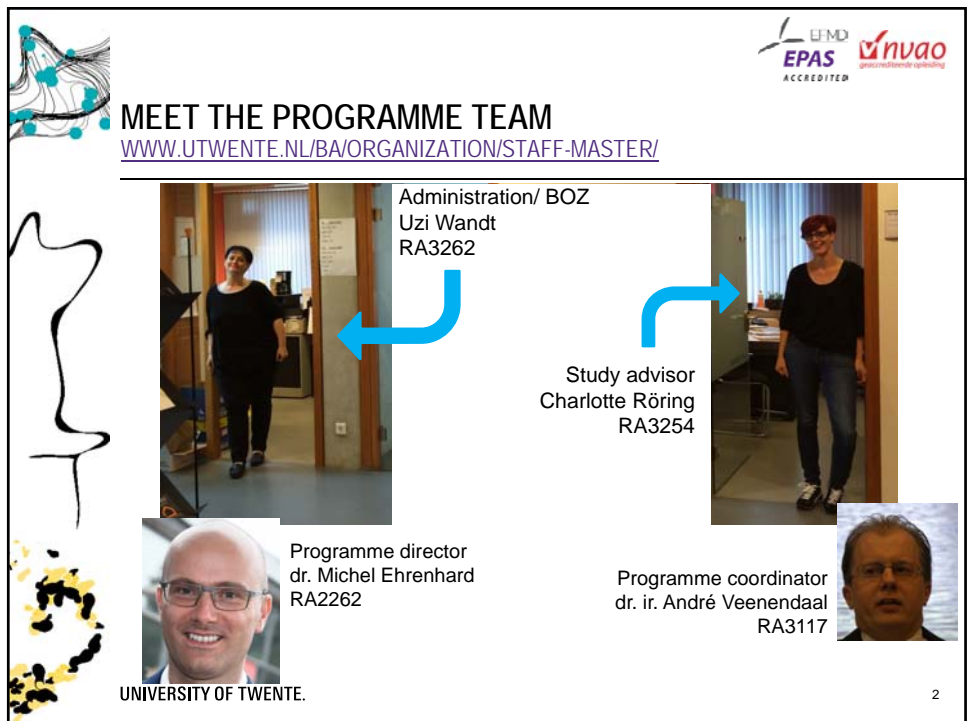
 Study advisor  
Charlotte Röring  
RA3254


 Programme director  
dr. Michel Ehrenhard  
RA2262

 Programme coordinator  
dr. ir. André Veenendaal  
RA3117

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EFMD EPAS ACCREDITED 

## THE INFORMATION THESE FIRST DAYS MIGHT BE REPETITION

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Repetition Turns Short-Term To Long-Term



Source: <http://coschedule.com/blog/memory-techniques/>

The more that you read,  
the more things you will know.  
The more that you learn,  
the more places you'll go.

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## AND YOU ARE...?

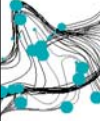


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- MSc BA students
- Pre-master students
  - ↳ After a bachelor degree
  - ↳ During a bachelor degree

↑

Only difference in enrolment type  
(Kies op Maat, pb, x, etc)


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## CIRCUMSTANCES? CONTACT STUDY ADVISOR ASAP

[WWW.UTWENTE.NL/EN/CES/SACC/REGULATIONS/CHARTER/](http://WWW.UTWENTE.NL/EN/CES/SACC/REGULATIONS/CHARTER/)

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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...

Please mind the legal responsibility: "...it is at your own account and risk..."

**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).

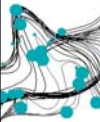


As of 1 September 2012, students are to have completed their required previous education in full before being allowed to follow the master's programme. For students not yet having obtained their bachelor's diploma, this has the following effect:

- 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 re-quires 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/>

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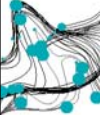
## GROUP WORK

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- Treat others as you want to be treated
- E.g.: we are an fully English taught programme: Speak English when at least one non-Dutch speaking person is around

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## BE PREPARED

[WWW.UTWENTE.NL/BA/PRE-MASTER](http://WWW.UTWENTE.NL/BA/PRE-MASTER) FOR GENERAL INFO



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- Which courses?
- Premaster




Your pre-master programme consists of the following courses:

