

**Rotterdam School of Management
Erasmus University**

**Examination Regulations 2013 – 2014
of the one year pre-experience MSc Degree Programmes**
(Premaster programmes and GM programme included)

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I Examination Board BSc & MSc

Tasks

The legal framework of the Examination Board is given by Dutch Law, in particular the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek- WHW*). The Examination Board BSc & MSc Programmes has many different tasks. Generally, the following components can be discerned:

1. A *supervisory responsibility* with regard to exams and examinations. This responsibility is manifested in the competence of the Examination Board to:
 - award the diplomas;
 - appoint the examiners;
 - supervise the quality of exams and examinations;
 - take disciplinary action in case of fraud;
 - supervise the practice of the examination rules with due observance of the common legal principles like equality, legal security, legitimacy, reasonableness, fair play and so on;
 - be a mediator or even a defendant in case of disputes or appeals.
2. *Legislation*: the Examination Board makes Rules and Guidelines concerning the examinations, for example rules for enrolment, rules concerning order during examinations, fraud, assessment criteria, classifications (like *cum laude*). Once a year new Rules and Guidelines are drawn up.
3. *To grant exemptions* from the rules in individual cases.
4. *Advisory tasks*: three times a year the Examination Board issues an advice to every first year student concerning his success-rate. Furthermore the Examination Board advises the Dean regarding his Teaching and Examination Regulations.
5. In addition, on behalf of the Dean of the Rotterdam School of Management, the chairman of the Examination Board grants *admission statements* to the MSc-programmes.
6. *Other*, such as delegations in selection committees and the colloquium doctum committee.

Composition

The Examination Board consists of six members of the faculty. The members are appointed by the Dean. The Examination Board collectively sets up rules and policy. The Examination Board as a whole meets once a month. Each member has his own portfolio. The Examination Board is supported by the secretary.

Members

Prof.dr.ing. T.W. Hardjono (chairman)
Prof.dr. P.P.M.A.R. Heugens
Dr. J. van Rekom
Ir. A.J. Roodink
Dr. M.C. Schippers
Dr. E.A. van der Laan

Secretary to the Examination Board

Ms. C.M. Dirks - van den Broek LL.M.	managing director/secretary
Ms. I.M. van Essen LL.M.	deputy-secretary
Ms. A.M. Schey MScBA	deputy-secretary

Administration

Ms. M.M.A. Hutting – Schutter	project manager/ team leader
Ms. G.M. den Bakker	assistant
Ms. B.M. Freijssen-Punt	assistant
Ms. drs. I.T.T. Przewozna	assistant

Contact

Room T5-41
Tel. 010-4081895/88731
E-mail ec@rsm.nl

Requests and information

Information concerning examinations can be found on the SIN topic list and the website of the Examination Board: www.rsm.nl/examination-board. Please consult these sites before contacting the

Examination Board. You may first want to take a look in the [Frequently Asked Questions \(FAQ\) section](#) to see whether you can find an answer to your question there.

Brief general questions can be asked by e-mail to ec@rsm.nl or by phone 010 4088731/1895 during opening hours (09.00 – 12.30 hrs.).

Official requests (e.g. requesting extension of grade validity) can be submitted by e-mail to eb@rsm.nl (preferably) or in writing, accompanied by all relevant documentation (such as a recent version of your Osiris "dossieroverzicht").

When writing to the Examination Board please include in your e-mail/letter the following:

- your name and student number
- current visiting or postal address
- e-mail address (studentaccount) and (mobile) phone number. (The phone number is optional. For expedient processing of the request/issue, however, it may become useful being able to contact the student fast).

In absence of contact data the Examination Board will use data as provided through the OSIRIS-system.

Be explicit in addressing the Examination Board. When a course is involved, mention the course's title, the teacher responsible, and the course's code. When a test or examination is involved, mention the course's title and code, the teacher, and the date. Once again, being explicit and clear in your letter helps handling it expediently. Finally, always provide motivation as to why the request is submitted and as to why the request should be granted.

In the event that you are asked to hand in a (certified copy of a) certificate, transcript or diploma, you still have to send/show this document in its original form to the Examination Board for verification. These kind of documents will not be accepted in a digital form.

Please take into account that it may take up to 4 weeks before you receive a reply from the Examination Board.

Postal address

Rotterdam School of Management, Erasmus University
Examination Board BSc & MSc Programmes, T5-41
PO Box 1738
3000 DR Rotterdam
The Netherlands

Visiting address

Secretariat Examination Board
T-building, room T5-41
Burgemeester Oudlaan 50
3062 PA Rotterdam

II Appeals procedure

A student who objects to a decision of an examiner (e.g. assessments) or the Examination Board may lodge an appeal with the Examination Appeals Board (in Dutch College van Beroep voor de Examens (CBE)) of Erasmus University Rotterdam. In urgent cases, the chair of the CBE can be requested to make provisions.

Only an interested party, that is a person whose interest is directly involved in a decision, can lodge the appeal. The appeal has to be lodged within six weeks of the announcement of the disputed decision. If the appeal concerns a decision that was not made on time, it must be submitted within a reasonable period of time.

The appeal should be submitted in writing to the CBE-EUR, for the attention of the Secretary of this Board or it can be submitted online by the EUR Legal Protection Facility. For further information check http://www.eur.nl/english/essc/legal_position/objections_and_appeals/ or the Student Information Leaflet "Submitting an appeal with the Examinations Appeals Board" (available at the ESSC (Hall E-Building)).

You can also visit the website of the CBE-EUR <http://www.eur.nl/abd/jz/cbe/> (in Dutch), where you can find the CBE's rulings on various disputes.

Before the CBE-EUR deals with the appeal, there is a settlement phase, in which the Examination Board concerned attempts to settle the lawsuit amicably (= formal amicable settlement attempt).

