



# Your personal guide to success



Academic year 2024/2025

**EFR**

recognised  
school association  
Erasmus School  
of Economics



for bachelor students  
of Erasmus School of Economics

# Foreword



**Prof. Dr. Patrick Groenen**  
Dean of Erasmus School of Economics

On behalf of Erasmus School of Economics, I warmly welcome all bachelor students (back) to the academic year 2024–2025. I hope you enjoyed the past few months and have charged yourself to enter your student life in full swing.

Firstly, I want to welcome our students who are just starting their student life. I am happy to greet students from all over the world. Very soon you will notice that life as a university student is quite different from high school life. On the one hand, you will experience more freedom to make your own choices and set your own preferences. On the other hand, this freedom comes with the responsibility to balance your student life in a way that allows you to excel academically.

We believe that it is important to provide you with as much on-campus education as possible. A valuable part of academic learning are the discussions and meetings with other students and professors. Therefore, our

education is campus-based. I believe that for many of you it is beneficial to develop yourself in various ways besides your studies, for example by actively participating in extracurricular activities. I hope you get inspired by the events our school association EFR is organizing during the academic year. It offers numerous opportunities to further develop yourself socially and professionally. You can get acquainted with employers from different sectors during the Bachelor Inhouse Days, get inspired by prominent speakers at the Inspiration Days and solve a difficult case during the Involve research project.

I can say with certainty that all these efforts contribute to the profile of the 'Rotterdam' graduate who is known for his/her decisiveness, perseverance, commitment, and academic attitude. I truly take pride in that!

May this be a challenging, inspiring, and succesful year for all of you!

Dear student,

First of all, let me offer you a warm welcome as you embark on your journey at Erasmus School of Economics in Rotterdam. As you begin this exciting chapter in your life, you will have the opportunity to explore your interests, develop new skills, and create lasting memories.

As the President of the Economic Faculty Association Rotterdam (EFR), I am thrilled to share the incredible opportunities that await you here. EFR is a place for academic and professional development, it is a space where you can forge lifelong friendships.

EFR is here to support you, guide you, and empower you to reach your full potential during your exciting journey as a student. So, do not hesitate to reach out and get involved. Your active participation will undoubtedly enrich your time as a student and pave the way for a bright future.

Do not hesitate to send us a message via our email, Instagram, or any other platform if you have questions. Furthermore, feel free to come by our office (Room GB-46). We are excited to meet you and are happy to help you in any form possible!



**Joost van Ginkel**

President of the 61st EFR Board



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# Year calendar

## Block 1: 02.09.2023 – 26.10.2023

13.09  
all - development

**EFR committee application deadline**

21.10 – 26.10  
all - education

**Exams**

## Block 2: 28.10.2023 – 21.12.2023

18.11 – 22.11  
b2 b3 - orientation

**EFR/ESE job market skills**

23.11  
b2 b3 - orientation

**Master Open Day 1**

## Block 3: 06.01.2024 – 01.03.2024

16.12 – 21.12  
all - development

**Exams**

23.12 – 03.01  
all - education

**Christmas Holidays**

21.01 – 07.02  
b2 b3 - orientation

**Erasmus Recruitment Days**

24.02 – 01.03  
all - development

**Exams**

## Block 4: 03.03.2024 – 25.04.2024

05.03  
all - development

**EFR Women in Business**

TBA  
b2 b3 - orientation

**EFR Bachelor Inhouse Days**

TBA  
b2 b3 - orientation

**Master Open Day 2**

22.04 – 25.04  
all - education

**Exams**

## Block 5: 06.05.2024 – 05.07.2024

26.04 – 04.05  
all - development

**EFR International Study Trip**

15.05 – 17.05  
all - development

**Model United Nations Rotterdam**

23.06 – 05.07  
all - education

**Exams**

07.07 – 26.07  
b1 b2 b3 -

**Resits**

# Year 1

## Getting Started

Your first weeks as a university student might be full with temptations that are more fun than studying. Be careful with that as midterms are coming sooner than expected. Making a good start academically will be of great value later in the year.

### Take-off

During your first day at university, you will participate in the Take-off. On this day, you will get to know the school, your programme and your fellow students. You are obligated to attend this Take-off. Your timetable will be announced after the Take-off and will appear on <https://timetables.eur.nl>.

### Tutorials

During your first year, you will follow tutorials (lessons in small groups). You are obligated to attend at least 70% of these sessions. If you do not fulfil this requirement, your grades for both the exam and resit will not be valid. Hence, make sure not to take risks and make sure that you can still miss tutorials when you become ill. If personal circumstances affect your ability to meet this requirement, you should contact a study adviser as soon as possible.

### Guidance

Another important part of your first year is the guidance class. Your mentor will help you with your transition to this university. If you have any problems or questions, you can always ask your mentor for help. Most of the times your mentor group will be the same group as your tutorial class.

### Books

It is recommended to buy your books before the start of every block. The Economic Faculty association Rotterdam (EFR) sells them at a discount to registered members. Registered EFR members will get access to the cheapest books on campus. You can buy your books online at [www.efr.nl/education/bookshop](http://www.efr.nl/education/bookshop).





### Study associations

Study associations are operated by students and are here to provide a wide range of services to students. If you become a committee member of a study association, you and your committee will be actively involved in organising career, academic and/or social events. If you are not a committee member, you can still greatly benefit from a wide spectrum of activities the association organises, e.g. buying your books with a discount or participating in social drinks or go to recruitment events to find your next job. The official study association of Erasmus School of Economics is EFR for Economics students. You can become a member now via [www.efr.nl](http://www.efr.nl).

### Student associations

During the Eurekaweek, you will probably get in touch with student associations. These associations give you the opportunity to extend your social network and to join a club or committee. Student associations are not related to your studies and consist of students from different schools.

### Regulations and code of conduct

Before starting your studies, make sure to acquaint yourself with the documents that can be found under "Regulations" on the webpage for bachelor students. The 'Teaching and Exam

Regulations' cover all regulations regarding education at Erasmus School of Economics. This includes among other things the set-up of the programme, student workload, examinations, exemptions, admittance and the BSA.

The 'Rules and Regulations of the Examination Board' will tell you everything you need to know about taking exams. The 'Code of Conduct' explains how you are expected to behave while studying at Erasmus School of Economics. It also includes an email etiquette with practical tips for writing a clear and respectful email, and an indication of when you should and should not use email. Last, you can find the 'Student Charter' of the EUR here. The 'Student Charter' offers an overview of the students' rights and obligations ensuing from statutory provisions. It also informs the students about what they may expect of the university and what the university expects of them. Find out everything you need to know about regulations on: <https://my.eur.nl/en/ese/bachelor>.

# Information access

## Login portal MyEUR

The portal [www.myeur.nl](http://www.myeur.nl) gives you access to all information systems you need. You can log in with your ERNA ID and password, which are sent to you by post. Your ERNA ID consists of your student ID (six digits), followed by your initials and the suffix '@eur.nl'; for example 123456ab@eur.nl. The homepage will show you important canvas announcements, study progress and obtained results in Osiris. To access Canvas, Osiris and your webmail box, click on the link at the bottom of the concerning box. Furthermore, you will find useful study-related links and the latest messages of your university mail.

## Canvas

This website contains your course contents, such as course announcements, course information, course documents (including presentation slides and articles), assignments and discussion boards. You can find Canvas on [canvas.eur.nl](http://canvas.eur.nl), preferably with Mozilla Firefox or Google Chrome. Select Erasmus University Rotterdam and sign in with your ERNA username and password. On the dashboard you will find the courses you registered for, a to-do list and upcoming deadlines. At the end of your course, some professors publish the grades of your exam on Canvas. Note that those are always preliminary grades: only the grades registered in OSIRIS count as your final grades.

