Welcome first year SBM’ers! First of all, congratulations on getting in the master Science and Business Management (SBM). We know the study guide of life sciences contains a lot of information but not everything is applicable to SBM students. Therefore, we’ve made an overview of the program and highlighted the things that are important to you. This is the alternative study guide of SBM providing an overview of all SBM specific information. You can also find everything in the study guide of Life sciences (http://studyguidelifesciences.nl/) but here all the information is centred in one document.

Keep in mind that this is an alternative study guide made by students for students. If you think something is incorrect or wish to send us feedback, please send an email to bfl.utrecht@gmail.com.
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business for Life</td>
<td>4</td>
</tr>
<tr>
<td>First year - Science</td>
<td>5</td>
</tr>
<tr>
<td>Second year - Business</td>
<td>15</td>
</tr>
<tr>
<td>SBM on social networks</td>
<td>21</td>
</tr>
<tr>
<td>Useful contact information</td>
<td>22</td>
</tr>
</tbody>
</table>
**Business for Life**

Business for life is the student association for the SBM master. Our aim is to have 2 or 3 students of each semester (cohort);

Esther van Andel (Cohort 30)
Babette Arts (Cohort 30)
Noelia Ferrero Lopez (Cohort 30)
Sjors de Waard (Cohort 30)
Armando Panman de Wit (Cohort 31)
Iida Järvinen (Cohort 32)
Mariana Karomi (Cohort 32)
Pablo Tapia Martin (Cohort 32)
Sascha Moenis (Cohort 32)

With this initiative, we want to create more cohesion between the different cohorts and create an elaborate network of SBM students. Our focus is on the three major elements: information distribution, SBM Talks and social events.

**Information distribution**

We believe the information provided by the University can sometimes be overwhelming and unclear. So, we have made this alternative study guide as an extra tool to find your way around the abundance of information.

**SBM Talks**

SBM Talks host inspiring guest lecturers that combine business and science in their profession. Similar to TED Talks they provide an insight into the career of the guest lecturer and are entertaining to hear. SBM Talks also count as a (business) seminar that you will need for ECTS.

**Social events**

We also organize social events like: the introduction, borrels and pub quizzes. We hope that by organizing social events, SBM students will form more network connections.

If you would like to join Business for Life, want to organize an event or have other suggestions you would like to share, please contact us on bfl.utrecht@gmail.com or message us on Facebook Bee Ef El [https://www.facebook.com/bee.efel.7?fref=ts](https://www.facebook.com/bee.efel.7?fref=ts)

There is also a SBM Facebook page: [https://www.facebook.com/groups/1901664490061106/](https://www.facebook.com/groups/1901664490061106/)
First year of SBM - Science

We know that you all can’t wait to start with the business part of the program, but as we chose to do both, science and business, you’ll start with the science year first. What is important to know: YOU organize all the elements in the first year of your SBM program. So, you will have to arrange an internship yourself and apply for course(s) ON TIME. When and what is up to you. To be able to start the second year, you have to complete:

1. Introduction week Life Sciences + 10 seminars (1.5 ECTS)
2. Major research internship (51 ECTS)
3. Introduction, return meetings and essay (IRME) (2.5 ECTS)
4. Follow theoretical course(s) (5 ECTS)

1. Introduction week Life Sciences + 10 seminars.

The introduction of Life Science is a 1.5 ECTS course consisting of two parts.

Part I: Introduction week 0.75 ECTS

This introduction takes place in the first week of the new study year (September) and is obligatory. This applies for both the February and the September cohort (cohort means all the people who started at the same time with SBM). So, if you start in February you have to attend this introduction week the following September. Keep this in mind while planning your experiments at your internship because most students that start in February cohort are already doing their internship by then.

The February cohort students start in February with one introduction day. In addition, they are obligatory to be present during the introduction week in September.

Of course, GSLS will register your attendance each day and each presentation. They did this in September 2017 by giving a specific code for everyone that had to be scanned by the organisers before entering the presentations. If you do not sign in every day, they will send you a mail afterwards that you failed the course. If you can’t be there some days or just even
half of a day let them know beforehand and with a good explanation, they let you “retake” the part that you missed by writing a report.