The CBE-EUR assumes that the complainant him/herself will first have made contact with the examiner concerned or with the Examination Board, in order to try to reach agreement (=material amicable settlement attempt). Account should be taken of the fact that meanwhile the period of six weeks for lodging an appeal with the CBE-EUR continues to run. In view of this, a provisional appeal can be lodged for the interim.

If the settlement attempt fails, parties will be invited to a sitting of the Examination Appeals Board. The sitting is in Dutch. Foreign students are recommended to take an interpreter with them to the sitting.

If a student disagrees with the decision of the CBE-EUR regarding their objection, they can submit an appeal to the Higher Education Appeals Tribunal in The Hague within six weeks of the decision.

Further information

For further information check www.eur.nl/english/essc/legal_position/objections_and_appeals

You can also visit the website of the CBE-EUR www.eur.nl/abd/jz/cbe (in Dutch), where you can find the CBE's rulings on various disputes.

Further information about the procedure can also be obtained from the Secretary of the CBE-EUR, mr.drs. W.A. Kleinjan, room ET-40, tel. 010 – 408 1127/408 2233 or e-mail to cbe@eur.nl.

III Teaching and Examination Regulations of the MSc programmes 2013 - 2014

Section 1 – General

Article 1.1 – Applicability of the regulations

1. These regulations are applicable to the curriculum and examinations of the following one year pre-experience Master of Science degree programmes at the Rotterdam School of Management, Erasmus University (respectively Isat code, name of the programme and abbreviation):
60644 Business Administration (*Accounting & Control as well as the General Management programme*) (BA);
60453 Business Information Management (BIM);
60454 Chinese Economy & Business (Cheb);
60455 Entrepreneurship & New Business Venturing (Eship);
60409 Finance & Investments (FI);
60456 Global Business & Stakeholder Management (GBSM);
60645 Human Resource Management (HRM);
60458 Management of Innovation (MI);
60063 Marketing Management (MM);
60457 Organisational Change & Consulting (OCC);
60093 Supply Chain Management (SCM);
60066 Strategic Management (SM).
These master's degree programmes are hereinafter referred to as the *degree programme*.
2. These regulations are as far as possible by analogy applicable to the curriculum and examinations of the one year premaster programmes and the General Management programme.
3. Programme specific regulations are included in the Annex 1 (one year degree programmes), Annex 2 (premaster programmes) and Annex 3 (General Management programme).

Article 1.2 – Aims of the programme

The degree programme is intended to impart scientific knowledge, skills and insight in the area of business administration in an international context in such a way that the graduate is capable of scientific and socially responsible professional practice in this area, and is qualified to take any desired advanced programme and to become, among others a scientific researcher.

Article 1.3 – Definitions

In the regulations, words shall have the following meanings:

- a. the law: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW*);
- b. rules and guidelines: the rules, guidelines and instructions of the Examination Board as referred to in Article 7.12b of the law;
- c. MSc curriculum: the total of programme components qualifying for the concluding examination;
- d. concluding examination: the total of examinations of courses within the programme components of the MSc curriculum;
- e. Programme component: a bundling of examinations with a designated function and meaning within the MSc curriculum;
- f. examination: the assessment of a course; an examination can be composed of a written and/or oral test or other investigation, including practical tests, into the insight, knowledge and skills of the student;
- g. ects: abbreviation of "European Credit Transfer System". One ects represents 28 hours of study;
- h. written test: a written test is a test that is taken in writing and held plenary;
- i. course: an instruction given under the authority of a member of the academic staff; each course is concluded with an examination;
- j. practical test: a test based on a practical exercise, as referred to in Article 7.13 of the law, in one of the following forms:
 - execution of and reporting on a thesis project;
 - writing a paper;
 - carrying out a research assignment;
 - taking part in a study visit;
 - carrying out a practical assignment;
 - taking part in another study activity aimed at the attainment of certain skills;

- k. student: a person who is enrolled in to the university and admitted to the degree programme pursuing the study and/or taking part in the examinations of the programme; for the further application of these regulations, this designation also applies to an enrolled 'extraneus';
- l. Examination Board: the board referred to in Article 7.12 of the law for supervising the examinations and organization and coordination of the examinations of the programme;
- m. academic year: the academic year runs from 1 September to the following 31 August (inclusive);
- n. Dean of the MSc Degree; the person who is responsible for the degree programme;
- o. Dean RSM: head of the Rotterdam School of Management, Erasmus University;
- p. Academic Director: the person who is responsible for a specific master programme;
- q. the school: the Rotterdam School of Management, Erasmus University;
- r. academic personnel:
 - the members of the academic staff of the School;
 - the trainee research assistants (AIOs) of the School;
 - the other academic personnel;
- s. academic staff:
 - the full professors;
 - the associate professors of the School;
 - the assistant professors of the School;
- t. teaching team: the members of the academic staff and the academic lecturers teaching courses within a master programme.

Article 1.4 – Degree

1. The one who has successfully passed all the programme components of the MSc degree programme will obtain the degree of Master of Science in the respective discipline;
2. The obtained degree will be recorded on the master's degree certificate.

Article 1.5 – Language of instruction

1. The language of instruction - teaching and examinations – is English.
2. In cases, the Examination Board can grant exemption from paragraph 1.

Article 1.6 – Compulsory educational activities

1. Teaching of the programme takes place on a small-scale basis to enable students to obtain knowledge, skills and attitudes in the best possible way. The basic requirement, therefore, is that the students take part in all activities.
2. If students are prevented from participating in certain educational activities due to special circumstances, they should report this to the instructor concerned in advance. In such cases, without prejudice to the rules that apply to giving and assessing examinations of particular courses, instructors may assign alternative activities.

Section 2 – Composition of the degree programme

Article 2.1 – Full-time / part-time

Within the scope of the law, the degree programme is offered full-time.

Article 2.2 – Study load and feasibility of the degree programme

1. The degree programme has a study load of 60 ects.
2. Courses and projects, including examinations, are scheduled to be completed in one year.
3. To further feasibility of completing the degree programme according to the schedule, the work load is spread evenly over the programme's duration.