<input checked="" type="checkbox"/>	201700037	Organization Theory	5EC
<input checked="" type="checkbox"/>	201700148	Researching Strategy and Marketing	5EC
<input checked="" type="checkbox"/>	201700039	Global Entrepreneurship & Business	5EC
<input checked="" type="checkbox"/>	201300063	Research Methodology and Descriptive Statistics	5EC
<input checked="" type="checkbox"/>	192412240	Inferential Statistics	5EC
<input checked="" type="checkbox"/>	192412240	Academic Writing	5EC

EXAMPLE

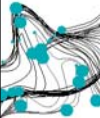


More information on UT's education systems and websites:  
[www.utwente.nl/ces/studentervices/en/education/](http://www.utwente.nl/ces/studentervices/en/education/)




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## PRE-MASTER COURSES

### INDIVIDUAL



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Some new courses/ course codes in pre-master; if you only have a letter stating one of the following, please contact us.

- 201000157 OTD
- 201400014 S&M
- 201400016 A&F


The following table consists of the research methods and techniques courses that are shared with other social sciences pre-Master programmes

Course code	Course name	EC
201300063	Research methodology and descriptive Statistics	5
192412240	Academic Writing (Pre-master)	5
201300064	Inferential Statistics	5

In many cases the remaining 15 EC will consist of three courses that use Business Administration topics to teach the research orientation and academic knowledge and skills. The most appointed pre-Master courses are:



Course code	Course name	EC
201700148	Researching Strategy & Marketing	5
201700039	Global Entrepreneurship & Business	5
201700037	Organization Theory	5

*Please Note:*



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## IF YOU FAIL TO PLAN, YOU ARE **PLANNING TO FAIL** (BENJAMIN FRANKLIN)

Fill in 'Individual Learning Agreement' (ILA): [www.utwente.nl/ba/master/studyprogramme/form](http://www.utwente.nl/ba/master/studyprogramme/form)

MSC BUSINESS ADMINISTRATION

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Q1 Core course plus (Track) Electives

Q2 Business Research & Thesis part I

Q3 Core course plus (Track) Electives

Q4 Master Thesis part II (external)

**Requirements for diploma**  
Table 1A shows the requirements students need to meet to successfully earn the MSc in Business Administration diploma.



Requirement	EC's	Courses	See Table
Core courses	15	Entrepreneurial Leadership & Responsible Organizational Design (20160002) Qualitative Methods in Business Research (2EC, 20170003) Quantitative and Design Methods in Business Research (2EC, 20170005) Finance & Corporate Governance (20160010)	Table 1B
Electives (Track-specific)	15	One of five tracks. Elective courses that can be followed as track-specific are listed in Table 1C per track*	Table 1C
Elective (Free)	5	One elective course, e.g. fourth track-specific course or Change Management & Consultancy, or any other from Table 1C*	Table 1C (under conditions Table 1 in total, see *)
Master thesis	25	Master Thesis BA Part 1 (201600101) Master Thesis BA Part 2 (201600102)	

\* All courses listed in Table 1C can be followed to meet this requirement. For elective courses that are not mentioned in Table 1C, explicit approval of the programme director and track coordinator is needed via the Individual Learning Agreement (ILA) study advisor.

[www.utwente.nl/en/ba/master/studyprogramme/draftcoursecataloguemscba.pdf](http://www.utwente.nl/en/ba/master/studyprogramme/draftcoursecataloguemscba.pdf)

Questions about	Ask today (or later)
Electives	Profile representatives
Programme structure	Programme coordinator or Study advisor

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## PREPARING FOR YOUR THESIS ALREADY?


[WWW.UTWENTE.NL/EN/BA/MASTER/SPECIALIZATION-TRACKS/](http://WWW.UTWENTE.NL/EN/BA/MASTER/SPECIALIZATION-TRACKS/)

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- Check the track information;
- What has been done by your predecessors (what topic in the field, what types of research questions, what methodologies are used, how is data collected, what is the structure of a thesis, etc.);
- Talk to your fellow colleagues;
- Get your self some inspiration (Stress, career center, Novel-T (Kennispark), etc.).