## OSIRIS

Whenever you want to see your final grades or register for courses, tutorials, and written examinations, you will use OSIRIS. Only the grades that are published here will be final and will appear on your transcript. Under 'Progress' you can find your study progress review. Here you can see the number of credits you have obtained, a list of your grades and your weighted average grade.

## MyTimetable

On MyTimetable you can find an overview of your lectures, group sessions, deadlines and exams. You can also connect your timetable to your personal calendar. You can find on [timetables.eur.nl](http://timetables.eur.nl).

## Courseguide

On [courses.eur.nl](http://courses.eur.nl), you can find information about all Bachelor courses. This includes the purpose and content of the course, the required literature and the instructional method.

## Smartphone apps

In the app store of your phone, you can download an 'OSIRIS' and 'Canvas' app for free. These apps allow you to easily register for courses and tutorials and access your timetable, course announcements and grades. Moreover, you also have the possibility to download the 'EUR Study Rooms' app to check the availability of classrooms and PC rooms.

## **Erasmus School of Economics Newsletter**

It is highly recommended to read the monthly Erasmus School of Economics newsletter, as it contains very useful information. The newsletter is sent to you via email and can also be found on the website of Erasmus School of Economics (Information for: Students > News).

## **Contact with university staff**

You can easily get in touch with professors and faculty members by following these guidelines:

- Only use university mail
- Add a meaningful subject line
- Start your email with "Dear Sir/ Madam + Last-name"
- Briefly and politely state the reason of your e-mail
- Finish politely and do not forget to include your full name and student number
- Read over your email to check for mistakes before sending it.

When you do not follow these guidelines some faculty members might not answer.

# Facilities

**Erasmus University offers a lot of services and facilities to its students. Many of these services can be found at Campus Woudestein. These pages will provide you with all the information you need regarding these services.**

## Erasmus Sport

Erasmus Sport provides a great number of sport possibilities. In the Sports Centre, you can enjoy a wide range of sports such as squash, yoga, cardio exercises and weightlifting. To use the sport facilities, you need a valid Erasmus Sport pass. You can acquire this card in the Sports Centre or online through the Erasmus Sport website. EFR offers a discount on the sports pass of Erasmus Sport to its members with the code "EFR2024DEAL". All additional information about sports and training can be found on: [www.erasmusport.nl](http://www.erasmusport.nl).

You also have the possibility to join an Erasmus Sport Student Club. For more information, directly ask the club of your choice. A list can be found on [www.erasmusport.nl/verenigen](http://www.erasmusport.nl/verenigen).

## Food

Campus Woudestein offers several options to eat and drink. Ranging from a supermarket to several restaurants.

### Restaurants

Range: all kinds of sandwiches, hot and cold snacks, hot meals and drinks.

- Erasmus Food Plaza (several restaurants clustered together at the heart of the campus)
- Erasmus Paviljoen
- The Company (Mandeville Building)

- Erasmus Sport Cafe (Sports Center)
- Maria's Cantina (Bayle Building)

### Coffee corners

At various places around the campus coffee corners are located where you can get various kinds of coffee, tea and hot chocolate.

### Others

- Cafe In de Smitse (ideal place to get a beer after a long day of studying)
- Spar (supermarket)

## Cultural facilities Studium Generale

Studium Generale is part of Erasmus University Rotterdam (EUR) and organises scientific, social and cultural events throughout the year. The complete programme consists of lectures, debates, a monthly talk show activity, movie nights, open stage nights, courses and workshops on scientific, social and cultural issues. Furthermore, they offer tickets with student discounts for concerts, theatre shows, comedy nights and dance productions.

There are several cultural societies active at Erasmus University, such as the Erasmus student choir, the Erasmus dance society, the symphony orchestra RSO and the theatre association RISK. Each society has its own members, rehearsals, performances and activities. If you are interested in joining a cultural association, you can contact Studium Generale for more information.

For more information about the complete offer, please visit the website [www.eur.nl/en/campus/art-culture/studium-generale](http://www.eur.nl/en/campus/art-culture/studium-generale) register for their newsletter or like their Facebook page.

## Language & Training Centre

The Language & Training Centre (LTC) is the centre of expertise and partner for language testing, language training, and verbal and written communication skills training.

### Language testing

LTC offers several intakes and assessments to determine your language proficiency. Test results can be used to show your school that you meet the language requirements needed for an exchange programme, to apply to a Master programme or to register for a language course at the LTC. Always check if the test you want to take is accepted by the study programme/school you wish to apply to.

### Evening Classes

The available courses are Arabic, Chinese, Dutch, English, French, Italian, Japanese, and Spanish. Information about when the courses take place can be found on the LTC website. All courses are taught by native speakers during evening classes. A certificate is awarded to participants who achieve a total score of 5.5 or higher. Most of the courses are held on Woudestein campus.

### Summer Courses

If you would like to learn a language but lack the time to do this during the academic year, it is possible to register for a summer course (in August). Check the LTC website to see if there is summer course available for the language you would like to

learn. During this more intensive course, you can complete one target level in two weeks instead of ten weeks. Please note that summer courses consist of several sessions of 3 to 4 hours each.

For more information about the complete offer, please visit: [www.eur.nl/ltc](http://www.eur.nl/ltc).





# Personal development

Next to developing yourself academically Erasmus University and its associated partners offer you a wide variety of activities and opportunities to develop yourself on a personal and professional level.

## EFR

With 7000 members and more than 70 yearly events EFR is one of the most active and most professional faculty associations in the Netherlands. Becoming an EFR member will give you many great advantages, as you can participate in a wide variety of prestigious events and get access to the cheapest books on campus.

EFR is an association by and for students meaning all of their events are organised by its committee members. Being a committee member gives you the opportunity to greatly develop yourself on a social and a professional level. You will make a lot of new friends, as you will create a tight bond with your committee, other committees and the board. You will get the chance to fully experience large events, while getting the chance to organise your own. To learn more about the committees at EFR, go to [www.efr.nl/committees](http://www.efr.nl/committees). The application deadlines for committees are in September, January and in June.

If you decide not to become a committee member, you can still benefit from all the activities EFR organises and join the EFR Ski Trip and the EFR City Trip for example. For more information, go to [www.efr.nl](http://www.efr.nl).

## Career Skills

Career Skills is a part of the curriculum that takes place in Bachelor 3. The aim of Career Skills is to prepare students well for their future career. The programme consists of two 1-credits courses. The course Your Future Career is mandatory. The other course can be chosen freely from the courses offered in the programme. The offer includes among others language, project management, entrepreneurial skills, managing complexity, and introduction to creativity courses.



# Honours programme

## Bachelor Honours Class

The Bachelor Honours Class is designed by Erasmus School of Economics to provide an extra challenge to excellent students in addition to the regular curriculum.

Throughout the year participating students follow sessions on the pillars of the Bachelor Honours Class. These are the academic paper writing cycle, a personal leadership track, and a cultural programme.

Honours Class students are selected at the end of their first bachelor year and the program runs in the second bachelor year. The top 10% students over the first three blocks of bachelor 1 are invited

to write a motivation letter and an essay. From these letters and essays, the best students are invited for an interview.

Upon successful completion of the programme, you will earn 15 ECTS credits and receive a certificate of participation. Students who excel during the programme will receive a letter of recommendation from the Dean of Erasmus School of Economics. More information on the Bachelor Honours Class via: <https://www.eur.nl/en/ese/education/bachelor/bachelor-honours-class>.

## Erasmus Honours Programme (EHP)

The Erasmus Honours Programme (EHP) is a university wide and highly ambitious

programme, designed especially for the most talented second-year students of EUR. Distinguished professors from all EUR schools challenge the EHP students to go beyond the limits of their own discipline. The programme starts in January and ends in July.