Article 2.3 – Composition of the degree programme

1. The concluding examination applies to the MSc curriculum built up from five programme components as follows:

Programme Components:	ECTS
<i>Core Courses:</i>	
◇ Core Courses Block 1 (CC1)	11
◇ Core Courses Block 2 (CC2)	11
◇ Core Course (January Block)	4
<i>Electives:</i>	
◇ Master Programme Elective (MPE)	6
◇ Master Programme Elective (MPE)	6
◇ Master Free elective (MFE)	6
<i>Thesis:</i>	
◇ Thesis Trajectory:	16
- thesis proposal	
- thesis	
- oral defence	

2. The detailing in the most recent version of the (digital) Study Guide of
 - the further descriptions of programme components into core courses and elective courses, including obligatory practicals, and the thesis project,
 - the designation of these programme components as crediting towards a specific master programme,
 constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.
3. Students are to choose electives such that they build on and extend a student's acquired knowledge. More specifically,
 - a. the MPE's are to be chosen from a designated pool of electives specific for the master programme;
 - b. the MFE is to be chosen from among
 - I) all the elective programme components offered by RSM in an initial MSc programme (MScIM and MScBA GM programme excluded), except in case a programme component has set specific requirements for participants,
 - II) or the student may choose, under approval by the Examination Board and the Academic Director, among components of another accredited master programme of either the Erasmus University Rotterdam or any other research university;
 - III) or the student may choose, under approval by the Examination Board and the Academic Director one of the courses of an approved international exchange. Further details and rules are published in the Study Guide and/or on the programme's website.
4. In addition to the electives mentioned in paragraph 3, each master degree programme can offer an extra elective to outstanding students: the honours class. The admission to the honours class is selective. The selection procedure is transparent and published in the Study Guide and/or on the programme's website. Participation is voluntary. Students can participate one honours class at the most.
5. Without prejudice to the MSc curriculum as set forth in paragraph 1, a student may seek to expand the concluding examination with additional programme components or courses. Extra programme components are subject to acknowledgement by the Examination Board.

Article 2.4 – Exemption from obligatory practicals

In exceptional cases, the Examination Board can grant exemption from the obligation to take part in practicals. In that case, the Examination Board can decide that the practicals should be carried out in another way, to be determined by the Examination Board.

Article 2.5 – Exemption from examinations

No exemption from examinations will be granted.

Article 2.6 – Free master programme within the master degree programme at RSM

1. Under approval by the Examination Board, students who are enrolled in the programme can combine their own master programme composed of examinations offered by the university, which will lead to the degree of Master of Science in one of the respective disciplines as defined in Article 1.1, paragraph 1.
2. The master programme mentioned in paragraph 1 must consist of sufficient examinations in the area of business administration according to the Examination Board, and in any case of the thesis trajectory of 16 ects.
3. The Examination Regulations and Rules and Guidelines are applicable to the programme mentioned in paragraph 1 and approved by the Examination Board.

Section 3 – Admission

Article 3.1 – General admission requirements

With due observance of the rules by law concerning admission and enrolment and of deviating programme specific admission requirements laid down in Annex 1 of these Regulations, eligible for admission to the programme is:

- a. the one who has passed the concluding examination of the Bachelor of Science in Business Administration at the Rotterdam School of Management;
- b. the one who has passed the concluding examination of the Bachelor of Science in International Business Administration at the Rotterdam School of Management;
- c. the one who has acquired the admission statement given by, or on behalf of, the Dean of the RSM.

Article 3.2 – Admission requirements for RSM students

The admission statement mentioned in article 3.1 sub c. can be obtained by students from the RSM who has:

- a. been granted the permission by the Examination Board to proceed as mentioned in article 1.5, paragraph 2 of the Teaching and Examination Regulations of the Bachelor of Science in Business Administration;
- b. been granted the permission to proceed by the Examination Board as mentioned in article 1.5, paragraph 2 of the Teaching and Examination Regulations of the Bachelor of Science in International Business Administration;
- c. passed all components of the Hbo-premaster programme (including the mandatory GMAT and the English Proficiency documents) mentioned in the Annex 2 of these regulations.

Article 3.3 – Admission requirements for external students

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained an accredited Bachelor of Science in Business Administration degree of any accredited and/or recognized Bachelor's (of Science) degree programme of any research university that is comparable in level and content with the bachelor's degree of the (International) Business Administration programme of the Rotterdam School of Management, or related disciplines.

- In addition students have to submit evidence of:
 - a. Proficiency in English, to be proven by
 - IELTS: with a minimum overall score of 6.5;
 - TOEFL:- paper based: with a minimum overall score of 575;
 - TOEFL:- computer based: with a minimum overall score of 233;
 - TOEFL:- internet based: with a minimum overall score of 90 / 91;
 - Cambridge: CPE or CAE level;
 - Common European Framework Exam – C1 level.

Additional requirements for students from China and Taiwan: IELTS: 6.5 or higher on all four individual sub-scores; TOEFL internet based: all four individual sub-scores should have a minimum of 22. In addition the total score should be 90/91 or higher.

No other English language test results will be accepted.

Exempted from an English test are students who are a native English speaker from the USA, UK, Canada, Ireland, Australia, New Zealand or South Africa or whose undergraduate programme was taught completely in the English language in one of the following countries: USA, Canada, Australia, New Zealand, South Africa or within the EU/EEA.

- b. A grade point average (GPA) equivalent to a 7 out of 10 in the Dutch education system, which is considered to be above average;
 - c. A GMAT score of at least 600. Only students with a bachelor's degree from EUR or one of the Dutch "sister programmes" are exempted from submitting a GMAT score;
 - d. A motivation letter and a curriculum vitae.
The test results may not be more than 2 years old.
- There are programme specific admission requirements. These programme specific requirements are included in the Annex 1.

