Annual report BSc BA/IBA Programme Committee,

September 2015 – June 2016

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Guideline for Program Committee BA/IBA

Tasks:
a. Discuss quality of teaching and examination
b. Give advice on teaching and examination regulations
c. Contribute to the yearly assessment of teaching and examination regulations
d. On request or of own accord give advices to improve teaching and examination regulations

Members:
- at least 5 students representing BA and IBA program as well as first, second and third year of the bachelor program
- 5 teachers of the BA/IBA program
- Chairwoman or Chairman of the committee

Invited persons:
The following persons are invited to attend the meetings:
- Executive director of BSc BA
- Executive director of BSc IBA
- Assistant for writing the minutes of the meeting

General agenda:
- After an opening (by chair), the minutes of previous meeting will be approved
- Action points of previous meeting will be reviewed
- Discussion points on agenda will be openly discussed – potential action points will be noted as action points
- Advices will be planned if a necessary action is needed – these will be directed towards the respective entity within EUR
- Before the meeting is closed, members can bring up other business not mentioned in the agenda points. These can be added to the next agenda or serve informational purposes only.

Way of work:
We are aiming for an open and collaborative discussion culture in the committee. Students, teachers, executive directors and chairwoman/chairman of the committee discuss topics on a level playing field. The role of the chairwoman/chairman is to coordinate the discussion and to support a collaborative decision.

Meetings

Frequency meetings BSc PC
The BSc PC meets every 6 weeks. Below you find a summary of the issues discussed during these meetings.

22 September 2015
- Opening and personal changes announced
- Minutes and action points of previous meeting are discussed
- Discussion of regulations regarding copyright of literature posted on blackboard
- Change in admission requirements for IBA, selection on grades is no longer allowed
- Other issues: first insights into N=N results

2 November 2015
- Opening, minutes and action points discussed
- Discussion of options for additional admission requirements for IBA
- Announcement of the Intermediary Self-assessment (Tussentijdse Opleidings Evaluatie –TOE) – RSM Interim Programme Assessment BSc (and MSc) in anticipation of the re-accreditation NVAO due 2019.
- Presentation of the BSc Programme Committee annual report
- Other issues: compliments on Exam sheet functionality, mandatory attendance for the Research Training – Bachelor Thesis, bugs/errors during weekly IT test

14 December 2015
- Opening, minutes and action points discussed
- Additional admission requirements for IBA: numerus fixus of 550. Direction of IBA program, a better quality versus a more international program
- Results of Intermediary Self-assessment has been discussed – quality issue with large scale classes
- Need to increase visibility of the BSc Programme Committee – proposed to create a Webpage
- Advice on mandatory attendance in the Research Training – Bachelor Thesis course
- Other issues: posting questions and answers on Blackboard right after the exam; studievoorschotmiddelen (e-learning, additional year for students, financial support for the honours program)

22 February 2016
- Opening and personal changes announced. Last meeting of current chair.
- Minutes and action points of previous meeting are discussed
- Updates on numerus fixus IBA, to be applied for the academic year 2017-2018
- Update Boost the Bachelor 2.0. This project will start soon.
- Update on Nominal=Normal policy of RSM
- Other issues: statement on cover sheet about answers given on answer sheet are final, experience with ExamSheet, compensation for being PC member, how to deal with large number of students registering for the perusal.

3 May 2016
- Opening and personal changes announced. First meeting of new chair.
- Minutes and action points discussed
- Discussion of BSc Teaching and Examination Regulations 2016-2017. Some changes are proposed.
- Strengthening of Programme Committee – important to standardize the way the PC functions; important to formalize appointment of PC faculty members, however, due to reasons of convenience, decided to keep current recruiting form
- Planning to write a PC Annual Report
- List of issues and recommendation regarding Exam Sheet will be postponed to next meeting
- Other issues: advantages and disadvantages of the use of webcasts and MOOCS on Coursera

7 June 2016
- Opening, minutes and action points discussed
- Examination regulations 2016-2017 discussed again – now a positive advice
- List of recommendations on ExamSheet were discussed
- Other issues: discussion of best practices and points of improvement regarding the IBA programme (e.g., recruiting good TAs, inequality in Strategic Management course, use of rubrics)

Attendance overview 2015-2016

Present	22 September 2015	2 November 2015	14 December 2015	22 February 2016	3 May 2016	7 June 2016
Teaching staff:						
Steffen Giessner (chair)	✓	✓	✓	✓		
Yvonne van Everdingen (chair)					✓	✓
Mark Boons				✓	✓	
Niek Hoogervorst	✓	✓	✓	✓	✓	✓
Iuliana Sandu	✓	✓	✓	✓	✓	✓
Katrin Smolka	✓		✓			
Student members:						
Raïs Lall Mohamed	✓	✓	✓	✓	✓	✓
Lena-Marie Pätzmann	✓	✓	✓	✓	✓	
Christina Caldeira	✓	✓	✓			
Maxime Lejeune				✓	✓	✓
Kyra Heidemans		✓	✓	✓	✓	✓
Amanda Costeris		✓	✓	✓	✓	✓
Programme Management and other invited persons:						
Adri Meijdam	✓	✓	✓	✓	✓	✓
Jannet van der Woude	✓	✓	✓			
Carolien Rijnsburger				✓	✓	✓
Ad Scheepers	✓		✓	✓		✓
Stella Li	✓	✓		✓	✓	✓
Tess van der Veer			✓			
Carla Dirks						✓

Appendix A: Advice Letter on Additional Admission Requirements IBA

To:
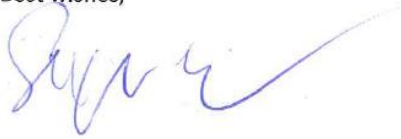
Eric Waarts and Adri Meijdam

18th November 2015

Regarding: Advice on Additional admission requirements for IBA

Dear Eric, dear Adri,

In its meeting on the 2nd November 2015 the OC/PC for BA and IBA has discussed the application of additional admission requirements for IBA. The committee is generally positive about this option and supports it. However, we are concerned about the quality assurance of the admission process if the number of applicants will rise and the selection process will take more time for reading student motivation letters. Therefore, we also advice to provide the IBA team additional support (e.g., new hire) to be able to manage this process.