You can apply for a spot in the Erasmus Honours Programme if you have completed your first bachelor year in one year and with an average (weighted) of at least 7.5. Successful participants will earn 15 ECTS credits, special honours on the bachelor's diploma and a letter of recommendation by the Rector Magnificus. For more information regarding the participation, go to: <https://www.eur.nl/en/erasmus->



# Practical matters

## Binding Study Advice (BSA)

During your first academic year, you are required to acquire all your 60 ECTS credits to continue studying. There are some things to keep in mind throughout the process:

- If you do not meet your tutorial attendance requirement, your grades for both the exam and resit are not valid, which will make it impossible for you to get all 60 ECTS credits.
- In order to go on exchange outside of Europe during bachelor 3, you need an average of 7.0 or higher on the moment of your application (see "Year 2" for more information).

## Examination registration

You are automatically registered for the examinations of the courses for which you are enrolled in OSIRIS. Students are required to check their enrollment for their examinations during week 5 of each block. You need to register for the re-sits yourself. To get to know more about the procedure, check the chapter "Examination Periods" of the "Information for all years" part.

## Terminating your studies

If you discover that you do not like your studies as much as you thought you would, you can decide to stop. You can do this at any time but there are some important dates to keep in mind.

If you stop before the 1st of October and cancel your registration in Studielink, the year will not count as a study year. If you quit before the 1st of February, you will not get a BSA, whether it is a positive or a negative one. This means that you are allowed to start again with the same study the next academic year.

If you decide to stop during the academic year, you can also get a refund of your tuition fee. The amount of the refund is linked to the part of the academic year during which you will no longer follow your programme. For more information, visit: [www.eur.nl/en/education/practical-matters/registration/terminating-enrolment](http://www.eur.nl/en/education/practical-matters/registration/terminating-enrolment).



# Preparing for bachelor 2

with your second year, you have to subscribe once again via Studielink. This is called re-enrolment (herinschrijving). You can start and finalise the registration for your second bachelor year in June. However, the re-enrolment will only be final once you have received a positive BSA and your re-enrolment has been approved by the university. Notice that a delayed payment of the tuition fee will have negative consequences for your study financing, your right for free public transport and you will be blocked in all EUR systems. Late re-enrolments are not accepted.

In your second year, you will have to subscribe yourself for all courses and tutorials. You will find your courses in the study schedule for bachelor 2. To subscribe for courses, you can go to OSIRIS, choose the enroll button and click on courses. Select the course and choose lecture. If a course has tutorials, then choose lecture and tutorial.

## Second-Year Jobs

At the end of your first year you can apply for different activities and paid jobs at the university and EFR. For more information check the chapter "Student jobs" of part "information for all years".

## Dealing with a negative BSA

If you have obtained a negative BSA, you cannot continue your studies for three consecutive years. A negative BSA for 'Economie en Bedrijfseconomie' implies a negative BSA for 'Fiscale Economie' and for 'IBEB', and vice versa. A negative BSA for 'Econometrie en Operationele Research' implies a negative BSA for 'International Bachelor Econometrics and Operations Research' and for 'BSc2', and vice versa.

You can start another bachelor programme and, in order to make the right decision, you can attend a special workshop for study switches: <https://www.eur.nl/en/education/practical-matters/advice-counselling/student-counsellors/study-switch/study-switch-workshop>

# Year 2

## Getting Started

Congratulations on making it to your second year!

Take the time to reflect on what you did last year and what you might want to do different this year. There are many options open to you. You could, for example, consider doing a committee at EFR or to get a side job as a teaching assistant.

### Study schedules

The study schedules of the Bachelor programs Economie en Bedrijfseconomie, International Bachelor Economics and Business Economics (IBEB), Fiscale Economie and BSc2 Econometrics/Economics can be found on [my.eur.nl/enw/ese/information-desk/regulations/study-schedules](https://my.eur.nl/enw/ese/information-desk/regulations/study-schedules).

### Course and tutorial registration

In order to register for courses and tutorials, log in to OSIRIS, choose the enroll button and click on courses. Select the course and choose lecture. If a course has tutorials, then choose lecture and tutorial. The courses can be found in the study schedule on the Erasmus School of Economics student website. Make sure to register on time for the courses and tutorials you want to take. The registration period opens four weeks before the start of the block and closes the Friday before the start of the block. After registration, you can see the schedule in your Timetable. More information and a step by step instruction on how to register: <https://my.eur.nl/en/ese/bachelor/registeromg-courses>.

### Tutorial Registration

The period for tutorial registration starts four weeks before the start of the relevant block and ends on the Monday, four working days before the start of the new block. You can register for tutorials in OSIRIS, see above. When you have registered for the tutorials, you can see the schedule in your Timetable.



In case all tutorial groups are full or if you need assistance, you should notify the Information desk of Erasmus School of Economics at the ground floor of the E Building before the end of the registration period. Note that you will have to be registered in a tutorial group to be able to make tests and assignments which count for the grading of the course. Some courses have small tests or assignments which have to be done during the tutorials.

If you have not registered for a tutorial, or if all tutorial groups were full and you did not contact the Information desk before the deadline of the registration period, you are still able to register for a tutorial group by paying a €20 administration fee for each tutorial registration that is needed. You can register for a tutorial group via the late registration form ([https://www.eur.nl/en/ese/payment/16c1dd7c-31a6-4fcb-](https://www.eur.nl/en/ese/payment/16c1dd7c-31a6-4fcb-bc70-58091961a2ae)

[bc70-58091961a2ae](https://www.eur.nl/en/ese/payment/16c1dd7c-31a6-4fcb-bc70-58091961a2ae)). Mention your preferred tutorial group in the comment section during your purchase. The faculty will try to place you in the group of your choice but in any case, you will be placed in a group that has places available. Please note that it is your own responsibility if late registration leads to problems with regards to obligatory elements of a course.

### Exam registration

You are automatically registered for the examinations of the courses for which you are enrolled in OSIRIS. Students are required to check their enrollment for their examinations during week 5 of each block. You need to register for the re-sits yourself. For more information, check the chapter "Examination Periods" in the part "Information for all years".



## Orientation

In year 2 you have to choose what you want to do in year 3 as the study programme for year three is for a large part up to you. There are multiple ways to inform yourself how to proceed with your studies and future career.

### Major Orientation

An important part of year 3 is your major. The major consist of a coherent set of courses, a seminar and your thesis. It takes place in block 3, 4 and 5. Some majors already offer major courses in block 2. Check out the major orientation website for more information: <https://my.eur.nl/en/ese/bachelor/majors/major-orientation>.

### Master Open Days

At a Master Open Day, you can learn more about nearly all master programmes of Erasmus University Rotterdam. You can attend presentations about the master programmes while students and alumni will be available to answer your questions. There is also an information fair.

This academic year, the Master Open Day will take

place on the 23th of November 2024 and one will take place in March. For more information and to receive an alert when registration opens, visit [www.eur.nl/master-open-day](http://www.eur.nl/master-open-day).

### EFR Bachelor Inhouse Days

The EFR Bachelor Inhouse Days aim to support bachelor 3 students while they orientate themselves with regards to the various industries to work in the future. Each year we host a variety of days in which companies provide students with more in-depth knowledge about their company and the sector they operate in.

The companies will talk about the work that they do and provide you with an interactive workshop. During the day there is a lunch and afterwards there will be a drink where you can get to know the companies in a more informal way.

Stay up-to-date via [EFR.nl](http://EFR.nl).

# Preparing for bachelor 3

Bachelor 3 is full of choices. Your choice could be based on the experience you want to get. If you want to gain international experience and meet new people and cultures the international exchange might be the way to go. If you want to broaden or deepen your knowledge you should consider a minor. Finally an internship is a great way to gain some practical experience and explore working life.