Section 4 – Taking examinations

Article 4.1 – Frequency of examinations; examination schedule; re-examinations; extra opportunities

1. The opportunity to take a test is presented at least once per academic year.
2. The opportunity to take written tests when belonging to an examination as referred to in Article 1.3 is given twice per academic year. On each of these occasions the examination result is updated.
3. Only students who submitted the final thesis before the deadline of the first opportunity as announced by the programme in question, are eligible to submit a repair version for the deadline in August.
4. Students who have not passed the thesis proposal at the first opportunity, will be offered a retry of which submission deadline is set at two weeks from the date of publication of the first opportunity results.
5. The student has a free choice in the number of repeats for taking a written test when part of an examination. The result for the examination is established on the last test result obtained. If the material to be studied for a course has changed, the subsequent examinations will reflect the new material.
6. In addition to the provisions set out in paragraphs 1 and 2, the opportunity to take a test for which the accompanying course is given for the last time ever, is given two times in the academic year subsequent to the last year of the course in case of a written test and only once in case of an assignment. The tests of the master electives are excluded from this rule. The tests will be scheduled during the examination period concerned. Deviating from paragraph 5 above, tests for these courses that have already been passed may not be taken again.
7. Without prejudice to applicable regulations regarding a period free of tests, and with due observance of the other provisions set out in these regulations, and of the Rules and Guidelines established by the Examination Board, the Dean of the MSc Degree establishes a schedule for written tests and examinations before the start of the academic year. In the event of urgent exceptional circumstances, the Dean of the MSc Degree can change the schedule during the academic year, provided that the change is announced in good time and no later than the start of the enrolment period, of the period of tests concerned, via appropriate channels such as SIN-Online.
8. In exceptional cases the Examination Board can, at the request of the student, decide that an extra opportunity to take a written test will be offered, in derogation from the schedule.
9. To courses that are instructed under the supervision and authority of accredited institutions other than RSM Erasmus University and for which results are converted to the MSc curriculum, the rules and regulations apply as set, upheld and applied by the examination board, or equivalent body, of that accredited institution.

Article 4.2 – Form of the examinations and tests

1. The tests of the examinations are conducted in written and/or oral form and/or by means of practical exercise, unless the Examination Board has decided otherwise.
2. If the Examination Board decides that the form as referred to in the foregoing paragraph shall be different, it will announce this to the students no later than two months before the test is to be held.
3. The elaborations on the form of the tests as referred to in paragraph 1, stated in the most recent version of the study guide for the study programme, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.
4. In exceptional cases the Examination Board may, at the request of the student, decide to permit derogations from the provisions set out in paragraph 1.

5. Physically or sensory handicapped students are offered the opportunity to take tests in a manner adapted as far as possible to their individual handicap. The Board will, if necessary, obtain expert advice before making a decision.

Article 4.3 – Oral tests

1. No more than one person will be given an oral test at a time, unless the Examination Board has decided otherwise.
2. An oral test is taken in public, unless in an exceptional case the Examination Board or the examiner concerned has decided otherwise, or the student has objected to this.

Article 4.4 – Sequence of programme components

1. A student may continue the thesis trajectory only after a designated research methods course of at least 4 and of most 6 ects of the degree programme has been passed.
2. The thesis proposal can be submitted no sooner than three months after the start of the programme by the student, and, if applicable, the bachelor examination or the pre-master programme has been passed as well.
3. If the thesis proposal has not been passed or has not been delivered timely, the student may not proceed the thesis trajectory and will have to restart the course the next academic year.
4. In exceptional individual cases, at the student's request, the Examination Board may derogate from the foregoing paragraphs, after consulting the student adviser and the involved examiners.

Section 5 – Result of examinations

Article 5.1 – Determining, announcing and recording results of examinations; deadlines

1. After an oral test has been taken, the examiner determines the result immediately, and gives the student a written notification.
2. The examiner determines the updated result of an examination as a consequence of a new outcome for a written test as soon as possible, and no later than four weeks after the day on which the test was conducted. In the event of *force majeure*, the Examination Board can permit derogation from this deadline.
3. The Department for Exam Administration RSM checks compliance with the deadline mentioned in the previous paragraph, and in the event that it is likely to be exceeded, reports this in good time to the chairman of the Examination Board.
4. With regard to a test that is to be taken in a manner other than orally or in writing, the Examination Board decides in advance in what way and within what period the student will be given a written notification of the examination result involved.
5. The examiner immediately reports updated examination result to the Department for Exam Administration RSM, which then informs the student of this in writing.
6. The Department for Exam Administration RSM is responsible for recording the results of examinations. This Office also records what certificates have been presented to a student. No information about recorded data, with the exception of data about the certificates awarded, is given to anyone other than the student, the Examination Board, the directors of the study programme, the Board of the Erasmus University, the student advisor, the student counsellor and the Examination Appeals Board (CBE). The Examination Board may decide on derogation from the provisions set out in the last sentence under the consent of the student involved.
7. The involvement of the Department for Exam Administration RSM as referred to in the previous paragraphs is without prejudice to the provisions in this matter as determined by the Executive Board of the Erasmus University.
8. The written certificate concerning the result of an examination contains information about the way in which the student can lodge an appeal with the Examination Appeals Board (CBE).

Article 5.2 – Period of validity

1. Unless otherwise mentioned, the term of validity for examinations passed is three years. The Examination Board may extend the term of validity if, in its judgment, the knowledge, insights and skills relating to the course corresponding to the examination in question are not obsolete.
2. The Examination Board can impose, with respect to an examination taken and passed more than three years ago, an additional or alternative examination, before the student can pass the concluding examination.

3. The term of validity of tests on which examinations are based is limited to the academic year in which the test has been taken, unless the examiner determines otherwise in the course manual.

