



UNIVERSITY  
OF CURAÇAO  
DR. MOISES DA COSTA GOMEZ

## **Handbook for incoming exchange students**

### **Bachelor of Applied Science Business Administration**

University of Curaçao  
Faculty of Social Sciences and Economics  
Fall 2016 – 2017

## Fact Sheet

Faculty of Social Sciences and Economics

Programs: Bachelor of Applied Science of Business Administration

Majors:

Business Information Systems (BIS)

Financial Management (FM)

Human Resource and Communication Studies (HRCS)

International Business and Management Studies (IBMS)

Marketing Management (MM)

Bachelor of Applied Science in Human Resource Management

Bachelor of Science in Accounting

Bachelor of Science Business and Economics

Master of Science in Accounting

Master of Science in Business Management

Global Executive Master in Financial Management

Language of

Instruction: English

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# 1 General Information

## 1.1 Curaçao – Dushi Hende

Curaçao, Kòrsou in the local language Papiamentu, is an island in the southern Caribbean Sea, off the north coast of Venezuela. The territory of the Country of Curaçao includes the main island plus the small, uninhabited island of Klein Curaçao ("Little Curaçao"). Curaçao is an autonomous country within the Kingdom of the Netherlands and its capital is Willemstad.

### Name

The origin of the name Curaçao is debated. On the one hand, an explanation is that the name is derived from the state of becoming cured (curaçao) from Portuguese and the Spanish, the reason being that sailor traveling to Curaçao cured of diseases contracted at sea such as scurvy. On the other hand, an explanation is that the name is derived from the Portuguese word for heart (coração), referring to the island as a center of the slaves trade between Africa, the Caribbean, and the United States of America.

### Geography

Curaçao is part of the Leeward Antilles and famously known as one of the ABC islands together with its sister islands Aruba and Bonaire. Like Aruba and Bonaire, Curaçao is geologically part of South America but is also considered to be part of West Indies.

### Climate

Curaçao has a tropical savannah climate with a dry season from January to September and a wet season from October to December. The temperatures are relatively constant with small differences throughout the year. The trade winds bring cooling during the day and the same trade winds bring warming during the night. The coldest month is January with an average temperature of 26.5 °C and the warmest month is September with an average temperature of 28.9 °C.

### Language

As part of the Netherlands, the official language is Dutch but the most widely spoken language is creole language Papiamentu. However, Spanish and English are also widely spoken.

### Holidays

Curaçao has a wide tradition of celebrating holidays. Most holidays originate from its Dutch roots but American Holidays such as the Halloween are also celebrated. The official holidays are:

- Carnival
- Good Friday
- Easter Sunday and Monday
- Secretary Day
- King's Day
- Labor Day
- Ascension Day
- Flag Day
- Day Curaçao
- Christmas and Boxing Day

For more general information one can visit [www.curacao.com](http://www.curacao.com).

## **1.2 University of Curaçao**

The University of Curaçao Dr. Moises Da Costa Gomez (UoC) is the national university of the island Curaçao and was founded in 1979. It is an institute for higher education offering both academic and professional educational programs at bachelor and master levels.

As a small national university, the UoC is well aware of the need to have strong strategic alliances with foreign institutes. These structural partnerships encourage exchanges of students and teachers and contribute to the quality of education and research. Our main partner universities are regional universities, such as the University of St. Martin (USM), the University of Aruba, the University of the West Indies and Hofstra University in the United States of America, as these universities from their historical, geographical and cultural trends show similarities with the UoC.

In addition, UoC also has collaborations with universities and colleges of higher education in the Netherlands. To mention a few of the partner universities of the FdSEW: University of Utrecht, Erasmus University, the University of Amsterdam (UvA), Vrije Universiteit Amsterdam (VU), Rijksuniversiteit Groningen (RUG), University of Maastricht, Fontys Hogescholen, and Rotterdam Business School. Every year foreign students, mainly coming from the Netherlands, enroll at the UoC to do a specific study component.

## **1.3 Faculty of Social Sciences and Economics**

The Faculty of Social Sciences and Economics (FdSEW) started in 1983 offering bachelor programs in Business Administration and Accounting. During the past 30 years, FdSEW has offered a wide range of financial and economic programs. Currently, the FdSEW is offering degrees at bachelor (undergraduate) and master (graduate) levels, linked to professional and academic educational programs.