## IBEB Students and Dutch courses

Dutch speaking IBEB students are allowed to take a minor and electives in Dutch as well as in English. However, the major courses, major seminar and thesis should all be in English.

## Exchange

In order to be able to apply for the Erasmus School of Economics exchange programme you need to meet certain criteria. These criteria can be found via: [www.eur.nl/en/ese/exchange](http://www.eur.nl/en/ese/exchange).

## Why go abroad?

- Studying abroad is an amazing once-in-a-lifetime experience!
- You will learn new skills, become more independent and experience a steep learning curve in personal development.
- International perspectives broaden your horizon.
- It is the perfect opportunity to travel, meet new people and get to know new cultures.
- An experience abroad and outside of your comfort-zone is highly valued by recruiters.
- Partner universities usually offer different courses than Erasmus School of Economics.

## Things to consider

- When you are abroad, you cannot retake failed courses from bachelor 2. You also cannot apply for a seminar as long as you did not pass all of your first and second-year courses. Therefore, if you have an unfinished second-year course which is lectured during block 1 or 2, you cannot start your major once you return from exchange. In this case, you will have a year of study delay.

- Semesters abroad, in particular outside of Europe, do not always match the block system of Erasmus School of Economics. Therefore, it can happen that your semester abroad finishes at the end of January and you will consequently miss the beginning of your third block (major) at Erasmus School of Economics. However, some universities offer the possibility to take final exams prematurely to avoid this problem.
- Studying abroad can be more costly than studying in Rotterdam, but it really depends on the destination. It is smart to make an overview of your current income and costs and compare it to a budget you make for your exchange, so you can calculate the costs of your exchange.
- You do not have to pay the tuition fee at the partner university; you pay your regular fee at EUR.
- You do have to take into account the cost of housing, which can be a big expenditure. If you already live on your own, you can investigate whether it is possible to swap or sublet your room.
- There are possibilities to receive financial support such as the Erasmus+ Grant and the Erasmus School of Economics Scholarship. More information can be found on: [www.eur.nl/en/ese/exchange/outgoing-students/your-exchange/costs-and-grants](http://www.eur.nl/en/ese/exchange/outgoing-students/your-exchange/costs-and-grants).
- For the latest information about exchange, subscribe to the FEB63005 International Exchange course via Osiris.

In the end, going on exchange requires more effort, preparation and money than doing a minor but these costs will likely be outweighed by the experiences you will have abroad.

## Minor

A minor is the perfect opportunity to broaden or deepen your knowledge about certain subjects. You can take a minor at Erasmus School of Economics, another faculty of EUR or another university in the Netherlands. The EUR minors take place in the first months of your third year and are worth 12 ECTS credits at Erasmus School of Economics and 15 at other faculties.

In addition, Erasmus School of Economics also offers an Educational minor (in Dutch only) which is worth 30 ECTS credits and takes place in block 1 and 2. The applications are handled centrally. For more information about the application period and procedure, visit: [www.eur.nl/en/education/minors/application](http://www.eur.nl/en/education/minors/application).

The following minors are available at Erasmus School of Economics during the academic year 2024–2025:

- Computer Science
- Deepening Minor: Advanced Computer Science
- Deepening Minor: Behavioural Finance
- Innovation and Marketing
- New economic thinking & social entrepreneurship
- Port Management and Maritime Logistics

- Economics of Well-being
- Sports & Society
- Educatieve Minor Economie (Dutch)
- Educatieve Minor Wiskunde (Dutch)
- Ondernemen en Belastingen (Dutch)

For more information about minors visit: <https://www.eur.nl/en/education/minors>.

### Sustainable entrepreneurship in Rotterdam

The EFR minor “New economic thinking & social entrepreneurship” is a unique minor in which theory and practice are combined to understand new business models. You will explore how you can contribute as a student to a better world by enlarging your impact and thinking about new sustainable business models and working together with a social entrepreneur to help them to strengthen their business model. The minor is linked to Blue City010, a hub funded by impact investor iFund for new entrepreneurships such as ‘Aloha’, ‘Rotterzwam’ and ‘Fruitleather’. You will pitch your ideas and suggestions to successful social entrepreneurs and representatives from business and policy during a Dragons’ Dens organised at Blue City010 in Rotterdam.

### Why take a minor?

Minors are the perfect opportunity to deepen or broaden your knowledge. When taking a minor in a different field, you will learn to analyse economic problems from a different point of view. While doing a minor, you have the possibility to retake and improve courses from bachelor 1 & 2. Note that only the first-obtained grade is taken into consideration in the judgement.

There is no need to move or organise anything yourself, except for subscribing for the minor of your choice.

Minors do not require any lengthy procedures to apply. Doing a minor in Rotterdam means being able to join a committee of a study association and deeply learn about yourself and others.

## Third-year jobs

At the end of your second year, you can apply for different activities and paid jobs. These opportunities are similar to the ones you already get as a second-year student. For more information, see chapter “Student jobs” of part “Information for all years”.

## Bachelor Honours Research Class

For third-year students, Erasmus School of Economics organises the Bachelor Honours Research Class. Application is open to second-year bachelor students. Akin to the Bachelor Honours Class, students are selected based on grades (top 10% students of each Erasmus School of Economics bachelor program), motivation and an essay. Selection takes place at the end of the second bachelor year. More information on the Bachelor Honours Research Class via: [my.eur.nl/en/ese/bachelor/bachelor-honours-research-class](https://my.eur.nl/en/ese/bachelor/bachelor-honours-research-class).

## Internship

Erasmus School of Economics offers the opportunity to do an internship in the third year of your bachelor's programme. Internships can be followed as an alternative to the minor (block 1) or electives (block 2). Internships last for eight weeks and are equivalent to 12 credits (336 hours). It is the student's responsibility to find an internship placement and internship supervisor. It is therefore wise to start your search for a suitable internship during bachelor 2.

Once you have found an internship and a research topic, you must write a proposal that must be approved by an Erasmus School of Economics lecturer who is prepared to supervise you during the duration of the internship. An Erasmus School of Economics format for the internship proposal can be found on the Internship Hub Canvas page (FEB63017) to which you can subscribe via Canvas. The internship proposal also has to be supported by the internship company and must contain the contact details of the company's internship supervisor. After approval of the internship proposal, the School strongly advises you to draw up an internship agreement. The agreement details arrangements such as working hours, insurance and the internship compensation. In addition, sometimes an organisation requires a student to provide an official School's approval. The School provides formats for internship agreements, as well as a format for internship approval.

In order to complete an internship, you must also write an internship report. This report will be assessed by your supervisor as adequate or not. If adequate, the supervisor will sign the report and send it to the Exam Administration which will process the credits. Please note that the internship must have sufficient scientific quality. It must also be in a field relevant to your studies and contribute to answering research questions that you came up with before the start of the internship.

For the latest information about internships and for the formats for the internship proposal and contracts, subscribe to the FEB63017 Internship Hub via Sin-Online. On this Canvas page you can also find the names of the internship coordinators in case you have trouble finding an internship supervisor.

### Why do an internship?

- You acquire valuable work experience and learn to function in real life situations.
- You will learn new skills, become more independent and experience a steep learning curve.
- You will learn to apply theory to practice.
- You will expand your network by meeting new people that could possibly help you in the future (e.g. job offer).
- You have the possibility to do your internship abroad.

### Some other important points

- You can use Erasmus Recruitment Platform ([erasmusrecruitment.nl](https://erasmusrecruitment.nl)) to find an internship.
- Arranging an internship and an internship supervisor is your own responsibility. If you



want to do an internship in block 1, you have to start looking for one before the summer.