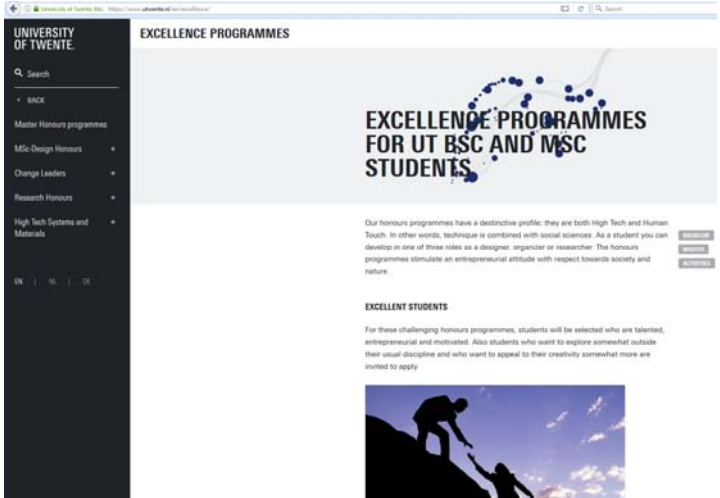
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## UNIVERSITY OF TWENTE MSC HONOURS PROGRAMMES

[WWW.UTWENTE.NL/EXCELLENTIE/EN/](http://WWW.UTWENTE.NL/EXCELLENTIE/EN/)



**EXCELLENCE PROGRAMMES FOR UT BSC AND MSC STUDENTS**

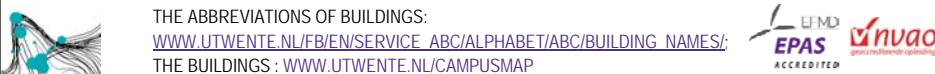
Our honours programmes have a distinctive profile: they are both High Tech and Human Touch. In other words, technique is combined with social sciences. As a student you can develop in one of these roles as a designer, organizer or researcher. The honours programmes stimulate an entrepreneurial attitude with respect towards society and nature.

**EXCELLENT STUDENTS**

For these challenging honours programmes, students will be selected who are talented, entrepreneurial and motivated. Also students who want to explore somewhat outside their usual discipline and who want to appeal to their creativity somewhat more are invited to apply.

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THE ABBREVIATIONS OF BUILDINGS:  
[WWW.UTWENTE.NL/FB/EN/SERVICE\\_ABC/ALPHABET/ABC/BUILDING\\_NAMES/](http://WWW.UTWENTE.NL/FB/EN/SERVICE_ABC/ALPHABET/ABC/BUILDING_NAMES/);  
 THE BUILDINGS : [WWW.UTWENTE.NL/CAMPUSMAP](http://WWW.UTWENTE.NL/CAMPUSMAP)

## SCHEDULE: [HTTP://ROOSTER.UTWENTE.NL](http://ROOSTER.UTWENTE.NL)

THERE WILL BE SOME ADDITIONAL INFORMATION MEETINGS IN THE FIRST TWO WEEKS

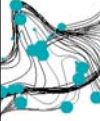
week 36		Monday, 4 September 2017 - Sunday, 10 September	
Mon 4 Sep			
9:00	MSc BA		
10:00			
11:00	10:45 - 11:30 Purchasing Strategy & Systems 20130001 Lecture H4 2002 Student sets: BA M1 PSM 1A Group 1	10:45 - 11:30 Management and Governance of Innovation and Creativity 201000012 Lecture A. Visser	
12:00			
13:00		12:45 - 03:15 Entrepreneurial Lead Organizational Design Lecture	
14:00	13:45 - 15:30 Cluster Value Management 20130003 Lecture JO Meijers H8 2P Student sets: BA M1 MPM 1A Group 1	13:45 - 15:30 J. Papp Ms. Bismahad SP 1 Student sets: BA M1 1A Group 1, BA M1 1A Group 2, BA M1 1A Group 3	
15:00			
16:00			



week 36		Monday, 4 September 2017 - Sunday, 10	
Mon 4 Sep			
8:00			
9:00	Pre-master BA		
10:00			
11:00			
12:00			
13:00			
14:00	13:45 - 15:30 Academic Writing Premaster 192412240 Tutorial VBB Tuinier H8 2A Student sets: BA Pst 1A group 01	13:45 - 15:30 Academic Writing Premaster 192412240 Tutorial On 112 Student sets: BA Pst 1A group 01	
15:00			

Keep checking the schedule regularly, we expect changes in location because of unknown numbers in our programmes and other programmes

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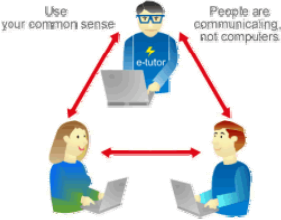