Bachelor programs

- Bachelor of Applied Science of Business Administration
- Bachelor of Applied Science of Human Resource Management
- Bachelor of Science in Accounting
- Bachelor of Science Business and Economics

Master programs

- Master of Science in Accounting
- Master of Science in Business Management
- Global Executive Master in Financial Management

## **1.4 Bachelor of Applied Science in Business Administration**

Incoming exchange students are placed in the Bachelor of Applied Science in Business Administration. The Business Administration-concept implemented for this program is the functional approach. We use the four main important functions to offer the students the concepts of Business Administration. The four functions are marketing management, operations management, accounting and financial management, and human resource management. This program trains the student, using projects, to apply the conceptual functions in an integrative way. The student is able to operate from a managerial or administrative background and use an integrative perspective to tackle organizational issues that arise. The student is able to see the trends and developments in the (global) environment and translate these into a strategic vision and internal processes for the organization. Thus, the student is able to look at the problem from

different perspectives and provide an integrative functional solution by drawing knowledge from the four functions, which are filled in by various specialists in their fields. The student applies a broad perspective on organizational problems and functions as a generalist.

The program is competency-based. A competency is the combination of the necessary knowledge, skills and attitude to execute a task in complex professional situations. The Bachelor of Applied Science in Business Administration prepares the student to acquire both generic and, business administration-related and major-related competences. The main task of the program is to facilitate and coach the students during the developmental process of the required competencies so that after graduation they can operate independently in a starter's position at professional bachelor level or continue further study.

#### Educational Concept

The curriculum is structured by the use of the learning lines from de Bie around a common theme. The learning lines are the conceptual, skill, experience and reflection, mentoring and integrated lines. The conceptual line is focused on the systematic acquisition of concepts and models, and using theory for justification.

The conceptual learning line is about acquiring theoretical knowledge through up-to-date literature. The most important way the Business Administration program gives substance to this line is by providing lectures and tutorials. All conceptual courses will be assessed through written exams and the application will be assessed in Projects. The skills learning line aims at further development of skills that are helpful for the development of the generic (e.g. learning and self-development) or professional-related (e.g. computer skills) competences. A distinction is made between the research skills (provide students with the knowledge and skills competencies required to conduct an applied science research study during the Business Administration program (projects) and for their graduation internship/project in the fourth year), the language skills (aim to provide the student with theory, major-related vocabulary, exercises and practical discussions, so that they may acquire a generally effective command of the language), the managerial skills (aim to provide the students with skills to be used throughout their studies as well as in their professional and personal lives). The mentoring line has the objective to coach the student through the program in order to improve his ability to deal with his studies, and the experience & reflection and integrated learning line (these lines are joined together) aims to prepare students for professional jobs, through reflection on their work experiences, obtained while interacting with the professional field, the students improve their professional work attitude, and integrate knowledge, skills, and attitude.

#### The Didactical Concept

The didactical concept is a blended model, consisting of competence-based learning with a mix of different didactical approaches. Throughout the Business Administration program, a variety of teaching methods are used, depending on the level, the stage of the development of competencies and the learning line. Lectures and tutorials are used for the conceptual and skills learning lines. Furthermore, the Mentoring and the Experience & Reflection lines are geared towards the development of the professional attitude. The Integrated learning line is applicable to the projects where the integration of the knowledge, skills and attitude is tested. The teaching methods are chosen depending on the goals to be reached at the end of each course and guarantee the development of the required competencies. Having completed the course, the student has the ability to combine knowledge, skills and attitude to solve complex problems in the professional field as expected.

Each academic year the Business Administration program is divided into two semesters of 30 ECTS. The first two years of the program are devoted to the teaching and learning in the field of Business Administration. The content of the program is structured around themes and each semester has a theme. The life cycle of an organization (start-up, growth, maturity, and decline/rebirth) has been used as a

guiding theme to structure year 1 and 2. All stages of the life cycle of the organization are characterized by distinctive series of tasks that are important in execution for the maintenance of a successful organization. Upon completion of the first two years, the student will advance to a chosen major.