- For Economics and Business Economics students, there is no exact deadline but you should start searching for an internship as soon as possible. Finding a supervisor and writing a proposal can be time consuming, so make sure to start on time.
- Internships that take longer than eight weeks can result in study delay, so carefully look into your options. It would be a good idea to verify your internship plans with a study adviser. It is possible to contact one to help you create a suitable study plan for your third bachelor year.
- An internship cannot be combined with courses because an internship is fulltime. If you still have to complete bachelor 2 courses during the internship period, these courses should have priority and it would be wise not to do an internship.
- Students Econometrics and Operations Research need to have completed the 'Introductory Seminar Case Studies Econometrics and Operations Research' of bachelor 2 before they can do an internship.
- When doing an internship, students are expected to have normal working hours 5 days a week.

If you are considering to do an internship, please visit the webpages below containing detailed information about the procedures and requirements: <https://my.eur.nl/en/ese/bachelor/internship>.

## Registering for seminars in bachelor 3

In case you decide to follow one or more bachelor 2 courses in your third year, keep in mind that you need to have completed all your courses of bachelor 2 in order to register for a bachelor 3 seminar. The seminar registration period will run from 30 October till 20 November. Register on time, if you register late, it is likely that you cannot be placed in your preferred seminar. The Examination Board will check admissibility in November, and again in January for students who might become admissible after the block 2 results are available. This means that if you still need to complete Bachelor-2 courses from block 3, 4 or 5, you will not be able to start your seminar.

### Major Requirement

During bachelor 3, you will take a major. A major consists of three major courses (3x4 ECTS credits), a seminar (12 ECTS credits) and a bachelor thesis (10 ECTS). You have to register for your major in your third bachelor year. Most major courses are offered in block 3 but some are already offered in block 2. In block 2, you can also choose electives. Do take into account that you have to meet the following criteria in order to apply for a major seminar: All courses in bachelor 1 and bachelor 2 must be completed after block 2 of bachelor 3. Both passed and compensated courses are taken into account.

# Year 3

## Getting Started

The last year of the bachelor is a year full of choices. What do you want to learn, how do you want to develop? A lot is possible in the third year. This also makes it a bit more complex, this chapter aims to explain everything you need to know.

### Timeline

#### Block 1: Minor/Internship/Exchange

A minor is a combination of courses that is meant to be a valuable addition to the regular curriculum of your studies. You can use it to broaden your knowledge in a new area or to gain deeper insight in the field of economics. You have to take a minor if you are not going on exchange nor doing an internship. An exchange lasts two full blocks and therefore continues in your second block as well. An internship can be brought in either the first or second block in place of your minor or electives respectively, but cannot take up two blocks.

#### Block 2: Electives/Internship/Exchange

Electives are courses which you can choose freely within Erasmus School of Economics. However, bachelor 1 courses, major seminars and master courses are excluded. Under certain circumstances, it is possible to bring in electives you obtained at another faculty or university. You have to check yourself if the courses you want to follow also fit in your time schedule, especially concerning the exam(s). Most of Erasmus School of Economics's elective courses are offered in block 2. Keep in mind that some major courses are already starting in that block. You can also follow these courses as electives. More information about the majors can be found in the chapter "Majors".



### **Block 3 & 4: Major Courses and seminar**

Your major is the specialisation of your bachelor's programme. The major courses take place during block 3 (and sometimes also block 2) while the seminar takes place in block 4.

### **Block 5: Bachelor Thesis**

The thesis is an individual assignment related to your major. It is the final challenge in order to obtain your bachelor's degree.

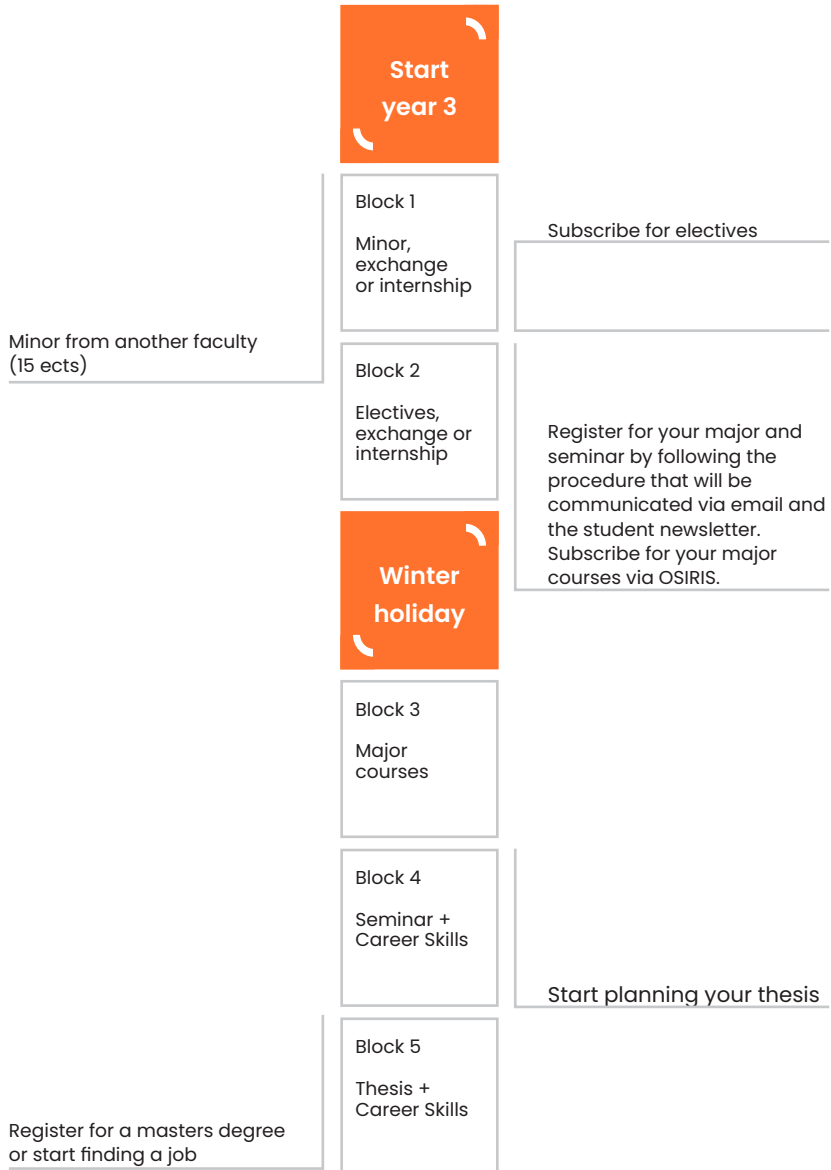
### **Career skills**

The Erasmus School of Economics Career Skills programme aims to foster a better connection between your study and the labour market. The programme takes place in Bachelor-3 and is obligatory for all students. The programme consists of two 1-credit courses, of which the course Your Future Career is mandatory. The other course can be chosen freely from the courses offered in the programme. The full offer of courses will be communicated via Canvas.

The course Your Future Career will be offered as an online course in block 4. All the other Career Skills courses will be scheduled in block 5. The only exceptions are a few courses hosted by our study associations and some language courses. In all courses, 100% attendance of the sessions is required.

The courses in the Career Skills programme are also open to bachelor students who need to obtain an extra credit, for example because they did a 15-credit minor.

# Year overview



## Bachelor 3 tracks

Below, you can find the possible tracks that you can follow during your third year of bachelor. The main differences are the choices you make for the first two blocks. Each number stands for a different potential track you can choose.