**Part II: Seminars 0.75 ECTS**
To complete your master Science and Business Management you need to attend 10 seminars. You can do this during the whole period of your masters (so it is not compulsory to finish this in your first science year, though advised to do so). From these 10 seminars, at least 5 have to be life science seminars organized by GSLS. You don’t have to subscribe for the life science seminars. Here you can find the information: http://studyguidelifesciences.nl/seminars. The master Science and Business Management allows us to follow 5 business seminars (which makes 10 in total: 5+5), for these business seminars you have to register in advance. However, if you want to follow 10 seminars of life sciences (by GSLS) that is fine too. But you are only allowed to follow maximum 5 business seminars. You can find the business seminars here: http://www.uu.nl/en/organisation/utrecht-university-school-of-economics-use/research/seminar-series. Check if you have to subscribe for these seminars and also do not forget to ask the coordinator for permission. The SBM Talks provided by Business for Life are also allowed as a business seminar. Information around these talks will be provided through Facebook (SBM students Utrecht University) and email (through the coordinator). If you are doing your internship at research groups that also organize symposia or seminars you can ask the coordinator (coordinator.sbm@uu.nl) for permission to use these events as seminars (maximum 2, this will reduce the maximum of business seminars to 3).

**Exception:** Some Science and Business management students are not from the life science faculty and obtained a bachelor’s degree in physics, chemistry, informatics, mathematics etc. These students need to attend only 2 life science seminars. Seminars, organized by the natural science faculty, can count as replacement, when they are approved by the coordinator. So, send an email to the coordinator if you would like to follow one of these seminars. (coordinator.sbm@uu.nl).

You write a summary of ½ - 1 page about the topic which is presented. When you have attended 10 seminars you need to email all the summaries bundled together to our coordinator (coordinator.sbm@uu.nl).
Information provided by the Anje de Graaf (SBM Master coordinator)

Dear SBM students,

For the G5LS you need to attend 10 Life sciences seminars and make summaries of these.
The schedule can be found on http://studyguidelifesciences.nl/seminars

What do you do?

- Attend a Life Sciences seminar of choice.
- Make a summary of a seminar the same week, or close after. (than you still know the content of the seminar and are able to write a solid summary).
- The summary can be 1A4 max.
- It should be fluently written, do not hand in your ‘notes’.
- Write a short opinion on the summary

When all 10 summaries are finished, these should be handed in to me (coordinator.sbm@uu.nl). They are checked by Ephorus for plagiarism. When you have fulfilled the requirements you will get a ‘pass’ for the course.

If you want to attend another seminar outside of the G5LS seminar series (a maximum of 2), you ask permission at the coordinator.sbm@uu.nl if you can make a summary of it, as part of the course.

For SBM students, these 10 seminars can consist of 5 Life sciences seminars and 5 business seminars (*see NB3 below)

NB1: You can choose to follow a maximum 2 LS seminar outside of the LS seminar program. For instance lectures form the PhD-Graduate schools of life sciences (e.g. IB/Eijkans) or a conference. You need permission for the by the SBM coordinator

NB2: If you are a Chemist or Natural sciences student, you can contact the SBM coordinator on the topics of your seminar series.

NB3: For SBM students, these 10 seminars can consist of Life sciences seminars and 5 business seminars

Please note, you can attend a maximum of 5 business seminars.

You are free to attend 10 life sciences seminars (thus not 10 business seminars, this is limited to a max number of 5!)

The course Entrepreneurship and Innovation in Life Sciences & Health Seminars is willing to let SBM students attend the seminars of the course. However, due to limited access we kindly ask you to subscribe for the seminars on beforehand.
2. Major Research Internship

Research project: 51/42 ECTs

42 ECTs: when the students should follow some additional courses to meet the entry requirements of SBM

Find a research project

Signing Contract:
This contract also need to be signed by the programme coordinator (Anje). The contract eventually needs to be handed in at the Master’s Administration office. You cannot start working on the lab before it is approved by the board of examiners. Only typed versions are accepted. After this you will receive an approval of the board to start your research project.