In the fifth semester, students will do a major. The students have the choice between Business Information Systems, Financial Management, Human Resource Management & Communication, International Business and Management Studies and Marketing Management. The majors will focus on several topics that will go in-depth in the conceptual function chosen and its application. In the seventh semester, students will continue with the chosen major. The majors will continue with several specialized topics in the respective fields.

#### Internships

During the course of study, different opportunities for the internship are included to provide the students with direct contact with the professional field. The internship criteria gradually increase in scope, intensity and complexity during the course of study. In year 1 is short orientation visit to companies scheduled. In the second semester of year 3, the main internship will take place. Students will intern for a period of 4 months in local organizations.

#### Research and Graduation Project

One important area of focus for the entire study is research. Through the research line, students will be acquainted with mathematics for research, the procedure of doing research, and both quantitatively and qualitatively research methods. The study culminates with the graduation project. The graduation project is a scientific research report, describing the theory, methods, and results of an applied research study—a research study that has been conducted with the intention of solving a particular business challenge.

## 1.5 Academic Calendar 2016/2017 (subject to change)

#### Classes

- |                       |                                 |
|-----------------------|---------------------------------|
| • Semester 1 (Fall)   | 8 August 2016 – 20 January 2017 |
| • Semester 2 (Spring) | 23 January 2017 – 7 July 2017   |

#### Holidays

- |   |                                   |
|---|-----------------------------------|
| • Curaçao Day   | 10 October 2016                   |
| • Christmas break   | 23 December 2016 – 1 January 2017 |
| • Free starting at 15:00 due to parade                          | 24 February 2017                  |
| • Free Monday after Carnival parade                             | 27 February 2017                  |
| • Free after 12:00 in relation with<br>Carnival farewell parade | 28 February 2017                  |
| • Good Friday   | 14 April 2017                     |
| • Easter Sunday and Monday                                      | 16 April 2017 and 17 April 2017   |
| • King's Day  | 27 April 2017                     |
| • Labor Day   | 1 May 2017                        |
| • Ascension Day   | 25 May 2017                       |
| • Flag Day  | 2 July 2017                       |



## 2 Program for Exchange Students

### 2.1 Course Offerings

Fall 2016

- |   |   |
|---|---|
| • Classes:                                  | 8 August 2016 – 18 November 2016          |
| • <b>Registration examination period 1:</b> | <b>24 October 2016 – 21 November 2016</b> |
| • Examination period 1 (Projects):          | 28 November 2016 – 2 December 2016        |
| • <b>Registration examination period 2:</b> | <b>7 November 2016 – 28 November 2016</b> |
| • Examination period 2:                     | 5 December 2016 – 16 December 2016        |
| • Professional week:                        | 2 January 2017 – 6 January 2017           |
| • <b>Registration resit:</b>                | <b>5 December 2016 – 2 January 2017</b>   |
| • Resit period:                             | 9 January 2017 – 20 January 2017          |

All dates are subject to change.

Students must register on Progress

MINORS YEAR 3

Theme: Business Information Systems	30 ECTS
• IT Project Management & Information System Planning	3 ECTS
• System Analysis & Design (Business Process Management)	4 ECTS
• Programming (VB.NET)	4 ECTS
• Database	4 ECTS
• Research Skills 5: Qualitative Methods	3 ECTS
• Academic Writing Skills	3 ECTS
• Managerial Skills 5: Consulting & Networking	2 ECTS
• Project Design a Business Application	6 ECTS
• Mentoring 5	1 ECTS
Theme: Analyzing Financial Reports	30 ECTS
• Accounting for Organizations 1	6 ECTS
• Applied Financial Management 1	6 ECTS
• Statistic for Organizations (including Investments)	3 ECTS
• Research Skills 5: Qualitative Methods	3 ECTS
• Academic Writing Skills	3 ECTS
• Managerial Skills 5: Consulting & Networking	2 ECTS
• Project Financial Study Abroad	6 ECTS
• Mentoring 5	1 ECTS
Theme: HR Analytics	30 ECTS
• Strategic Human Resource Management	3 ECTS
• Culture and Management	3 ECTS
• Metrics driving HR through Analytics	4 ECTS
• Managing Diversity	3 ECTS