Article 5.3 – Right of inspection

1. A (public) inspection of the graded work is granted as soon as possible after a written test, but no later than four weeks after the results of the written test have been announced. The examiner determines the location and time of the inspection. During this inspection, interested parties may request to peruse the questions and assignments of the test concerned, along with the criteria for assessment.
2. In the event that a student can demonstrate that he/she was prevented from being at the assigned location and time for the inspection mentioned in paragraph 1, due to *force majeure*, at the request of the student an alternative opportunity will be offered, if possible within the term mentioned in paragraph 1.

Section 6 – Result of the concluding examination

Article 6.1 – The result of the concluding examination

1. The result of the concluding examination is determined by the Examination Board based on the examinations of courses in the programme components that build the MSc curriculum and the approved extra programme components as mentioned in article 2.3 and in compliance with the regulations stated in article 5.2 of the Rules and Guidelines.
2. In derogation from the provisions set out in paragraph 1, the Examination Board may, before determining the result of the concluding examination, conduct an investigation into the knowledge of the student with regard to one or more examinations of the programme, if and insofar as the results of the examinations concerned give it cause to do so.
3. In derogation from the provisions set out in paragraph 1, the result of the concluding examination will not be determined for students who are admitted to the programme by virtue of article 3.2 under a, or b. as long as they do not have passed the concluding examination of the Bachelor of Science in Business Administration/Bedrijfskunde or International Business Administration. The same applies to students who are admitted to the master's degree programme at RSM by virtue of article 3.2. under c as long as they do not have passed all the components of their pre-master programme.

Section 7 – Final and Implementation Provisions

Article 7.1 – Amendments changes

1. Amendments to these regulations will be adopted by the Dean RSM through a separate decree.
2. No amendments will be made that are applicable to the current academic year, unless the interests of the students are, in reason, not thereby prejudiced.
3. Moreover, amendments must not influence, to the detriment of the students any other decision, which has been taken with respect to a student by the Examination Board by virtue of these regulations.

Article 7.2 – Hardship clause

In very exceptional individual circumstances, in which application of one or more of the provisions set out in these regulations leads to evidently unreasonable and/or unfair situations with regard to a student, a student can submit a request in writing, and with reasons, for derogation from the said provision(s) to the Examination Board. The Examination Board may, after consulting the relevant examiner(s) and the student advisor or student counsellor, derogate from the said provision(s) in favour of the student. A decision to reject the student's request will not be made by the Examination Board until the applicant has been given the opportunity to present his or her case, if this is requested

Article 7.3 – Announcement

The Dean RSM is responsible for an appropriate announcement of these regulations, of the Rules and Guidelines established by the Examination Board, and of amendments to these documents.

Article 7.4 – Legal effect

These regulations have legal effect from 1 September 2013.

Section 8 – Transitional Provisions 2013-2014 (MScBA GM and premaster programmes excluded)

Article 8.1 – transition rule for cohort 2012 and earlier with regard to unfinished programme components

1. Core courses: There will be resit exams for 'old-style' core courses during academic year 2013-2014. Written tests will be offered twice, and assignments only once. The course itself in its former format will not be offered.
2. Electives: There will be no resits for 'old-style' electives (article 4.1 Teaching & Examination Regulations). In case of failed electives students will have to follow the new electives on offer in spring 2014¹.
3. Thesis: Students who did not finish the thesis yet, will be able to finish it subject to the rules and regulations that apply to the master programme during the Academic Year 2012-2013. Rules and regulations may vary per programme (for instance Finance & Investments has very specific rules).
4. From September 2014 the new curriculum and the accompanying rules and regulations will apply to all students. If a student did not finish the thesis yet by then, he will not be allowed to work on the thesis during autumn 2014. Instead students will be asked to participate in the new thesis trajectory in spring 2015.

¹ Please note that there will be 3 x 6 ECTS electives in the new curriculum instead of the current 2 x 10 ECTS. Depending on how many electives you've missed, you will need to take 2 (total 12 ECTS) or four (total 24 ECTS) electives to gain sufficient credits to graduate.

In certain cases you may also take the core courses of another master to count for electives, but please be advised that you will need special permission of the Examination Board for this. Please contact the Student Advisers first if you want to consider this option.

Annex 1 Programme specific regulations

Admission Criteria

The MSc degree programmes as referred to in Article 1.1, paragraph 1 of the TER have specific admission criteria next to those mentioned in Section 3 of the TER. These additional admission criteria of the respective programmes are:

Business Administration, Accounting & Control

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Accounting or Finance. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business administration and accounting and finance methods & tools must have been part of the bachelor curriculum.

Business Information Management

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Economics & Informatics or Information Management. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business administration and information management must have been part of the bachelor curriculum.

Chinese Economy & Business

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, HRM, Political Science, Sociology, International relations or Sinology/Chinese Studies. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses in Business Strategy, Marketing, HRM / Organisational Theory & Behaviour, Macroeconomics and Financial Management must have been part of the bachelor curriculum. . In addition students should successfully complete a selection interview for the programme.

Entrepreneurship & New Business Venturing

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Finance, Science & Business or Industrial Design. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business strategy, financing and accounting, organisational theory & behaviour must have been part of the bachelor curriculum.

Finance & Investments

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's degree from a research university in Business Administration, Economics, Accounting or Finance. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses business administration and accounting and finance methods & tools must have been part of the bachelor curriculum.

There is a maximum on the number of external students that can be admitted to this programme.

Global Business & Stakeholder Management

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Sociology, Political Science or International Relations. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business administration must have been part of the bachelor curriculum. Topics can include business strategy, finance and accounting, organisational theory and behaviour, operations and/or marketing.

Human Resource Management

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Psychology, Sociology or HRM. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on organisational theory & behaviour and/or industrial and organisational psychology must have been part of the bachelor curriculum.

Management of Innovation

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Science & Business, Engineering or Industrial Design. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business strategy, marketing, operations management and accounting must have been part of the bachelor curriculum.

Marketing Management

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Communication or Marketing. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business administration and marketing must have been part of the bachelor curriculum.