3 month interim assessment:
You receive feedback from your supervisor(s) on your work, progress and performance. You need to write a short report with your supervisor. This need to be signed by your supervisor(s). The report or the rubrics should be handed in at the Master’s administration office

After 8/9 months: Presentation to your research group

After 8/9 months; Write your Thesis:
Information about the final assessment can be found in the study guide
Step 1: Finding a research internship (9 months)
This is important so carefully read this! After you received an email that you are accepted to the SBM program, you should find your research internship yourself. We recommend you to do this as soon as possible. It would be a pity if you’d come here in February or September and then discover last minute that you had to arrange your own internship. Naturally, you can also follow courses first but then make sure you apply on time (see section above). We know that finding an internship can be hard… so here are some tips!

In order to find a proper research-internship you first need to find a suitable research-group to apply for (preferably within the Utrecht University (UU) or Universitair Medisch Centrum Utrecht (UMCU)). But we recommend you to use your network! In the next link, all the UU professors from the beta science department can be found with their research field, expertise, email addresses and even a phone number:
https://www.uu.nl/staff/Search?FaculteitId=5&Personeeltype=HL&resultaatweergave=uitgebreid&toonzoekvelden=0&pagesize=0

Here is the link for different research groups at UU:

Here is the link for different research groups at UMCU:
http://www.umcutrecht.nl/en/Research (Look under Research Programs)

You can always and ask professors politely if they have a subject for you. Make sure to tell them very clearly what you are looking for! So that it’s a 9 month internship and which master programme you follow.

Step 2: Application form and procedure
Congratulations! You found an internship you like. Now you have to fill in application forms. You can find these here: http://studyguidelifesciences.nl/research-project/start-your-research-project#application-form-and-procedure

If you do your internship externally you have to fill in an extra form which you can find here: http://studyguidelifesciences.nl/research-project/external-projects-going-abroad. There is a difference between going abroad and outside UU.

You may as well have a look at the assessment forms in the following link:

Before you can actually start your research internship you need approval from the Board of Examiners. Officially this can take up to 6 weeks, but in practice it will not take more than 2 weeks, (even in some cases it was a matter of a couple of days). That is one of the reasons why you need to arrange this in advance.

- Write a research-proposal on the general application form.
- Collect the signatures of yourself, your supervisor, examiner from UU and the SBM coordinator (Anje de Graaf).
- When the General application form and the internship contract contain all necessary signatures and information, both need to be handed in at the student office (Minnaert building room 1:20). However, in some cases you can send it by email if you are not able hand it in yourself. Now it is up to the Board of Examiners to approve your internship. You will receive an answer within two to six weeks after handing in the forms.
**Step 3: Intermediate assessment**

After 2 or 3 months, you and your daily supervisor evaluate your work so far in the form of an interim assessment. You can do this by letting your daily supervisor fill in the rubric research skills ([http://studyguidelifesciences.nl/research-project/interim-assessment-feedback](http://studyguidelifesciences.nl/research-project/interim-assessment-feedback)). Another option is to sit down with your supervisor(s) and ask for feedback. You have to write a short summary about the conversation of max. one A4. Thus, you either let your supervisor fill in the research skill rubrics (so you don’t need to write a report) or you write a short summary (but not use the rubrics). In either cases, don’t forget to let your examiner sign it if you are doing your internship at the UU or UMCU. However, if you do your internship externally, let your supervisor from the host institute sign it. The signed report has to be handed in at the Master’s administration office (Minnaert building, room 1:20) or a scan of signed form by email to science.gsls@uu.nl. Also, do not forget to send the feedback to your examiner from the University if you do your internship outside the UU/UMCU.

**Step 4A: Presentation of your research project**

In the final month of your research, you need to present your research project to your research-group. You also need to present your project to your second-examiner. You can arrange this by either inviting the second examiner to attend the presentation you are giving to your research-group or you can give an additional presentation at the research-group of your second examiner. Both examiners need to agree on your grade, so we recommend you to invite your second examiner to the presentation you are giving to your own research-group.

**Step 4B: Write your Thesis**

You are almost done with your internship! But before celebrating this, you first have to write your report. We recommend you to finish your experiments within the first 8 months of your internship so you can start writing the report full time in the 9th month. This is of course only a guideline. Try to start writing bits and pieces during your experiments, this saves time and thinking.

**Step 5: The last forms**

So now you are really almost done. You only have to hand in a final form at the Board of Examiners. This form contains the following grades: end-presentation (10% of end-grade) and report/thesis (30% of end-grade) (graded by both supervisors) and practical work (60% of end-grade) (graded by your daily supervisor).