	Block 1	Block 2	Block 3	Block 4	Block 5	
Track 1	Minor worth 12 credits	3 Elective worth 12 credits	Major Courses worth 12 credits	Major Seminar worth 12 credits	Thesis worth 10 credits  +	
Track 2	Minor worth 15 credit	Electives worth minimum of 9 credits		+	Career Skills "Your future career" worth 1 credit	Career Skills Elective worth 1 credit
Track 3	International exchange worth 24 credits					
Track 4	Internship worth 12 credits	Electives worth 12 credits				
Track 5	Minor worth 12 credits	Internship worth 12 credits				



# Block 1 & 2

Next to developing yourself academically Erasmus University and its associated partners offer you a wide variety of activities and opportunities to develop yourself on a personal and professional level.

## Exchange

If you plan to go on exchange, you need to obtain 24 credits during the period abroad to avoid delay in your studies. The application for an exchange starts early on in bachelor 2. If you go on exchange and obtain enough credits, a minor is not required. After your exchange, you will have to transfer the courses done during your exchange as electives by submitting a form to the Examination Board. Be aware that you already have to register for your major courses and seminar during your exchange. It is therefore important to keep track of your student e-mail.

Also note that the academic year of the other university might differ from ours, which can cause you to still have exams until late January. In that case, you will not be able to attend the first lectures of the major courses from your third block. These courses do not have obligatory attendance, so it is still possible to take the exam and pass the course. For more information about the preparations for studying abroad see the “Year 2” part of the guide and check the following website: [www.eur.nl/en/ese/exchange](http://www.eur.nl/en/ese/exchange).

## Internship

You can do an internship instead of a minor (block 1) or during your free elective space (block 2). An internship takes eight weeks and it needs to have an academic approach and content. An internship has a maximum value of 12 credits. You may also combine an internship with writing your thesis. However, in this case, you will not receive separate credits for your internship and the internship will not be listed on your academic transcript. You can find more information about internships in the section ‘Internship’ from chapter ‘Preparing bachelor 3’ of the “Year 2” part and on the following website: [my.eur.nl/en/ese/bachelor/internship](http://my.eur.nl/en/ese/bachelor/internship).



## Minor

You apply for your minor in the second year of your bachelor. The application procedure can be found on the minor website and will be communicated via the student newsletter. For more information: [www.eur.nl/en/education/minors](http://www.eur.nl/en/education/minors).

## Electives

In block 2, you can take electives to gain insight in some specific fields of economics. The available electives can be found in the Courseguide. Besides these, you can bring in additional major courses as electives. Under certain circumstances, it is possible to bring in electives you obtained at another faculty or university. When planning your second block, you have to take into account the amount of credits gained in your minor. If you took a 12-credit minor, you should

choose three electives of 4 credits each to stay on track. If you chose a 15-credit minor, it suffices to follow three 4-credit electives or to follow two 4-credit electives and a course that gives you at least 1 ECTS credit. Among others, this is possible by following one of the editions of EFR/ Erasmus School of Economics Job Market Skills.

## EFR/ Erasmus School of Economics Job Market Skills

The EFR/ Erasmus School of Economics Job Market Skills offers you the chance to develop your soft skills and earn 1 ECTS credit. Through a wide variety of trainings, you develop practical skills that prepare you for the labour market. Besides gaining a potential advantage during your job applications, you might meet your future employer. In our last edition these are some of the

companies and training agencies that joined: ministry of finance, PWC, Apolix, Livarsity and EIFFEL. The next edition will take place in November. You can either follow EFR/ Erasmus School of Economics Job Market Skills as part of Career Skills or on its own. To stay up-to-date, check the EFR website or the socials regularly: [www.eur.nl](http://www.eur.nl).

## Important points

- You have to check whether the courses you choose have tutorials and if you need to register for them. This information can be found in the course guide.
- You need to look at the timetable to check if your lectures and exams do not overlap with your other courses. If you find overlapping courses, you should subscribe for a different course. Beware that it is your own responsibility to check this.



## Major

### Block 3, 4, 5

The major is the specialisation of your bachelor and consists of courses that give you deeper understanding of a specific field in economics. The majors you can take correspond with the master programmes offered at Erasmus School of Economics and they can help you to prepare for them. However, it is not necessary to follow a specific major to get into the corresponding master.

A major consists of a specific combination of three courses of 4 ECTS credits each, a 12 ECTS credit seminar and a 10 ECTS credits bachelor thesis. Seminars involve numerous assignments and presentations. Some majors offer a choice of courses while the programme is fixed in some others. You need to register for your major and seminar between the 30th of October and 20th of November. Next to this, you need to subscribe yourself for the individual major courses in OSIRIS.

### Important points

- A part of the major courses is compulsory and a part of them can be chosen freely from a list of courses. An overview of the major courses can

be found under Majors in the Study Schedules.

You have to enrol for the major courses via OSIRIS. Seminars are exclusively offered for one major. In some majors there is only one seminar, in others there are multiple and you can choose which one you prefer.

- When applying for a major, take into account that bachelor-1 and bachelor-2 have to be completed. Both passed and compensated courses are taken into account.
- Registration for the majors together with the application for the seminar takes place between the 30th of October and the 20th of November.
- Seminars have a 100% attendance policy. Hence, you need to be present in all sessions.
- You will sometimes see two course codes or names indicated for a certain course. In this case, the course is offered both in Dutch and in English.

### IBEB students and major rules

The majors for IBEB correspond with those for the 'Economie en Bedrijfseconomie' programme. However, IBEB students are not allowed to take major courses and seminars in Dutch as part of their major.



# Thesis

## EFR Involve Project

The EFR Involve Consultancy Project is not part of a major, but takes place in the same period. The project distinguishes itself from the other EFR initiatives by its social and research-focused approach. Besides gaining 4 ECTS credits, twenty students get the chance to apply their academic knowledge to practice and make a sustainable impact on communities that need it the most. This is done in partnership with an NGO or social enterprise that will guide and assist you in setting up the research. This project consists of four months of desk research and three to four weeks of field research abroad during the summer. The previous editions have been to Ghana, Cameroon, Tanzania, Kenya, Uganda, Indonesia, Nepal and Peru. Each year, the project develops even further and its success continues to grow. To stay up-to-date, regularly check EFR's website ([www.efr.nl](http://www.efr.nl))

The bachelor thesis is a final and individual Assignment you have to complete in order to obtain your bachelor's degree.

Writing a thesis requires self-discipline and planning skills. The thesis itself is time-consuming and it is therefore sensible not to underestimate the thesis process.

The bachelor thesis is part of your major and needs to be written on a subject related to your major. Your major programme will inform you about the registration procedure for the thesis. In all majors, supervisors are allocated centrally. Hence, if you don't register for the thesis at your major, you won't be able to get a supervisor.

When you start your major, you are enrolled in the Thesis Hub in Canvas. Here you can find the thesis manual with information about supervision, planning, requirements, assessment, and much more. More information can be found here: <https://my.eur.nl/en/ese/bachelor/bachelor-thesis>.

## Important points

- It is not recommended to write your bachelor thesis in combination with an internship. This might cause delay. If you would like to combine your thesis with an internship, it is preferable to do this for your master thesis.
- You can only start writing your thesis if you have been admitted to the major seminar, which means that you need to have finished bachelor 1 and bachelor 2.
- The registration procedure for the thesis can differ somewhat between majors.
- To apply for a master your grade must be in OSIRIS before the 1st of August. If you did not make this, but you expect to finish before 31 August you can ask your supervisor for a Thesis Statement which certifies that you will finish before 31 August. Your supervisor determines whether you will receive this statement.
- The grade of your bachelor thesis should be registered in OSIRIS before the 31st of August 2025 if you want to start your master in the academic year 2025-2026.
- If you experience a delay and won't be able to finish within the academic year, you will need to finish your thesis latest October 1st. If you don't hand in the final version of your thesis latest October 1st you will receive a "fail" for the thesis and you need to start over with a new topic and supervisor.