Organisational Change & Consulting

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Psychology, Sociology or Organisation Studies. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on organisation theories, organisational behaviour, and organisational behaviour methods and tools must have been part of the bachelor curriculum.

Supply Chain Management

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, or Engineering. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business administration, including operations management and accounting methods, must have been part of the bachelor curriculum.

Strategic Management

The admission statement mentioned in article 3.1 sub c. can be obtained by students from outside the RSM who have obtained a bachelor's or undergraduate degree from a research university in Business Administration, Economics, Public Administration, Policy Studies or Technical & Engineering Studies. Students must possess advanced knowledge of business related quantitative and qualitative research methods and statistics. A minimum total of 30 ECTS points in advanced courses on business strategy, financing and accounting, organisational theory & behaviour must have been part of the bachelor curriculum.

Annex 2 Hbo Pre-master Programmes

A. The English language Pre-master Programme in Business Administration 2013 – 2014

I. Preamble

Rotterdam School of Management, Erasmus University (RSM) offers a Pre-master Programme for HBO students with a bachelor's degree programme related to Business Administration interested in pursuing a pre-experience MSc degree programme of the RSM.

After successful completion of the **Pre-master Programme and a GMAT test**, students are immediately eligible for one of the RSM's one-year pre-experience master's degree programmes (except for MScCheb, see below).

Students may also apply for the 1-year MSc Chinese Economy & Business (MScCheb), the 1 ½ year Master of Science in International Management – CEMS (MScIM – CEMS) or the Master of Philosophy in Business Research (MPhil), but those master programmes have additional selection criteria and a maximum intake (check www.rsm.nl/master).

Successful completion of the Pre-master Programme does not result in a bachelor diploma or other certificate but only in an admission statement to the master that has to be redeemed within one year.

II. Studyload Pre-master Programme

This one-year Pre-master Programme has a studyload of at least 31 – 33 ECTS.

The programme must be completed **within two consecutive years** at the most. If not, the grades and credits received up to that point will be cancelled.

III. Selection and admission criteria Pre-master Programme

The Pre-master Programme has a limited capacity and is selective. The selection is based on previous education, grades and (international) motivation. The selection criteria are:

- Completion of one of the eligible English taught HBO programmes;
- Grade Point Average (GPA) for the first 3 years of HBO programme must be **7.0** or higher at time of application;

The Pre-master Programme has a limited capacity. The maximum number of students selected for the English-language pre-master Programme starting in September 2013 is 40 and no more than 20 Dutch students will be selected.

Further application rules (forms, deadlines, etc.) are published on the RSM-website www.rsm.nl/premaster.

IV. Eligible HBO programmes

Students can apply for the English language Pre-master Programme if they have completed one of the four-year HBO degree programmes mentioned below, taught completely or at least the last three years in English. If not the four-year full-time version has been completed but a three-year track of 240 ECTS (e.g. a track for vwo students), or if another similar HBO degree Programme has been completed, then the Director MSc Programmes RSM establishes if the programme is sufficiently related to the BSc (I)BA programme of the RSM.

CROHO*	Programme
34041	Trade Management for Asia
34130	Business Management
34139	Business Management Studies
34401	Finance and Control
34402	Marketing Management
34406	Accountancy
34407	International Business & Languages
34410	Tourism Management
34411	Hotel Management
34414	Financial Services Management
34419	European Studies
34422	Small Business & Retail Management

34436	Logistics Management (Economics)
34438	Leisure Management
34500	Facility Management
34866	Agribusiness and Business Administration
34936	International Business & Management Studies
39239	International Business Administration
39245	Business Administration in Hotel Management

V. Grade Point Average

When applying for the Pre-master Programme, the grade point average (GPA) of the first three years (including propaedeutic phase, introductory year or foundation year) of the HBO programme is important. Students with an average grade approaching 7.0 or higher are eligible for selection. These students may receive a provisional offer.

At the moment the programme actually starts in September 2013 only applicants with a **final GPA of 7.0 or higher** on their final grade list will be admitted.

VI. Composition of the curriculum

The English language Pre-master in Business Administration consists of a selection of courses in the RSM bachelor's degree programme in International Business Administration (BScIBA).

The Pre-master Programme is made up of three parts: two compulsory parts and one optional part.

NOTE: In the Pre-master Programme **no exemptions** will be granted.

Part 1: Basic curriculum – Academic skills (27 ects)

Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.
Trimester 1				Trimester 2			Trimester 3			Summer	
Methodology (BAP73) (3 ECTS)				Applied Business Methods (BAB08) (6 ECTS)			International Marketing Research (BAB11) (3 ECTS)			Resits	
Philosophy of Science (BAB17) (3 ECTS)				Research Training & Bachelor Thesis (BAD10) (12 ECTS)							
GMAT											
6 ECTS (168 hours)				12 ECTS (336 hours)			9 ECTS (252 hours)				

Part 2: Master related compulsory courses (4 – 6 ects)

Admission to a specific master requires to follow a course related to that master. If a student would like keep options open as to which master he/she would like to be admitted to after finishing the pre-master this requires to follow additional courses during the pre-master related to those masters of their choice. Minimal size: 4 – 6 EC.

(Remark: Specific information on part 2 is available on www.rsm.nl/premaster.)

Part 3: Optional (4 – 6 ects)

In addition to the compulsory parts of the Pre-master Programme most MSc programmes recommend to follow an extra course. This optional course is meant to give some extra in-depth knowledge in the specialty of the master or to give some broadening of knowledge useful for this master.

(Remark: Specific information on part 3 is available on www.rsm.nl/premaster.)

VII. GMAT

Submitting a [GMAT](#) score for admission to the master is mandatory. Master applications without a valid GMAT score will not be considered for admission.

The GMAT exam consists of 3 parts, the quantitative section, the verbal section and the analytical writing assessment. The first 2 sections are used to determine the overall score. RSM does not require to complete the analytical writing assessment.