You can download the form so you do not need to pick it up at the student desk!! The evaluation of Science and Business Management master works through “Caracal”. This is an electronic survey that you can easily download from the webpage of SBM. But don’t worry about this, if you don’t find the form online you can always ask the coordinator and she will send you the form.

In addition to this evaluation form, an Ephorus handout (plagiarism check) and either the rubrics or a small motivation report from your supervisors must be included. Here is the link with all the information: [http://studyguidelifesciences.nl/research-project/final-assessment](http://studyguidelifesciences.nl/research-project/final-assessment). It described pretty clearly so check it out.
FAQ about the Research Internship:
To aid SBM students more specifically we have made an overview containing answers of frequently asked questions by fellow SBM students.

Is it possible to attend your internship outside UU?
For SBM students this is possible.

How do you arrange an internship outside UU?
First contact the company or research-group where you desire to perform your internship. When you have made some arrangements contact the UU coordinator and Anje de Graaf to inform them about your internship outside the UU/UMCU and ask their permission for it. They will check if the company has a large R&D department, as well as if your supervisor is a good professional researcher. Another important thing to mention is, if you would like to do an internship at another university, it is only possible if that research group or topic is not at the UU. If UU has a similar research group, you first have to try to apply for an internship here at UU/UMCU.

How do you arrange your second assessor?
If you already found a group and a first supervisor probably he/she can suggest you someone from the group that can be your second examiner, so do not stress too much about this. The second examiner has to have at least a PhD and is working at UU or the UMCU.

Where do you find the necessary contracts and how do you download these?
These forms can be found in the GSLS study guide application form and procedure: http://studyguidelifesciences.nl/research-project/start-your-research-project#application-form-and-procedure. You can only open these forms in Acrobat Reader.

Which form should be used at which time?
There is only one type of General application, there are 2 types of Internship contracts; one is for when you are attending your internship in the UU or UMCU and the other is for when you are attending your internship outside UU or UMCU.

Which guides and pages of the study guide are most essential to read while applying for your internship?
The coordinator can help you by sending an email with links to possible research groups/companies offering research projects.
# A few examples on Major Research projects (2017)

<table>
<thead>
<tr>
<th>University or company?</th>
<th>Name of your research group/company</th>
<th>Short description of your research subject/title of your report</th>
<th>Duration (in months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Utrecht</td>
<td>Theoretical Biology and Bioinformatics</td>
<td>Can a stem cell based model explain the absence of competitive exclusion in the memory T cell repertoire?</td>
<td>12</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Pharmacology</td>
<td>Maternal immune activation; how the diet impacts behaviour and immune system of the offspring</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Pharmacoepidemiology and clinical pharmacology</td>
<td>investigate what the consequences are of acceptance of uncertainties in marketing authorization of medical products in the European Union</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Inorganic Chemistry and Catalysis</td>
<td>Synthesis and characterisation of iron carbides</td>
<td>12</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Hubrecht Institute (Hans Clevers group)</td>
<td>Elucidating the fate of the different subpopulations of neural stem cells/ analyse the pathway and phenotype derived from a liver cancer-related gene mutation</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Niche-Lab</td>
<td>Autism and EEG</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>IMAU, Institute for Marine and Atmospheric Sciences Utrecht</td>
<td>Environmental Chemistry/Physics- Isotopic analysis of CO in the atmosphere and its relation to greenhouse gases</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Department of Gastroenterology &amp; Hepatology</td>
<td>Adeno-associated virus (AAV) vector mediated liver-directed gene-therapy for Crigler-Najjar syndrome</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Plant Ecophysiology</td>
<td>Influence of gibberellins on lateral root emergence during far red conditions</td>
<td>13</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>ChemConnection</td>
<td>Design of a functionalized nanoparticle</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Inorganic Chemistry &amp; Catalysis</td>
<td>CuFeO2 photoanodes for water splitting</td>
<td>9</td>
</tr>
<tr>
<td>Netherlands Cancer Institute</td>
<td>Psycho-social research and Epidemiology</td>
<td>Budget restrictions and patient perspectives on cancer drugs costs; an international survey in 29 hospitals and 56 patient organizations.</td>
<td>8</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Molecular plant physiology</td>
<td>MicroRNA extraction and analysis.</td>
<td>11</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Membrane Biochemistry and Biophysics</td>
<td>SMA polymers in membrane solubilization</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>Division of pharmacology</td>
<td>Biomarkers of the alcohol hangover</td>
<td>9</td>
</tr>
<tr>
<td>University Utrecht</td>
<td>IMAU</td>
<td>Elevation and Mass Changes of Canadian Arctic Archipelago Glaciers 2011-16</td>
<td>9</td>
</tr>
</tbody>
</table>
Introduction, return meetings and essay (IRME) (registered automatically)
NB! On blackboard IRME is called: Orientation on presentation and career