• Research Skills 5: Research report writing	3 ECTS
• Language Skills: Academic writing	3 ECTS
• Managerial Skills 5: Time and Project Management	2 ECTS
• Project 5: Symposium on HR related issue (s)	8 ECTS
• Mentoring 5: Preparation for internship	1 ECTS
Theme: Marketing Strategy & New Product Development	30 ECTS
• Marketing for Organizations	6 ECTS
• Innovation & New Product Development	3 ECTS
• Event Management & Branding	6 ECTS
• Research Skills 5: Qualitative Methods	3 ECTS
• Academic Writing Skills	3 ECTS
• Managerial Skills 5: Consulting & Networking	2 ECTS
• Project Best Curaçao Brand Award	6 ECTS
• Mentoring 5	1 ECTS
MINORS YEAR 4	
Theme: E-Commerce	30 ECTS
• Legal Environment of IT	3 ECTS
• E-Commerce	5 ECTS
• E-Programming (ASP.NET)	5 ECTS
• Business Intelligence	5 ECTS
• Change Management & IT Consulting	5 ECTS
• Project Implement an E-Commerce Application	6 ECTS
• Mentoring 7	1 ECTS
Theme: Financial Consulting	30 ECTS
• Accounting for Organizations 2	6 ECTS
• Applied Financial Management 2	6 ECTS
• Financial Control	8 ECTS
• Financial Law & Ethics for Organizations	3 ECTS
• Project Comprehensive Case Study (financial, economic and/or administrative advice to real company)	6 ECTS
• Mentoring 7	1 ECTS
Theme: Organizational Behavior and Leadership*	30 ECTS
• Leadership	4 ECTS
• Corporate Culture	4 ECTS
• Managing Organizational Change/team work	4 ECTS
• Negotiation and Conflict resolution	4 ECTS
• Sociology	4 ECTS
• Project Research in Millennial generation /leadership	9 ECTS
• Mentoring 7	1 ECTS
Theme: Linking the Market Offering & Customers	30 ECTS

- Marketing Development 6 ECTS
- Math & Stat for Marketing 6 ECTS
- Advertising & Sales Management 8 ECTS
- Property Rights & the brand 3 ECTS
- Project Marketing Management: Change Competition & Growth 6 ECTS
- Mentoring 7 1 ECTS

Theme year 4: Caribbean Studies (30 ECTS in total)\*

- Regional Integration and Cooperation 6 ECTS
- Culture of the Caribbean 6 ECTS
- International Relations and Development of the Region 6 ECTS
- Political Economy of International Development and Organization 6 ECTS
- International Trade Relations of Latin America and the Caribbean 6 ECTS

This series of courses will enable students to develop broad competencies, in the fundamental concepts, skills and data relevant to the field of International Relations. However, the courses emphasize and explain in more detail, the regional and international problems of the Caribbean and Latin American within the context of the international system and political economy. Students will have the opportunity to engage in specific topics related to the international challenges and policies of the developing countries, as well as focus, in some of the teachings, on policy-oriented and practical aspects of international diplomacy.

\* only offered if we have enough applications

## 2.2 Application

The application deadline is May 1, 2016, and the procedure is to apply through the International Office (e-mail: internationaloffice@uoc.cw). Students can expect to receive a notification of their application in the first week of June 2016.

Students are allowed to apply for a maximum of 30 ECTS in one semester. Students have the option to apply only for a complete minor.

If any changes need to be made in the selection of the minor while students are already at UoC, this needs to take place through the International Office, and only after the approval from the home university.

## 2.3 Tuition fee

The tuition fee for free movers\* is NAf 100 (excluding VAT) per ECTS. For all other students, there is no tuition fee incurred at our institution. In addition, students have to pay NAf 500 as registration fee, and NAf 45 as technology fee.

\* students from universities which do not have a bilateral collaboration agreement with the Faculty of Social Sciences and Economics at the University of Curaçao

## 3 The Faculty and Supporting Staff

### 3.1 Program Director

The Program Director of the Bachelor of Applied Science in Business Administration is Drs. Renny Maduro. Mr. Maduro is in charge of the operations “behind the curtains”. His responsibilities include the development, organization and implementation of the program. You can get in contact with Mr. Maduro through the SEF-Office or via his e-mail [r.maduro@uoc.cw](mailto:r.maduro@uoc.cw).