## Bachelor degree

If you managed to get all 180 ECTS credits of your bachelor's programme, then you will finally get your bachelor's degree. Congratulations! In order to actually obtain your degree, you will need to make a request for it via the Study Progress & Diploma Administration (SV&D) at [www.eur.nl/en/education/practical-matters/graduation](http://www.eur.nl/en/education/practical-matters/graduation).

If they have checked and approved that you indeed received all necessary credits, you can proceed to request your degree. To do this, you have to be registered as a bachelor student. This means you have to request your diploma before the 31st of August. If you do not request your diploma before this date, you have to re-enrol as a bachelor student in Studielink for the next academic year. You can choose to either pickup your diploma at the ESSC desk or receive it at the bachelor's graduation ceremony.

### Grades

Your transcript of records will show all passed courses and obtained grades up to 180 ECTS credits, including all compensated courses. All grades are noted with one decimal. Please notice that insufficient but compensated grades will also be shown on your academic transcript. If applicable, your judicium (classification) will also be noted on your transcript of records.

### Judicia

Cum Laude is a special status you achieve if your weighted average of first obtained grades is 8.25 or higher and your thesis grade is at least 8.0. The Summa Cum Laude distinction is given when the weighted average of first obtained valid grades is at least 9.0 and your thesis is 9.0 or higher.

### Application for a master programme

It is important to know that you can only apply for a master once you have completed your full bachelor, which means all courses and your thesis. The application deadline for an Erasmus School of Economics master is the 1st of August, so it is crucial to finish your thesis on time. Note that international students who took a gap year abroad before starting their master need to apply for the master much earlier in order to arrange their visa and such.

To finish your thesis on time, make regular appointments with your supervisor and take into account that he/she might be on vacation during the summer period. If you have not finished your thesis on the application deadline on the 1st of August (and/or if your grade is not registered on OSIRIS before the deadline) but will finish it before the 31st of August, you can ask your thesis supervisor to write a Thesis Statement. This statement declares that you will have successfully finished your thesis by the 31st of August. Your supervisor can download the Thesis Statement from the intranet.

### Bachelor Graduation Day

In October or November, Erasmus School of Economics invites its bachelor graduates to the Bachelor Graduation Day, a festive ceremony to celebrate the obtainment of your bachelor's degree. The programme involves interesting guest speakers and a reception. You can register for the Bachelor Graduation Day when you request your bachelor diploma. For more information, please visit <https://www.eur.nl/en/ese/education/bachelor/bachelor-graduation-day>.

# EFR Inspiration Days



# All Years

## Examination periods

### Registration for exams

All students that are registered in OSIRIS for their courses during the second week of the block will be registered for the corresponding examination. You will have to check your registration during week 5 of the block. If you are not correctly registered, you can still do so yourself up until 5 working days before the examination in OSIRIS. If you fail to register during registration period, you can still register up to the day of the examination. The handling fee is €20 per exam. When you encounter any problems with registering for an exam, make sure to contact the Information Desk before the deadline expires.

If the school has automatically registered you for an examination you are not planning to take, you are requested to deregister for this examination.

Note that you are not automatically registered for the re-sits. If you want to take a re-sit you need to register yourself!

### Online exams

Erasmus School of Economics aims to provide exams on campus but if due to circumstances you need to take the exams online, you will need the following:

- A laptop with microphone, webcam, and speaker



- A good internet connection with minimal 1.5Mbit/s upload, 10Mbit/s download and a ping under 25ms
- Chrome Web Browser
- A comfortable and quiet place
- To support the surveillance with a second camera, you need a mobile phone or tablet with a supporting camera.

### Online proctoring

In the majority of online exams, online proctoring will be used to ensure that the examination takes place according to the rules and requirements without violations.

You access your exams and the online proctoring environment through the web browser Google Chrome. During the online exam, screen images, video and sound are recorded from your computer. The images and sound will be monitored for irregularities. Suspicious behavior is flagged and reviewed after the exam.

The data is stored and handled according to strict privacy regulations. If no irregularities are found, the data will be deleted within 6 weeks after completion of the check. For more information, visit: [www.eur.nl/en/about-eur/vision/community-learning-and-innovation/faq-online-proctoring](http://www.eur.nl/en/about-eur/vision/community-learning-and-innovation/faq-online-proctoring).

### Study spots

Studying at campus can help you focus and enhance your work/life balance. Campus Woudestein offers several study spots. We list a few options below, for a complete overview go to [www.eur.nl/en/campus/locations/campus-woudestein/study-spaces](http://www.eur.nl/en/campus/locations/campus-woudestein/study-spaces).

### University Library

The university library offers a lot of spots to study. For the university library you can reserve a study space so a place is guaranteed. Make sure to cancel your reservation if you decide not to come!

### Polak and Sanders buildings

In the Polak and Sanders buildings there are more spots to study. For these spots you can not make a reservation but most of the time a spot will be available.

### Project Rooms

If you have to work together on a project or want to study together you can book a project room. It is recommended to book these in advance via the above website.



## Extra help to pass your exams

### Summaries

A good way to prepare for exams is to use summaries. EFR offers free and high-quality summaries to all its members on several courses, so make sure to check the following website: [www.efr.nl/education/summaries](http://www.efr.nl/education/summaries).

### Calculator

For some of the exams, you will need a calculator. There are rules concerning the use of these calculators. Please check the rules and regulations of the Examination board for the overview of the calculators that you may use. Find the rules and regulations here: [my.eur.nl/en/ese/information-desk/regulations/rules-and-regulations](http://my.eur.nl/en/ese/information-desk/regulations/rules-and-regulations).

Note: You are not allowed to use a calculator for every course. The lecturer of the course will inform you whether the use of a calculator is allowed.

### After the exams

#### Exam results

The results of your exams can appear in many

forms: via Canvas and OSIRIS. In the end, the official grade will always be on OSIRIS. Grades communicated through other channels are only preliminary. The exam results will normally appear within three weeks after your exam.

### Compensation rules

If you failed a course, you might be able to compensate it within its cluster. The courses are divided into three clusters. If your average in the total cluster is higher than a 5.5 and no more than one of the grades is between the 4.5 and 5.5, you will still get your ECTS credits for the compensated course. Note that compensation is not possible in bachelor 3. For more information, check: <https://www.eur.nl/en/ese/bachelor/compensation>

### Calculation of average

If you calculate your weighted average, you have to take into account the amount of ECTS credits per course. An 8-ECTS credits course counts twice as heavy as a 4-ECTS course.



# Student Jobs

## iBuddy

Each year, Erasmus School of Economics accepts students from all over the world for the IBEB programme. You can become an iBuddy to help the freshmen with their arrival, provide them with correct information, guide them to the right parties, introduce them to the best social activities and enhance the international network of Erasmus School of Economics. Application for this programme starts in the beginning of April. Go to [www.efr.nl](http://www.efr.nl) for more information.

## Teaching/Student assistant

If you liked specific courses and obtained high grades, you can apply to become a student assistant. There are two types of student assistants. The first is Teaching Assistant (TA), which is a student that teaches the tutorials. For more information, vacancies and the application procedure, visit the website of the Tutor Academy ([www.eur.nl/en/ese/working/tutor-academy](http://www.eur.nl/en/ese/working/tutor-academy)).

The other type is Student Assistant, which is a student who assists Erasmus School of Economics or EUR staff. Regularly check Canvas and its 'Erasmus School of Economics Vacatures voor student-assistenten' channel for offers and application procedures. Becoming a Student Assistant or Teaching Assistant is a very useful work experience.

## Mentor

Besides the positions of assistants, you can also apply for a mentor position. In order to become a mentor, it is recommended to have obtained good grades and to be a proactive student within the faculty. The vacancies for mentors are posted on the above mentioned websites.