The minimum required score is **600**. Scores under 600 will not be considered.

GMAT scores older than 2 years are no longer considered valid by RSM.

(Remark: SAT and GRE scores will not be accepted.)

B. Nederlandstalig Premaster Programma Business Administration 2013 -2014

I. Preambule

De Rotterdam School of Management, Erasmus University biedt een eenjarig Premaster Programma aan voor studenten met een bachelordiploma van een aan Bedrijfskunde verwante geaccrediteerde Hbo-opleiding. Studenten die het Premaster Programma in combinatie met een GMAT-test hebben afgerond en die Engels suffiënt zijn, ontvangen een bewijs van toelating voor een eenjarige initiële MSc programma van de RSM (uitgezonderd MScCheb). Het bewijs van toelating moet binnen één jaar na afronding verzilverd worden.

Studenten met een afgerond Premaster Programma kunnen zich ook aanmelden voor het eenjarige programma MSc Chinese Economy & Business (MScCheb) of het 1½-jaar durende programma MSc International Management - CEMS (MScIM – CEMS), maar deze programma's hebben additionele selectie- en toelatingscriteria (zie www.rsm.nl/master).

Het afronden van het Premaster Programma (plus GMAT test) geeft géén recht op een bachelordiploma.

II. Studielast en –duur

Het eenjarige Premaster Programma heeft een studielast van minimaal 31 – 33 ects.

Het programma dient in maximaal twee opeenvolgende jaren afgerond te zijn. Indien het Premaster Programma na twee jaar niet is afgerond vervalt de geldigheid van de behaalde resultaten.

III. Selectie- en toelatingscriteria Premaster Programme

Het Premaster Programma is bestemd voor studenten met een bachelordiploma van een aan Bedrijfskunde verwante door de NVAO geaccrediteerde Hbo-opleiding. Tot het programma worden studenten toegelaten van wie redelijkerwijs verwacht kan worden dat zij met een bepaald niveau van opgedane kennis en vaardigheden zowel de premaster als de Master met succes binnen een redelijke termijn kunnen afronden. Voor de toelating hanteert RSM daarom selectiecriteria en toelatingseisen. Studenten worden geselecteerd op basis van:

- Een afgeronde toelaatbare Hbo-opleiding;
- Gewogen gemiddeld cijfer (GPA) over minimaal de eerste drie jaren van het HBO, van +/- 7.0 bij vooraanmelding en minimaal een 7.0 bij toelating.

Bovendien is de omvang van de groep premaster studenten per studiejaar aan een maximum gebonden. Per september 2013 worden er maximaal 200 studenten tot het Nederlandstalige Premaster Programma toegelaten.

De nadere toelatingsvoorwaarden zoals deadlines en formulieren zijn gepubliceerd op de website van de RSM: www.rsm.nl/premaster .

IV. Toelaatbare opleidingen

Studenten van onderstaande Hbo-opleidingen komen in principe voor selectie in aanmerking. Indien niet de vierjarige voltijdse variant van een onderstaande opleiding is afgelegd maar een verkort traject (bijvoorbeeld een driejarige variant van 240 ECTS voor vwo-leerlingen) of indien een andere vergelijkbare opleiding is afgelegd dan bepaalt de Directeur MSc Programma's van de RSM of de opleiding inhoudelijk in voldoende mate verwant is aan de bachelorsopleiding Bedrijfskunde RSM.

CROHO	Hbo-opleiding
34041	Trade Management gericht op Azië
34130	Business Management
34139	Bedrijfskunde MER
34261	Bouwtechnische Bedrijfskunde
34401	Bedrijfseconomie
34402	Commerciële Economie
34404	Bedrijfskundige Informatica
34406	Accountancy
34407	International Business and Languages
34410	Hoger Toeristisch en Recreatief Onderwijs
34411	Hoger Hotelonderwijs
34414	Financial Services Management

34419	European Studies (HEBO)
34421	Technische Bedrijfskunde
34422	Small Business & Retail Management
34435	Management, Economie en Recht
34436	Logistiek en Economie
34438	Vrijtijdsmanagement
34500	Facility Management
34866	Bedrijfskunde en Agribusiness
34935	Hoger Management Opleiding Mobiliteitsbranche
34936	International Business and Management Studies
39203	Vastgoed en Makelaardij
39239	International Business Administration
39245	Business Administration in Hotel Management

V. GPA

Alleen studenten met een **gewogen gemiddeld cijfer** (grade point average, afgekort GPA) van **minimaal een 7,0 (onafgerond)** gebaseerd op de gehele vierjarige opleiding komen in aanmerking voor selectie. Indien de Hbo-opleiding bij aanmelding voor het premasterprogramma nog niet helemaal is afgerond wordt een GPA gevraagd van ten minste bijna een 7,0 (onafgerond) voor minimaal de vakken in de eerste drie Hbo-jaren (inclusief propedeuse). In dat geval moet de student aannemelijk maken dat hij nog een GPA van minimaal een 7,0 (onafgerond) op zijn eindlijst kan halen.

VI. Het onderwijsprogramma

Het onderwijsprogramma bestaat uit een aantal specifieke vakken van de bacheloropleiding Bedrijfskunde: een verplicht basispakket bestaande uit academische vaardigheden (27 erts), een verplicht pakket master-specifieke vakken (4 – 6 erts) en een optioneel pakket (4 – 6 erts).

1. **het verplichte basispakket** = academische vaardigheden (27 ECTS). Zie hieronder het basispakket weergegeven.