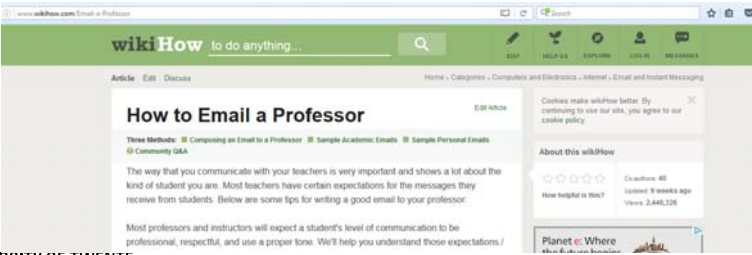
## E-MAILING: JUST SOME TIPS TO THINK ABOUT

PLEASE ALREADY ACT AS A PROFESSIONAL

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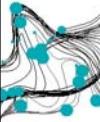
Check your student mail  
(@student.utwente.nl)





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[www.wikihow.com/Email-a-Professor](http://www.wikihow.com/Email-a-Professor)

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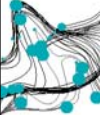
## DID YOU KNOW...?



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- That academic staff is, next to teaching you, involved in research projects, educational tasks as Programme Committee, supervising theses (20+ sometimes)...

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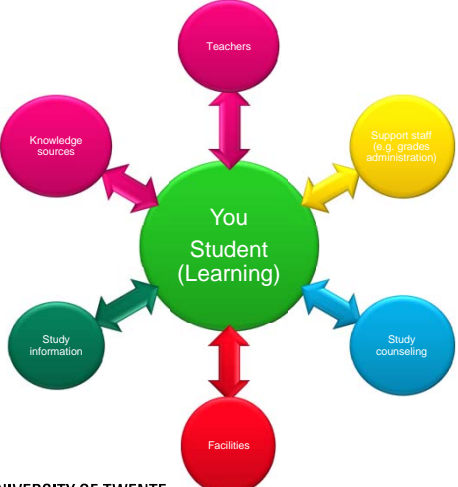


## WHAT MODEL FITS YOUR EXPECTATION BEST? 1/2

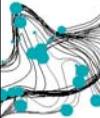
MODEL 1: LEARNING, SELF DEVELOPMENT AND YOUR RESPONSIBILITY IS CENTRAL







- I am responsible for my own choices and actions.
- I want to develop my skills and attitudes.
- I want to be able to critically reflect on my own role.
- Given that it is my learning experience, I want to learn with the resources available.
- Less good teaching is an opportunity for me to reflect critically.
- I am aware of group dynamics in group assignments and I take my responsibility.


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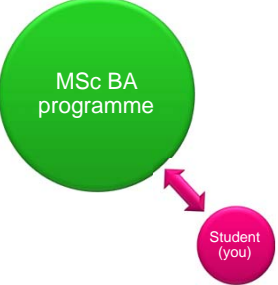


## WHAT MODEL FITS YOUR EXPECTATION BEST? 2/2

MODEL 2: DIPLOMA IS CENTRAL IN YOUR GOALS







- It is the teachers' role to tell me what to do.
- Assignments? I'd rather have commands...
- Give me all information so I know what to do.
- Group assignments are great opportunities to hide.
- For courses that are designed to work on for 140 study hrs, I can manage in 70hrs;
- If I fail then, it was probably bad teaching...


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## OUR EXPECTATIONS

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- We assume you are 'Type 1';
- We have our responsibilities, so do you;
- We want to facilitate your study trajectory, not do your part.



### WHAT MODEL FITS YOUR EXPECTATION BEST? 1/2

MODEL 2: LEARNING, SELF DEVELOPMENT AND YOUR RESPONSIBILITY IS CENTRAL





- I am responsible for my own choices and actions.
- I want to develop my skills and attitudes.
- I want to be able to critically reflect on my own role.
- Given that it is my learning experience, I want to learn with the resources available.
- Less good teaching is an opportunity for me to reflect critically.
- I am aware of group dynamics in group assignments and I take my responsibility.

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## DID YOU KNOW...?

### ILO'S AND ITS ROLE IN YOUR EDUCATION

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- That Intended Learning Outcomes (ILO's) leading are for learning and educational trajectories in higher education?
- That each course contributes to the ILO's via their **learning objectives**?
- That exams and assessments are designed to demonstrate that students have achieved learning objectives?

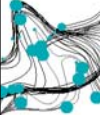
Each lecturer designs each course starting with learning objectives for students;



We recommend you to do the same: check for each course what the learning objectives are. ⇒

And what if each exam (question) and assignment is related with learning objectives?