Introduction, Return Meetings and Essay: 2.5 ECTs

Presentations:
Give presentations about your research project

Assignments:
Online presentation tutorials and assignments

Interview
Report of an interview with an expert in the field of your research project (preferably the business field).

Introduction, return meetings and essay is a mandatory 2.5 ECTS course. This course consists of different parts. You should fulfil three assignments throughout your first year in order to be able to pass the IRME course:

- Participate and complete in the online module on Blackboard. You will receive a notification about this.
- Give two presentations, called Presentation A and B, about your internship to fellow students and hand in the slides of your presentation on Blackboard. You will receive a notification about this.
- Conduct and hand in the report of an interview with an expert in the business field. For further details, you can find the information on Blackboard in the IRME map. You have to do this yourself, you will not get a reminder. The interview should be finished and incorporated in your Presentation B.
4. Theoretical course

To complete the first year, you have to earn 5 ECTS by following one or more courses related to your internship. You can choose between courses offered by other GSLS master programs or externally given courses. In all cases, you first need to ask for permission from the coordinator. Note that it is not allowed to follow courses such as academic writing or English for Academic Purposes for credits. However, if you want to do either of these courses you can do them extracurricular. They are not applicable for ECTS but you can of course follow them in your spare time.

The link underneath directs you to all available GSLS courses throughout the year. Click on ‘Download Electives’ to open the excel file containing an overview of all courses with corresponding date, duration, ECTS and associated master program.

http://studyguidelifesciences.nl/general-elective-courses

There are not many 5 ECTS courses available. **Tip:** *Biotechnology and the societal challenge* (B-MSBBSC) is a course that is worth of 5 ECTs, you can sign up by sending an email to H.A.B.Wosten@uu.nl.

Another tip is to try to plan your course before or after your internship so it does not interfere with your work. However, this is not always possible so be sure to discuss this with your supervisor to prevent problems.
Second year - Business
Hurray, you have survived your first year of SBM! Now onwards to your second year, finally some business classes, some workshops and a great (hopefully paid) internship in the business world. This chapter summarizes what you might encounter and what you can expect.

Your second year consists of two major parts: FBE and Business internship.

| FBE (33 ECTS) | Business internship (27 ECTS) |

1. Fundamentals of Business and Economics (FBE)
This is the package of business courses we’ve all been waiting for! The FBE program is divided in three blocks of about 6/7 weeks each. In each period, you will get two business courses of 5 ECTS, and a smaller course of 1.5 ECTS in the second and third block, namely Human Recourse Management (HRM) and Information and Communication Technology (ICT), respectively. HRM and ICT together are called Business Support Activities and are treated as one course. Grades are given for exams, papers, presentations and essays. You will automatically be signed into these courses.

Next to these courses there will also be a few company workshops that are obligatory to attend. The duration of the individual workshop is mostly one afternoon. You will receive an email from the FBE coordinator with information on your schedule and books before you start the FBE program.

<table>
<thead>
<tr>
<th>First block</th>
<th>Second block</th>
<th>Third block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics (5)</td>
<td>Operation and Supply Chain Management (5)</td>
<td>Financial Management (5)</td>
</tr>
<tr>
<td>Organization &amp; Strategic Management (5)</td>
<td>Marketing (5)</td>
<td>Entrepreneurship (5)</td>
</tr>
<tr>
<td>HRM (1.5)</td>
<td>ICT (1.5)</td>
<td></td>
</tr>
</tbody>
</table>

Courses:
The courses are continuously improved by the FBE coordinators. The descriptions given here date from February 2018. Every half year things change in FBE, like: teacher, course order, books and schedule. The information given here is a guideline, always follow the most recent information provided by the teacher and Blackboard. For every course, you will receive a course manual stating exactly what is expected of you as a student.