### 3.2 Major Director

The Major Directors are in charge of the development of specific major programs. Students can have direct contact with them for information about chosen majors e.g. curriculum, major specific assignments, etc. Within the BASc BA program we have the following Major Directors:

• BIS	Ing. Archie Merien MBA	<a href="mailto:e.merien@uoc.cw">e.merien@uoc.cw</a>
• FM	Nicsherdy Cornelia	<a href="mailto:n.cornelia@uoc.cw">n.cornelia@uoc.cw</a>
• HRM&C	Mrs. Liza Chong MA	<a href="mailto:l.chong@uoc.cw">l.chong@uoc.cw</a>
• IBMS	Mrs. Tracy Winters-Evans MSc	<a href="mailto:t.winters-evans@uoc.cw">t.winters-evans@uoc.cw</a>
• MM	Mrs. Monique Emelina MBA	<a href="mailto:m.emelina@uoc.cw">m.emelina@uoc.cw</a>

### 3.3 Course Coordinator

The Course Coordinators are responsible for the development and organization of the courses in the BASc BA program. You can contact the course coordinator for questions concerning the availability of the courses, the literature used, the teachers, or any other matter related directly to the course. Within the BASc BA program we have the following Course Coordinators:

• Accounting	Drs. Deepak Ganpat	<a href="mailto:d.ganpat@uoc.cw">d.ganpat@uoc.cw</a>
• Economics	Drs. Renny Maduro	<a href="mailto:r.maduro@uoc.cw">r.maduro@uoc.cw</a>
• Financial Management	Nicsherdy Cornelia	<a href="mailto:n.cornelia@uoc.cw">n.cornelia@uoc.cw</a>
• General Management	Mrs. Tracy Winters-Evans MSc	<a href="mailto:t.winters-evans@uoc.cw">t.winters-evans@uoc.cw</a>
• Human Resource Management	Mrs. Liza Chong MA	<a href="mailto:l.chong@uoc.cw">l.chong@uoc.cw</a>
• IT	Ing. Archie Meriën MBA	<a href="mailto:e.merien@uoc.cw">e.merien@uoc.cw</a>
• Languages	Mrs. Pamela Rusch MSc	<a href="mailto:p.rusch@uoc.cw">p.rusch@uoc.cw</a>
• Law	Mrs. Ivy Doorstam LLM	<a href="mailto:i.dorstam@uoc.cw">i.dorstam@uoc.cw</a>
• Marketing	Mrs. Monique Emelina MBA	<a href="mailto:m.emelina@uoc.cw">m.emelina@uoc.cw</a>
• Mathematics	Drs. Renny Maduro	<a href="mailto:r.maduro@uoc.cw">r.maduro@uoc.cw</a>
• Mentoring & Skills	Mrs. Marvis Koeiman MBA	<a href="mailto:m.koeiman@uoc.cw">m.koeiman@uoc.cw</a>
• Research	Dr. Mark Hawkins	<a href="mailto:m.hawkins@uoc.cw">m.hawkins@uoc.cw</a>
• Taxation	Mr. Rashid Sammy	<a href="mailto:r.sammy@uoc.cw">r.sammy@uoc.cw</a>

### **3.4 Coordinator Student Exchange Program**

The Coordinator of the Student Exchange Program with the faculty is Mr. Richard Martina MSc MA (r.martina@uoc.cw) and is done with the International Office. You can approach him with all general questions concerning the student exchange program.

### **3.5 Registration for Exams**

To be able to participate in exams students must register via ProgRESS (<https://progresswww.nl/uoc>).

### **3.6 Program Manager**

Mrs. Joanna Struiken (j.struiken@uoc.cw) is the Program Manager of the BAsc BA program. You can approach her all questions concerning the scheduling of the classes, enrolling for courses and exams.

### **3.7 Mentoring Coordinator**

A mentor is assigned to each student at the start of the program. The mentor coaches the student during the developmental process at the university. The mentor is also the confidant person for the student and can guide the student through any problems. It is important that the student informs the mentor of any situation that might negatively affect the student's performance at the university. Together with the mentor, practical solutions are sought for the problems. The Mentoring Coordinator is Mrs. Marvis Koeiman and you can get in contact with her at telephone (+599 9) 744-2276 or e-mail m.koeiman@uoc.cw.

Exchange students are also provided with a student peer coach. The peer coaches can help students in any practical matter related to studying at the university.

