

Complementary Exam Regulations Faculty of Economics & Management

I. General Regulations

Art.1 Field of application

The present Complementary Exam Regulations apply to all exams of the Faculty of Education & Management of the European University College Brussels. In accordance with article 1 §2 of the General Exam Regulations, it includes derogations from these General Exam Regulations.

II. Course units with specific characteristics

Art. 2 Course units for which no failure can be tolerated.

In accordance with article 30 §2 of the General Exam Regulations, the following Economics & Management courses belong to the group of no fail subjects. Earning these credits is therefore indispensable to succeed in the degree programme:

Master of Commercial Sciences: Master Dissertation

MBA: Master thesis

Master of Commercial Engineering: Master Dissertation

Master of European Business: Master thesis

Master of Occupational Environmental Management: Master Dissertation

Initial Teacher's Training of Academic Level: Guided internships

Specific Teacher's Training within the field of study of Commercial Sciences and Management:

Peer teaching, Internship I, Internship II, Internship III and Internship IV.

Art. 3 Course units with a pass/fail mark

By way of derogation of article 3 of the General Exam Regulations pass/fail marks are given for the following course (parts):

Initial Teacher's Training of Academic Level: Practical sessions

Master of Commercial Engineering: Research proposal

III. Master dissertation/thesis Commercial Sciences/ Commercial Engineering/ Master of European Business / Master of Business Administration

Art. 4 Evaluation Commission Master Dissertation

The Master dissertations coordinator puts together a sub commission, which will assess the master dissertation. The sub commission consists of at least two members, one of whom must be the Master dissertation supervisor. The Master dissertation coordinator determines which member will chair the sub commission.

Art. 5 Evaluation Master Dissertation: procedure

§1. The final assessment of the master dissertation is divided into "process" (realisation), which takes up 20% of the total score, and "evaluation of text and viva voce", which takes up 80% of the total score. The evaluations are based on the criteria listed in the Master thesis guidelines on www.ehsal.net.

§2. The process evaluation is made by the registered supervisor and, if applicable, by the co supervisor(s). The mark must be an integral number between 0 and 20 (out of 20). The process evaluation mark is given to the chairperson before the viva voce. If necessary, the final mark will be the average of all given marks on the understanding that the weight of the marks given by the (co) supervisors must never be more than half the weight of the mark of the registered supervisor.

§3. The "text and viva voce" part will be evaluated by each sub commission member giving a mark for the written part that is an integral number between 0 and 20 (out of 20). These scores must be handed over to the sub commission chairperson before the viva voce. After the viva voce each member has the right to change his/her mark. Then, the chairperson calculates the average of all given (and possibly changed) marks. The weight of the score of the supervisor and the possible (external) co supervisor(s) must never be more than half.

§4. The average "text and viva voce" mark, multiplied by 0.8, and the process evaluation mark, multiplied by 0.2, result in a total score out of 20. The sub commission may then, in consultation, still decide to change the result into a different final mark

Art. 6 Specific regulations concerning the final project

§1. The programme review of the master degree programme, and more specifically that of the Commercial Sciences 2nd license Standard Learning Path and the 2nd and 3rd year of the Commercial Engineering Standard Learning Path – applied for the first time in 2004-2005 - has led to a change in concept and number of credits allocated to the former 'final project'.

§2. From academic year 2007-2008 onwards, students can no longer defend a 'final project'. Students of Commercial Sciences and Commercial Engineering will then write and defend a *Master dissertation/thesis* in accordance with the applicable rules and criteria.

§3. From academic year 2007-2008 onwards, students of Commercial Sciences and Commercial Engineering who only have to defend their dissertation/thesis in order to obtain their Master diploma and consequently will be using credits that were earned five years ago before the 2004-2005 programme review, will be obliged to follow an updating programme.

IV. Prevention advisor level II Certificate and multidisciplinary basic curriculum

Art. 7 The level II prevention advisor certificate

To obtain the Level II Prevention Advisor Certificate, students with a bachelor of Occupational Environmental Management diploma contract must earn the following credits: Introduction to Welfare and Prevention Policies, Occupational Safety, Occupational Health and Safety Law and Extended Essay Prevention.

Art. 8 Multidisciplinary basic curriculum certificate

In order to obtain the multidisciplinary basic curriculum certificate, the student must have acquired the certificate Level II Prevention advisor certificate.

Art. 9 Environmental coordinator B certificate

To obtain the Environmental Coordinator B Certificate, students with a bachelor of Occupational Environmental Management diploma contract must earn credits for the following courses: Environmental Law, Environmental Technology, Environmental Reporting, Environmental Care and project work environment. Moreover, the students in question must have succeeded for the bachelor degree programme of Occupational Environmental Management.

Art. 10 Environmental coordinator A certificate through transition level

To obtain the Environmental Coordinator A certificate the student must succeed for the licentiate degree programme Occupational Environmental Management. Moreover, he/she must earn a credit for the extra module "transition level A".

V. Master Dissertation – Occupational Environmental Management.

Art. 11 Evaluation commission master dissertation

Concrete information and agreement on the procedure concerning the realization of the master dissertation, as well as the evaluation criteria will yearly be published in the Guidelines Master Dissertation.

Concrete information and procedural agreements to carry out a Master dissertation as well as assessment criteria are published in the *Richtlijnen meesterproef* (Guidelines Master Dissertation) on a yearly basis.

The supervisor and examiners hand in to the commission chairperson the marks they gave after having read the Master dissertation, before the start of the viva voce. The marks include: an assessment of the scientific value of the dissertation compared to the standards that should be achieved at the level of Master of Occupational Environmental Management; the student's personal critical contribution and effort; the overall structure of the dissertation; the presentation including language use and layout. The supervisor's score must include a mark for the realisation process.

The student and possible public may then enter. The student will have 10 minutes to present his/her Master dissertation. The presentation must include: the aim of the dissertation/thesis, its limits, theme, method, structure, global results, and conclusions. All jury members may then ask questions. After the student and public have left the room, the jury will assess the viva voce. The mark will be a weighted score. In consultation the evaluation commission may decide to change the score into a final result.

The weighted score is the result of the following:

Contribution to the weighted in score in percent	
Supervisor	25 %
Internal examiner	25 %
External examiner	25 %
Viva Voce	25 %

VI. Initial Teacher's Training of Academic Level and specific teacher's training

Art. 12 Sitting examinations simultaneously and passing examinations

§1. A student can obtain the degree of 'geaggregeerde' for secondary education – group 2 only in the deliberation period during which he succeeds for their commercial sciences or commercial engineering license degree programme.

§2. A student can obtain the degree of the specific teacher's training in the field of study of commercial sciences and management not earlier than in the deliberation period during which he succeeds for the master programme.

VII. Miscellaneous rules

Art. 13 Semester exams and Master Dissertations Commercial Sciences/Commercial Engineering

Contrary to article 12 §1 of the General Exam Regulations, taking the semester exams is not compulsory for students who are enrolled for the Commercial Sciences / Commercial Engineering Master dissertation. If they cancel their participation in one or more semester examinations according to the rules set in the Education Regulations on time, they will sit the postponed exams during the June exam period.