Economics
The course Economics sketches the external environment of a business and how the macroeconomic environment influences a business. The course focuses on external factors like: the business cycle, oil prices, interest rates, wages and exchange rates. This course is assessed with a group presentation on one of the chapters of the book, an individual essay on a large multinational of your choice, connected to the book and one final exam. For FBE30 (September 2017 – February 2018) the teachers were Charles van Marrewijk for the first part, and Nadir Preziosi for the second part.

Organization & Strategic Management
In this course Coen Rigtering gives an introduction into corporate strategy and
organizational theory. This course focusses on how firms can achieve competitive advantages and differentiate themselves from competitors. The assessment of the grade of this course is based upon the 2 case studies (each accounting for 20% of your final grade), a midterm exam (accounting for 30% of your final grade) and an end exam (accounting for 30% of your final grade).

**Operations and Supply Chain Management**
In Operations and Supply Chain Management, you will learn some basic statistical and quantitative models/tools, which can be applied to different problems. You also study typical and real life errors in supply chains and will be introduced to Lean Management. Prof. Dr. Jack van der Veen of the Nyenrode University is the teacher and he will guide you through different aspects of the field of operations management. The course is assessed with three group projects (each accounting for 10% of the final grade) and one open book exam (accounting for 70% of the end grade). This is the only course where you get an open book exam.

**Marketing**
In the marketing course, Andreu Turro Sol gives lectures on how a product is introduced to the market. He shows that marketing is a lot more than just commercials and Facebook ads. This course answers questions like; Who are my customers? How can I reach them? How should I present my product or service to customers? This course is assessed with three group assignments (each accounting for 10% of your final grade) individual assignments, attendance and an exam (accounting for 70% of your final grade).

**Financial Management**
This course is divided into two parts, FM I and FM II. The first part is given by Ron van Loon and he will give an introduction into accounting, e.g. balance sheets and income statements. Accounting focuses on how to allocate costs inside an organization. He will teach you: how to read an annual report and income statements, how to decide if a project is worth investments and how to use management control tools to influence decision making. The first part’s grading consists of a group assignment (30% of final grade) and a midterm exam (70% of final grade).

The second part of this course is given by Philip Fliers. This part focuses more on the sources of funds and how to make calculated investment decisions as a firm and as a shareholder. The second part is assessed with one group company report and presentation (40% of the final grade), and one final exam (60% of your final grade).

**Entrepreneurship**
During this course, you will have the opportunity to create your own start-up. Carla Costa will guide you through the process of creating a successful start-up using the ‘Lean startup’ theory of Eric Ries. This course is assessed with an exam consisting of 5 essay questions (accounting for 40% of your final grade) and the group project, where you build your very own company (accounting for 60% of your final grade).

**Business Support Activities**
Business support activities consists of two courses: human resource management and Information and communication technologies.
Human Resource Management (HRM)
Ronald Visser introduces HRM by telling you about the relationship between an employer and its employees. He illustrates that HRM can support organizational strategies. This course is assessed with two assignments and an exam.

Information and Communication Technologies (ICT)
This course discusses the use of ICT solutions in organizations and how ICT influences the strategy of a company. Albert Leenders put emphasis on how ICT is used instead of learning us how to do programming, so don’t fear this course! The course is assessed with multiple group assignments, and finishes with an end presentation about the IT-landscape of a company you choose with your group. No exam.

Textbooks *(might change every half year, so do not purchase before you receive the final book list!)*