### **3.8 Student Counseling**

Students can also approach student counselors for any issue. Our student counselors are well trained to help you with issues ranging from homesickness and relationship difficulties to concerns such as anxiety for exams. All issues are treated confidentially. The student counselors are Mrs. Cristina Daniel and Mrs. Elica Ras. You can contact them at:

- |                        |                            |                 |
|------------------------|----------------------------|-----------------|
| • Mrs. Cristina Daniel | Telephone (+599 9) 7442149 | c.daniel@uoc.cw |
| • Mrs. Elica Ras       | Telephone (+599 9) 7442142 | e.ras@uoc.cw    |

### **3.9 SEF-Office (Administration)**

The SEF-Office is the administration office at the faculty. You can approach the office for all administrative matters. The SEF-Office Manager is Ms. Marie-Louise Vos (ml.vos@uoc.cw). The opening hours of the front desk are from Monday to Thursday, 9:00 – 12:00 and 14:00 – 16:00, and on Fridays, 9:00 – 12:00.

### **3.10 Examination Board**

The Examination Board consists of a chairman, three lecturers, and two supporting staff members. The chairman of the Examination Board is Mr. Rashid Sammy (r.sammy@uoc.cw). The student can contact the Examination Board for petitions of waivers, receive a transcript of study results, and any complaints.

### **3.11 International Office**

The student exchange program is executed with the support of the International Office. This office deals with your application and you can contact this office if you have any questions concerning permits to reside in Curaçao. At this office, you can also obtain your student card and your accounts to log-in on ProgRESS and Blackboard (electronic student communication tracking systems). The International Office can be contacted via telephone (+599 9) 7442149 or e-mail internationaloffice@uoc.cw.

## 4 Organization of the Academic Year

### 4.1 Semesters<sup>1</sup>

Our academic year is segregated into two semesters, fall and spring. The fall semester runs from August to January and the spring semester is from January to July. Each semester is 30 credit points. The credit point system is the European Credit Transfer System (ECTS) where 1 credit is equivalent to 28 hours of course work.

A semester totals 21 weeks. It is segmented into two blocks and consists of groups of courses based on a theme. The first blocks are carded for first 10 weeks where the focus is on offering theoretical concepts to the students. The second block consists of 3 weeks where the focus is on the integrated application of the conceptual concepts from the first block. This integration takes place through projects.

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		20	21
	Language Preparatory Tracks	Conceptual											Project			Study week	defense Project / preparation exams	exams		Professional Week	Professional week / Re-exams	
		Project																				
		Mentoring																				Mentoring
		Skills												Skills								

### 4.2 Teaching methods

Throughout the program, a variety of teaching methods is used, depending on the level, the stage of the development of competencies and the learning line. The methods used are lectures, tutorials, projects and individual sessions.

#### Lectures

The objective of the lectures is to teach the main themes and structures. The teacher stimulates knowledge acquisition by using modern literature related to the specific professional topic and by encouraging the students to search for additional literature themselves. The teacher gives oral presentations or instructions. The students are expected to acquire more knowledge and insights through self-study and relate these to the subject matter presented by the teacher.

#### Tutorials

During the tutorials, assignments are discussed in class or in groups. The teacher has less active participation in the learning process and acts as a coach. The students are expected to actively participate in the group process by discussing the assignments with fellow students or in individual settings. The students study the indicated literature used in classes, both in cases of lectures and tutorials.

#### Projects

At the end of each semester, the students should complete a practical and integrated project. The projects are based on real-life cases that are confronted in the professional field, for example, e-commerce, training and development, matrix and driving human resource through analytics. The student should be

<sup>1</sup> This is only valid for the minor and themed courses. Other courses: 15 weeks classes; may contain a midterm in week 8; exam in week 17 and 18; resit in week 22.

able to use the integration of knowledge from different disciplines, skills and attitude to work on the projects.

#### Individual sessions

The individual meetings are geared to monitoring the academic progress of each student and possible bottlenecks that the face.

### **4.3 Examination, testing, and grading**

In the end of each block, there is an exam period and the re-exam period is at the end of the semester. Examinations can take part in several forms. The knowledge acquired separately through written exams (individual). The application of the knowledge and skills is tested in the projects (group). The latter is a more integrative way of testing. Other testing methods that are used are training exercises (individual), oral tests (individual), portfolio assessment and professional products such as papers, theses, and internship reports.