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## EDUCATION AND EXAM REGULATIONS

[WWW.UTWENTE.NL/BA/MASTER/RULES](http://WWW.UTWENTE.NL/BA/MASTER/RULES)

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

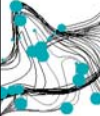
Programme-specific appendix to the EER 2017-2018



for the Master of Science programme

**Business Administration**

1. **Structure and content of the programme**
  - a. Composition of the programme (including the content of the programme, the content of the specializations, and the content of practical exercises)
  - b. Study load of the programme and of each of the units of study making up the programme
  - c. Other programme-specific characteristics (including the nature of the programme and the organization of the programme)
  - d. Honours programmes
2. **Aims and Intended Learning Outcomes**
  - a. Aims of the programme
  - b. Final attainment targets of the programme
3. **Examination and exams**
  - a. Examination
  - b. Exam formats
  - c. Required sequence of exams / Prerequisites
4. **General information**
  - a. Admission to the programme
  - b. Language of teaching and exams
  - c. International cooperation
  - d. Elective options and their related requirements
  - e. Programme committee (OLC)
  - f. Examination Board
5. **Transitional arrangements**
6. **Additional subjects**
  - a. Graduation with distinction
  - b. Special regulation on the Master's thesis

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## DID YOU KNOW?

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For students that might earn a 'Cum Laude' diploma, always two diploma's are made.

Every Institution of Higher Education is always under scrutiny of accountants with each (physical) diploma they grant: To prevent diploma fraud, an accountant is monitoring the number of diploma's made, delivered, and destroyed (if necessary).



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## RULES AND REGULATIONS: EXAMPLE 1

### PRE-MASTER

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#### 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

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#### 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 Tables 4A and 4B for the prerequisites per course.

**Table 4A: Prerequisites per course for the standard curriculum**

Course name	Course code	Prerequisites
Qualitative Methods in Business Research	201700035	Recommended: 10EC
Quantitative and Design Methods in Business Research	201700036	Recommended: 10EC
Master Thesis BA Part 1	201500101	Obligatory: 10EC + Students are only allowed to start with this course if they are enrolled and actively participated in the courses 'Qualitative Methods in Business Research 201700035' and 'Quantitative and Design Methods in Business Research '201700036'.
Master Thesis BA Part 2	201500102	Obligatory: Total EC's earned of 35EC, including Qualitative Methods in Business Research, Quantitative and Design Methods in Business Research, and Master's Thesis Part 1.


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## ACADEMIC INTEGRITY... AGAIN...

QUESTIONS: CONTACT TEACHER, SUPERVISOR, STUDY ADVISOR, PEERS, ETC.

- Cooperation and dividing tasks (the group is responsible, so therefore each member as well!)
- self-plagiarism is also plagiarism




www.utm.utoronto.ca/academic-integrity/students/sanctions



Use your own ideas  
OR  
quote

Mind the possible maximal sanction of '12 months not doing any exam' for any fraud committed





www.paperrater.com/page/plagiarism-detection

if you don't, it's **plagiarism!**

http://proofpat.co.nz/plagiarism-at-universities/

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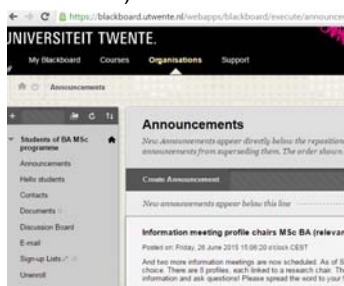
## PRACTICALITIES: AGAIN


MANUAL FOR ALL EDUCATIONAL ICT SYSTEMS UT

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[WWW.UTWENTE.NL/EN/EDUCATIONAL-SYSTEMS/ABOUT\\_THE\\_APPLICATIONS/BLACKBOARD/STUDENTS/#MANUALS](http://www.utwente.nl/en/educational-systems/about_the_applications/blackboard/students/#manuals)




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






Organizations vs courses  
ORG\_AA\_BMS-PREMASTERBA  
ORG\_AA\_MB-BAMSc

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## DID YOU KNOW...?

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- That the value of our diploma's is (also) dependent on the way teachers, staff, students and alumni are talking about the programme?




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## FEEDBACK

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- Please contact us as soon as necessary
  - Personal circumstances (study advisor)
  - Courses (first the teacher, then programme coordinator)
  - Programme (track coordinator, programme coordinator)
- Please work with us in improving our courses, full programme



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ENJOY THE ACADEMIC, LEARNING AND LIFE EXPERIENCE!

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