Block 1
**Economics**

**Organization & Strategic Management**

Block 2
**Operations management**

**Marketing**

Block 3
**Financial management**

**Entrepreneurship**

**HRM and ICT**
No books, articles through Blackboard
Rules and Regulations:

- Class attendance is compulsory in order to pass the courses.
- ECTS are only given for the complete FBE program not for individual courses.
- For each course you need to achieve at least a 5.5 (on a scale of 1-10) to pass the course.
- Some FBE courses allow a minimum of 5.0 for an assignment or exam as long as your final grade is a 5.5 or higher. Since professors use different rules, it's advisable to ask your professor at the beginning of each course.
- There is no time for re-exams scheduled in the FBE program. If you fail a course you will need to redo the exam in the next FBE cohort.
- If you need to retake an exam, you can talk to the responsible professor and it can occur that you can arrange a re-exam. A retake will double your workload as the SBM program continues.
- Each FBE grade is constructed by a combination of assignments such as a final exam, papers and presentations.
- The written exam is always an individual assignment while papers and presentations are group assignments.
- All group members receive the same grade. If one of your co-workers is not contributing, we advise you to confront the person in an early stage of the project. If his/her behaviour is not changing, you can contact your professor.
- There might be a minimum grade you need to achieve on certain elements. Each professor will outline the rules for the particular FBE course in the course outline.
2. Business Internship

After completing the FBE program it is time to take your new knowledge to the test. During a business internship, you will learn to apply the new theory you have learned.

The business internship must take at least 5 months (27 ECTS) and you will need to write a business thesis in this time as well. Many students take (much) longer on completing their internship and thesis so keep that in the back of your head. The final grade for this internship is based on the thesis (70%), the process (20%) and the final presentation (10%). These needs all to be graded by your daily supervisor in the company and the UU supervisor. For questions around your internship you can contact Annelies van Uden (a.m.vanuden@uu.nl)

One thing we want to emphasise is that companies often try to let you work instead of doing an internship. This means that they won’t give you time to write your thesis during working hours, unless you take care of this yourself, so don’t forget to make this agreement with your host supervisor on beforehand!

Internship requirements:
- To be provided by a company or organization
- At least five months, five days a week
- Business related and preferably a link to science
- Academic level
- Clear assignment/problem statement
- To be worked on independently
- Proper supervision and guidance from the internship provider
- Sufficient substance for writing a solid thesis (40-100 pages)

Before starting your search for an internship we recommend you to follow all FBE courses, by doing this you find out which course you like the most and then you can search for an internship that is more of your liking.

Some examples of previously done internships are:
- Nederlands Vaccin Instituut: Cost calculations for the Unit of Quality Control of the NVI
- Novumed (Munich): Predicting factors of R&D activity in rare diseases
- Purac: From volume to value; Qualifying and quantifying customer value
- ISMS (Belgium): Assessment of the future of health care: a ‘what if’ scenario
- Microbais: Introduction of Monitor
- L’Oréal: Increasing the success of Matrix NL
- Siemens: Internal business case about offshore support structures
- Rabobank: Economic implications of a green economy
- L’Oréal: Marketing research of the black hair market in the Aldipress
- AkzoNobel: Market of antifog additives
- Ministerie EZ / TWA: Analysis of Dutch biomedical industry
- DSM: Market research for a biomedical coating
- Nyenrode Europe China Institute: Impact of China on Western car-part manufacturers
- Pontes Medical: Feedback device for lower extremity rehabilitation
- MTE: Technical and business research for MTE BV
- Baxter: Develop of a system for controlling the spending on facilities Baxter BV
- ORTEC (Australia): Transport integration Foodstuffs (Auckland)
- Stichting Urgenda Cooperatief: Business in solar energy with a proposal for a solar park on Texel.
Some more examples:

<table>
<thead>
<tr>
<th>Name of company</th>
<th>Location of your internship</th>
<th>Duration (in months)</th>
<th>Comments form student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eclipse Blinds</td>
<td>Inchinnan, Scotland</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Syngenta</td>
<td>Switzerland</td>
<td>6</td>
<td>Great money. Lots to learn</td>
</tr>
<tr>
<td>Teva pharmaceuticals</td>
<td>Amsterdam</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>TNO</td>
<td>Zeist, Utrecht, Delft</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Xtend-Life</td>
<td>Christchurch, New Zealand</td>
<td>5.5</td>
<td>Market research</td>
</tr>
<tr>
<td>Catalyze</td>
<td>Amsterdam-Duivendrecht</td>
<td>6</td>
<td>Good working environment and got a job with ease here</td>
</tr>
<tr>
<td>Johnson &amp; Johnson Medical</td>
<td>Amersfoort, NL</td>
<td>6</td>
<td>Good place to perform an internship if you are interested in how large companies operate</td>
</tr>
</tbody>
</table>

2B. Paperwork for starting a business internship

The forms you need to submit in order to get an approval from the Board of Examiners can be found here: [http://studyguidelifesciences.nl/documents](http://studyguidelifesciences.nl/documents)

a. General application form
- Programme: Science and Business Management
- Application for: Research project
- Application for: Internship SBM (27 ECTS)
- Institute: Other institute in the Netherlands or abroad

In the boxes "Aims of the project", "Techniques" and "Data analysis" you may write "See Research proposal". In the research proposal you describe the internship project.