The grading system used is the Dutch grading system. The passing grade is 5.5. Credit points are earned only after passing a course.

10 = Excellent = A<sup>+</sup>

9 = Very good = A<sup>+</sup>

8 = Good = A

7 = More than sufficient = B<sup>+</sup>

6 = C

5.5 = pass = D

5 = Almost sufficient = F

4 = Insufficient = F

3 = Very insufficient = F

2 = Poor = F

1 = Poor = F

All students need to submit an official transcript of their semester to their home university. This transcript is automatically made by the International Office at the end of the semester and can be picked up at the Student Affairs. In case there are errors in grades, students need to address this to their corresponding teacher or Mrs. Marreline Schoop. You can get in contact with her at telephone (+599 9) 744-2166 or e-mail [m.schoop@uoc.cw](mailto:m.schoop@uoc.cw).



## 5 Facilities

### 5.1 Communication with students

To communicate with the students we use the Blackboard, ProgRESS, and SEF-site. The Blackboard (<http://blackboard.una.cw/>) is the electronic learning environment used by the whole university. It is used as a daily communication tool between the faculty members and the students. All information relevant for the students is posted on Blackboard especially information related to the courses e.g. teaching and exam schedules, information about the classes, and course documents.

ProgRESS (<https://progresswww.nl/uoc>) is the web-based information system used at the institutional level to keep track of the students' academic progress. Via ProgRESS students must enroll for courses and exams, and the official course grades can be viewed on this system.

The SEF-site is the intranet of the Faculty of Economics and Social Sciences (<http://www.uoc.cw/sef>). All kinds of notifications are announced on the SEF-site. On the SEF-site students can also find information related to the faculty e.g. examination policy and the contact information of the lecturers.

### 5.2 Computer and Internet facilities

The university has five computer labs at the disposal of its programs and the whole campus is covered by wireless internet. There is a free workgroup area with 15 computers that are accessible daily for students. The IT facilities are managed by the ICTS. To obtain access to the wireless internet with your personal laptop or any other IT-related information, you can contact Ms. Netty Adams BSc ([n.adams@uoc.cw](mailto:n.adams@uoc.cw)) or Ing. Jeffrey Schmidt ([j.schmidt@uoc.cw](mailto:j.schmidt@uoc.cw)).

### 5.3 Student Affairs

The Student Affairs offers the 'one window' service for all students. You can obtain all kinds of information and instruction at this office. Student Affairs also has two student counselors to coach the students with personal problems. The yearly registration of all students is done by the Student Affairs.

### 5.4 Library & Research Services

The Library & Research Services (LRS) department at UoC not only provides all regular library functions but also (pro) actively supports education and research at the university. The library offers a dynamic study and research environment. The library offers digital collections through EBSCO Academic Search premier database, containing journals on all relevant subjects within the social-economical sciences. In addition, LRS also offer a collection of relevant journals from Sage and Emerald. Because of the cooperation with several regional and Dutch (academic) libraries, LRS usually is able to acquire specific materials on individual request when needed. The contact information of the LRS is the following: telephone (+599 9) 7442234 and e-mail [library@uoc.cw](mailto:library@uoc.cw).

## **5.5 Dormitory and university restaurant**

The university has a dormitory (Campus) on campus consisting of 97 student rooms, a spacious recreation room, a bar, a restaurant (Mensa), kitchenettes, washing machines, dryers, a gym, a football field and a basketball court. The Mensa provides daily breakfast, lunch, and dinner.

For more information on the prices and availability of the dorms contact the Campus & Mensa Manager, Mr. Michel Nicolaas (+599 9) 7442217 or e-mail [m.nicolaas@uoc.cw](mailto:m.nicolaas@uoc.cw), or Ms. Merelyn Martina at telephone (+599 9) 7442218 or e-mail [m.martina@uoc.cw](mailto:m.martina@uoc.cw).

There are also several organizations on the island that provide housing, especially to foreign students. Examples are the Wereld Stage (<http://www.wereldstage.com>) and atCuracao.com (<http://www.atcuracao.com>). The university does not work with these organizations and hence will not be held responsible if you decide to arrange housing through one of these organizations.