

## Basic regulations

Within the School of Marketing Management, certain basic regulations are in place. These are designed to provide clarity on subjects such as attendance, professional behaviour and handing in assignments. These are:

1. You tackle your study programme **proactively**: you prepare lectures, stay on track with the teaching materials and contribute to project work. During classes, you actively participate and bring the appropriate study materials.
2. Are you **late** for class due to reasons beyond your control, for instance because of delays in public transport? Notify your teacher as soon as possible by sending him/her an e-mail.
3. Your **prioritise your study programme** over other activities, such as jobs or hobbies.
4. You **stick to set appointments, meetings and agreements** made with teachers and your study coach.
5. For events and presentations, you **dress professionally**, as you would do in any professional setting.
6. You are expected to attend all your lectures. In the year 1 and year 2 of your study programme, a **80/20-rule** is in place for attendance. This implies that you can miss lectures up to a maximum of **20%**. In case of absence, you will send an email to your teacher, stating the reason for your absence. In case of missing more than 20% of the lectures of a certain course, you will **not be allowed to take the first opportunity of the corresponding exam of that course**, whether you announced your absence or not. For years 3 and 4 of the programme, specific rules on attendance may apply per course. These will be announced in the corresponding Blackboard course.
7. Do any **special circumstances**, such as a chronic illness, limit you in your studies or prevent you from attending classes? Then report this to your study coach as soon as possible. In consultation with your study coach you can ask the exam committee for special facilities, such as an allowance to skip certain lectures.
8. **Hand in your assignments in a proper manner**: provide them in a folder and always mention your name, the subject, the name of the assignment and your class and group number on the front page.
9. Do you have a **question** regarding a course? Carefully check Blackboard first to see if you can find the answer. Can't find it? Then email the teacher.
10. Show **respect** towards your fellow classmates and teachers and celebrate diversity.