The form is to be signed by yourself, the programme coordinator (Anje de Graaf), the UU examiner and the host supervisor.

b. Internship contract
This form is to be signed by yourself, the examiner and the host supervisor. If the host company has its own internship agreement, this may replace the GSLS contract as long as all conditions stipulated in the GSLS contract are met.
**SBM on social networks**

You can find fellow students, alumni and teachers on multiple social media. This is a small summary of potentially useful social network pages you might want to become a part of.

**Facebook**

Become friends with Bee Ef El to stay up to date on all activities provided by Business for Life.

https://www.facebook.com/bee.efel.7?fref=ts

Become part of our student network SBM students University Utrecht to contact fellow students.

https://www.facebook.com/groups/1901664490061106/

https://www.facebook.com/groups/1901664490061106/https://www.facebook.com/groups/1901664490061106/

**LinkedIn**

Follow the BfL LinkedIn group: https://www.linkedin.com/company/11351980/

Become part of the Fundamentals of Business and Economics

**Utrecht University**

Here you can find more information about SBM and the BfL committee.


Useful contact information
Here is an overview of some phone-numbers and email-addresses that might come in handy.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone number</th>
<th>Email addresses</th>
<th>General information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anje de Graaf (SBM coordinator)</td>
<td>030 253 9332</td>
<td><a href="mailto:coordinator.sbm@uu.nl">coordinator.sbm@uu.nl</a></td>
<td>Mon. Tues. Thurs. Fri. (Walking hours; Mon 15:00-16:00)</td>
</tr>
<tr>
<td>Toine van Hoof (Business Internship coordinator)</td>
<td></td>
<td><a href="mailto:ajc.m.vanhoof@uu.nl">ajc.m.vanhoof@uu.nl</a></td>
<td></td>
</tr>
<tr>
<td>Sjef Smeekens (Program leader)</td>
<td>030 253 3431</td>
<td><a href="mailto:j.c.m.smeekens@uu.nl">j.c.m.smeekens@uu.nl</a></td>
<td></td>
</tr>
<tr>
<td>Coen Rigtering (FBE course coordinator)</td>
<td>030 253 9800</td>
<td><a href="mailto:j.p.c.rigtering@uu.nl">j.p.c.rigtering@uu.nl</a></td>
<td>Mon - Fri</td>
</tr>
<tr>
<td>Business for Life (SBM student association)</td>
<td></td>
<td><a href="mailto:bfl.utrecht@gmail.com">bfl.utrecht@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Life Science Representatives (LSR)</td>
<td></td>
<td><a href="mailto:lsr@umcutrecht.nl">lsr@umcutrecht.nl</a></td>
<td><a href="http://studyguidelifesciences.nl/organization/life-sciences-representatives">http://studyguidelifesciences.nl/organization/life-sciences-representatives</a></td>
</tr>
<tr>
<td>Career services</td>
<td></td>
<td><a href="https://students.uu.nl/careerservices">https://students.uu.nl/careerservices</a></td>
<td>Very useful for workshops, CV check and way more</td>
</tr>
<tr>
<td>Pim Visscher (GSLS Study Advisor)</td>
<td>030 253 4214</td>
<td><a href="mailto:Studieadviseur.gsls-beta@uu.nl">Studieadviseur.gsls-beta@uu.nl</a></td>
<td>Mon. Tues. Thurs. Fri.</td>
</tr>
<tr>
<td>Studievoorzieniging</td>
<td>030 253 2670</td>
<td><a href="mailto:studievoorzieniging@uu.nl">studievoorzieniging@uu.nl</a></td>
<td></td>
</tr>
<tr>
<td>Lisbeth Achterberg (International office)</td>
<td>030 253 7315</td>
<td><a href="mailto:Science.InternationalOffice@uu.nl">Science.InternationalOffice@uu.nl</a></td>
<td></td>
</tr>
</tbody>
</table>