## Ambassador

Ambassadors are students who provide information about their study programme to prospective students. Every year, 70 ambassadors of different studies are active within Erasmus School of Economics. As ambassador, you will represent Erasmus School of Economics at numerous activities and study fairs, both on campus and at different locations throughout the country. You will receive a message when applications open.

## EFR Summary writer/coordinator

Writers and coordinators are key factors to ensure the high quality of the EFR summaries. To secure these high standards, we are searching for excellent and highly motivated students that are ambitious enough to write or coordinate top-level bachelor summaries that will be available to all EFR members (7000+). Go to [www.efr.nl/summaries](http://www.efr.nl/summaries) for more information.

# Asking questions

Where to go	For what
<b>Mentor</b>	Everyday questions about your new study environment, study skills or practical matters.
<b>Teaching assistant</b>	Questions related to your course.
<b>Information desk Erasmus School of Economics</b>	Almost all questions about the programmes, regulations or problems related to ESE.
<b>Erasmus Student Service Centre (ESSC)</b>	Questions unrelated to your programme but related to studying, such as administration problems, problems with Studielink, tuition fee, student cards, etc.
<b>Study advisers</b>	Advice and guidance regarding your study progress. For instance, compensation rules, study delay, study planning, functional impairment, personal circumstances, etc.
<b>Student counsellor</b>	Personal situations such as disease, handicap, top-level sports, housing and your financial situation.
<b>University Psychologist</b>	Resolving problems that inhibit you from focusing on your studies.
<b>Ask Erasmus</b>	Online database for Frequently Asked Questions.





### **Mentor**

Your mentor will be able to help you with questions regarding your first year and regarding your obligations. You can ask him/her anything about your new study environment, study skills or practical matters.

### **Teaching Assistant (TA)**

If you have a question regarding the content of your course, you can contact your TA (the person who teaches your tutorials). For instance, you can ask for further explanation if you do not understand a certain formula or line of reasoning. This is usually done via email or after your tutorial. The email address and office hours are given at the beginning of the first tutorial and can be found in the course guide, on the course's Canvas page.

### **Information Desk Erasmus School of Economics**

Students of Erasmus School of Economics can turn to the Information Desk with their general questions about the programmes and rules of Erasmus School of Economics. You can find the Information Desk at the ground floor of the E building. For more information visit their website at <https://www.eur.nl/en/ese/education/practical-matters/information-desk>. You can contact the Information Desk with various questions, including:

- General questions about the programmes of Erasmus School of Economics
- The regulations of Erasmus School of Economics
- Questions about the application process for bachelor and master programmes
- Late registrations for tutorial groups and exams
- Walk-in hours of the study adviser
- Appointment with the study adviser
- If the Information Desk is not able to answer your question, you will be referred to the person or department who can answer your question, for example a Study Adviser.

### **Erasmus Student Service Centre**

You can contact the ESSC for information that is not related to your study programme, such as information about student administration, registrations, counselling, your legal position as a student and information about financing (insurance, scholarships, etc.). The ESSC can be reached by phone: +31 (0)10 408 2323. It is also possible to go to the ESSC itself with your questions. The ESSC is located on the ground floor of Sanders Building and is open from Monday to Friday between 09.30 and 16.00 hours. For more information, go to the website of the ESSC: [www.eur.nl/en/education/practical-matters/contact](http://www.eur.nl/en/education/practical-matters/contact).



### Study advisers

For more specific information, you can contact the Study advisers to get advice about your study programme. The Study advisers can give you advice and guidance concerning:

- The study programme
- Compensation regulations
- Study planning, study progress and study delay
- The Binding Study Advice (BSA)
- Individual arrangements in case of illness, disabilities, personal circumstances and top sport
- Writing a request to the examination board

For the contact information and names of the Study advisers, visit: <https://my.eur.nl/en/ese/information-desk/study-advisers>.

### Student counsellors (studentendecaan)

Student counsellors offer advice, assistance and information regarding:

- Personal matters or problems
- Student grants and loans
- Financial support
- Social security
- Housing
- Assistance in appeal proceedings
- Selection of a course or study, scheduling and transfer from one course programme to another
- Top-level sports
- Functional impairment: for questions and advice regarding how to study with a functional impairment

You can email to [studentcounsellor@eur.nl](mailto:studentcounsellor@eur.nl) for short questions but not for making appointments. Appointments can be scheduled online via

[www.eur.nl/en/education/practical-matters/advice-counselling/student-counsellors/schedule-your-appointment](http://www.eur.nl/en/education/practical-matters/advice-counselling/student-counsellors/schedule-your-appointment), or in person via the ESSC. For further information, check: [www.eur.nl/en/education/practical-matters/advice-counselling/student-counsellors](http://www.eur.nl/en/education/practical-matters/advice-counselling/student-counsellors).

### Well-Being

Feeling stressed, down on wellbeing and need some support? Have anonymous and informal chats with trained buddies of your choice with Frisse Gedachtes:

<https://my.eur.nl/en/eur/education/student-wellbeing-platform/services/student-chatline-frisse-gedachtes>

### University psychologists

The aim of the university psychologists is to help students resolve problems that inhibit them from focusing on their studies. Scheduling an appointment can be done by phone on +31 (0)10 408 2323 or in person via the ESSC. Get to know more about university psychologists via: [www.eur.nl/en/education/practical-matters/advice-counselling/university-psychologists](http://www.eur.nl/en/education/practical-matters/advice-counselling/university-psychologists).

### Ask Erasmus

Ask Erasmus is an online database where a great number of frequently asked questions (FAQs) have been posted and answered. You can also send new questions which will be answered and posted in the database. The link to Ask Erasmus is: [www.eur.nl/en/education/practical-matters/contact/ask-erasmus](http://www.eur.nl/en/education/practical-matters/contact/ask-erasmus).

### Examination Board

You can hand in a request for individual arrangements through the website. The Examination Board will process your request within six weeks. You cannot approach the Examination Board directly but you can ask your questions at the Information Desk or see a study adviser. [www.eur.nl/en/ese/education/practical-matters/examination-board](http://www.eur.nl/en/ese/education/practical-matters/examination-board)

## Addresses

### Department of Applied Economics

Phone: +31(0)10 408 17 27

Email: [te-secr@ese.eur.nl](mailto:te-secr@ese.eur.nl)

### Department of Business Economics

Phone: +31(0)10 408 12 85

Email: [be-secr@ese.eur.nl](mailto:be-secr@ese.eur.nl)

### Department of Economics

Phone: +31(0)10 408 14 41

Email: [ae-secr@ese.eur.nl](mailto:ae-secr@ese.eur.nl)

### Department of Econometrics

Phone: +31(0)10 408 12 59

Email: [eb-secr@ese.eur.nl](mailto:eb-secr@ese.eur.nl)

### Erasmus Student Service Centre

Phone: +31(0)10 408 23 23

Room: Opposite to the main entrance of the Sanders Building

### Information Desk Erasmus School of Economics

Phone: +31(0)10 408 13 80

Room: E Building, ground floor

For more information and the opening hours, see website: [www.eur.nl/en/ese/education/practical-matters/information-desk](http://www.eur.nl/en/ese/education/practical-matters/information-desk)

### Study advisors

Email: [studyadviser@ese.eur.nl](mailto:studyadviser@ese.eur.nl)

Appointments can be made via the Information Desk at the ground floor of the E Building. <https://my.eur.nl/en/ese/information-desk/study-advisers>

### Homepages for students

Bachelor Students:

[my.eur.nl/nl/ese/bachelor](http://my.eur.nl/nl/ese/bachelor)

Economic Faculty Association (EFR):

[www.efr.nl](http://www.efr.nl)

## Colophon

**Created by:**

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**Contact:**

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