Best wishes,

Steffen Giessner

Chairman OC/PC for BA/IBA

4. Appendix B: Advice on mandatory attendance Research Training and Bachelor Thesis course

Advice of how to handle mandatory attendance in the Research Training-Bachelor thesis course

L.S.,

On the 14th December 2015, we discussed how to handle mandatory attendance issues in the Research training-bachelor thesis courses.

We believe that a too strict handling of missing attendance (i.e., no allowance to pass the course) may be a too harsh punishment for students. We believe that a better solution would be to provide punishments by lowering grades in case of absence. In this way, the students will be still forced to visit classes and punished in case of absence. At the same time, the students can still follow the class and their bachelor thesis in this year. This would reduce the re-takers and actual delays of students. Please let us know what you think of our suggestion and if you see any possibility to change your handling of absence

Best wishes,

Steffen Giessner

Ex-Chairman BSc Programme Committee RSM

4. Appendix C: Request for clarification regarding publication of exam questions on Blackboard

To Examination Board Committee RSM

Request for clarification

Dear Professor Kroon, dear committee members,

On the 14th December 2015, we discussed a recent feedback (see attached e-mail) to all teaching stuffat RSM. In this feedback, it is advised to:

> "Examination questions and (model) answers should be posted (by you) on Blackboard right after the exam so that students can check which questions they have answered correctly/incorrectly. If a student lodges a complaint to the Examination Board then they can include this information to make their complaint more concrete. "

This, however, seems to be not in line with the actual exam regulations stating:

Article 4.3 – Feedback and Perusal
1. As soon as possible but no later than four weeks after the written test, the examiner will give generic feedback. The examiner will provide information about the content of the written test and the correct answers/answer models in an explanatory session or via another approved medium. This offers students the opportunity to review the questions and assignments of the exam concerned, along with the answer models and criteria for assessment. The examiner sets the date, time and procedure of the feedback. The feedback must be realistically managed and the use of appropriate media (such as BlackBoard) is allowed.

This article provides rather different ways to provide feedback to the students. Publishing exams on blackboard is only one possibility. Consequently, we wonder why the written diverges from this article. Has there be a change in regulations we are unaware of?

We are looking forward to your response.

Best wishes,

Steffen Giessner
Ex-Chairman BSc Programme Committee RSM

4. Appendix D: Advice letter to the Examination Board on the proposed amendments to the Teaching and Examination Regulations 2016-2017

ROTTERDAM SCHOOL OF MANAGEMENT
ERASMUS UNIVERSITY

Examination Board
Attn: prof.dr. L.G. Kroon

Department of Marketing Management

T: +31 10 4082054
E: yeverdingen@rsm.nl

Subject:

Date   Rotterdam, 17 May 2016
Our reference
Your reference

Dear members of the Examination Board,

The Program Committee (PC) discussed the Amendments to the Teaching and Examination Regulations (TER) 2016-2017 of the BA and IBA BSc-programmes during the last PC meeting, May 3, 2016, and would like to suggest the following changes.

Section 1:
The terminology used to express (parts of) the examination are confusing.
For the IBA part, we propose the following changes:
- Many teachers use the term final exam for the individual exam that students need to take at the end of the course. We therefore propose to use the term "Final IBA exam" instead of "Final exam," as to make the distinction between program examination and course examination more clear.
- When describing the "Examination," an exhaustive list of possible tests that the examination of a course might comprise is given. We don't consider it useful to have such a huge list of bullet points, without being complete. E.g., mid-term tests, etc. are not included, and why is an internship included? This is never part of a course, is it? So reduce the list to just give a few examples. Also Examination is often used to describe the final, individual exam of the course. This is confusing.
- Examination part: a study unit or course of the *IBA* program. We propose to add IBA here.

For the BA part, we propose the following changes:
- Vervang "Examen" door "Examen Bedrijfskunde". Hiermee geef je beter aan het dat het om een examen voor de totale studie Bedrijfskunde gaat.
- Het gebruik van het woord tentamen is hier verwarrend. Dit woord wordt veelal gebruikt voor de eindtoets en niet voor de som van de aparte opdrachten en projecten. Wellicht is het beter om het woord "Toetsing" te gebruiken, waarbij een toetsing voor een vak kan bestaan uit een afsluitend examen, alsmede een aantal aparte opdrachten, presentaties, etc. die gedurende de cursus moeten worden volbracht.

RSM
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- Ook hier ervaart de PC het niet zo nuttig om een uitputtende lijst met bullet points op te nemen. Ook het woord stage zou hier beter weggelaten kunnen worden.
- Een typo: In de 6ᵉ zin staat "… kan uit meer van één toets bestaan" – dit moet zijn "uit meer dan …"

Section 2:
Issue 6: The criteria for the English tests might be raised. The current criteria seems to be rather low, as in practice a lot of students are not able to give a presentation in English, at least not at a decent level.
Issue 8: Question 5 could be skipped, as this becomes clear from the CV of the applicants.

Section 3:
The PC is positive towards the BSA hardship policy. So no specific improvements are suggested here, except for one typo in article 9.4 – 2: "On behalf of the Dead" should be "On behalf of the Dean."

Best regards,

Yvonne van Everdingen
Chair of the BSc Program Committee

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