Sept.	Okt.	Nov.	Dec.	Jan.	Feb.	Maart	April	Mei	Juni	Juli	Aug.
1 ^e trimester				2 ^e trimester			3 ^e trimester		zomer		
Methodologie (BKB0002) (3 ECTS)				Statistische methoden & technieken (BKB0019) (6 ECTS)			Marktonderzoek (BKB0024) (3 ECTS)		Hertentamens		
Wetenschapsleer (BKB1016) (3 ECTS)				Research Training & Bachelor scriptie (BKBBTH) (12 ECTS)							
6 ECTS (168 uren)				12 ECTS (336 uren)			9 ECTS (252 uren)				

2. **het verplichte inhoudelijk kennisgebied** = master-specifiek vak (4-6 ECTS). Welke vak het betreft, kan worden teruggevonden op de premaster website. De lijst met vakken is te vinden op de premaster website www.rsm.nl/premaster.
3. **Tevens is er een optioneel onderdeel (4-6 ECTS)**: dit is een vak dat door de gekozen Master wordt aanbevolen. Dit vak biedt verdieping in het betreffende vakgebied of biedt verbreding en context aan. De lijst met vakken is te vinden op de premaster website www.rsm.nl/premaster.

VII. GMAT

Naast een afgerond Premaster Programma moet een Hbo-student ook een GMAT (Graduate Management Admission Test) afleggen om in aanmerking te kunnen komen voor een bewijs van toelating tot de masteropleiding. De test bestaat uit drie delen: een kwantitatief deel, een verbaal deel en een schriftelijk analytisch deel. De eerste twee delen bepalen de score. Voor RSM is het niet noodzakelijk om het schriftelijk analytisch deel te voltooien. De score voor de GMAT test dient minimaal 600 te zijn. De test mag bij aanvang van de master niet ouder zijn dan twee jaar.

VIII. Engels sufficiëntie

Om in aanmerking te kunnen komen voor een bewijs van toelating tot de master, dient een student naast het Premaster Programma en de GMAT ook te voldoen aan de gestelde norm van het niveau van de Engelse taalbeheersing. Dat aan deze norm is voldaan kan aangetoond worden op één van de volgende manieren:

- een voldoende resultaat op het VWO diploma/certificaat
- een [TOEFL-test](#) met een minimale score van 575 (paperbased) of een score van 233 (computerbased) of een score van 90-91 (webbased);
- de [ITP-TOEFL-test](#) van het Taal- en Trainingscentrum met een minimale score van 575;
- een [IELTS-test](#) met minimaal een 6,5;
- de [Intake toets van het Taal- en Trainingscentrum](#) van de Erasmus Universiteit Rotterdam, niveau B2.2;
- een bachelordiploma van een Hbo-opleiding waarvan ten minste de laatste drie jaren volledig in het Engels zijn.

Op het moment van aantonen van de Engels sufficiëntie mag het betreffende certificaat (m.u.v. VWO) niet ouder zijn dan 2 jaar. Op de premaster website staat nadere informatie over de wijze waarop aan de normen voor de Engelse taalbeheersing kan worden voldaan.

Annex 3 General Management programme 2013 - 2014

I. Preamble

Rotterdam School of Management, Erasmus University (RSM) offers a 16-month MScBA General Management programme for students with a research university bachelor's degree of any (non-business) discipline.

The General Management track of the MSc in Business Administration is a 90-ECTS programme. It consists of 60 ECTS towards the degree and 30 ECTS as foundation. This foundation exists to prepare non-business bachelors for master-level business courses. The 30 ECTS are woven into the curriculum and generally consist of the first part of a course. No exemptions from this foundation can be given.

Successful completion of the MScBA General Management programme results in a master's degree Master of Science in Business Administration.

II. Studyload MScBA General Management programme

The MScBA General Management programme is a 16-month programme of 90 ECTS of which 60 ECTS count towards the degree and 30 ECTS as foundation

III. Selection and admission to the MScBA General Management programme 2013-2014

Eligible for admission to the MScBA General Management programme are students who fulfil the following requirements:

- a. a degree (bachelor or master) in any discipline from a research university;
- b. Proficiency in English, to be proven by
 - IELTS: with a minimum overall score of 6.5;
 - TOEFL:- paper based: with a minimum overall score of 575;
 - TOEFL:- internet based: with a minimum overall score of 90 / 91;
 - Cambridge: CPE or CAE level;
 - Common European Framework Exam – C1 level.

Additional requirements for students from China and Taiwan: IELTS: 6.5 or higher on all four individual sub-scores; TOEFL internet based: all four individual sub-scores should have a minimum of 22. In addition the total score should be 90/91 or higher.

No other English language test results will be accepted.

Exempted from an English test are who are a native English speaker from the USA, UK, Canada, Ireland, Australia, New Zealand or South Africa or whose undergraduate programme was taught completely in the English language in one of the following countries: USA, Canada, Australia, New Zealand, South Africa or within the EU/EEA.

- c. A grade point average (GPA) equivalent to a 7 out of 10 in the Dutch education system, which is considered to be above average;
- d. A GMAT score of at least 600. Only students with a bachelor degree from the EUR are exempted from submitting a GMAT score;
- e. A motivation letter and a curriculum vitae.

The test results may not be more than 2 years old.

IV. Composition of the MScBA General Management programme

The MScBA General Management programme is a 16-month programme of 90 ECTS. It consists of 60 ECTS towards the degree and 30 ECTS as foundation. The programme components are:

Course Name	ECTS		
	Foundation	Master	Total
Semester 1			
Entrepreneurial Challenge	1	2	3
Corporate Governance, Law & Ethics	2	2	4

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Strategic Management and Renewal	2	2	4
Marketing	2	2	4
Accounting	2	2	4
International Business Strategy	1	2	3
Research Methods	3	1	4
Organizational Behaviour	1	2	3
Semester 2			
Business & Society	2	2	4
Managerial Decision Making & Negotiation	1	2	3
Corporate Finance	2	2	4
Innovation & Market Orientation	2	2	4
Human Resource Management	2	2	4
Management Science	1	2	3
Operations & Supply Chain Management	2	2	4
Information Strategy	1	2	3
Consultancy Project	2	6	8
Semester 3			
Reputational Challenge	1	1	2
Research Clinic	-	5	5
Your Future Company	-	2	2
Thesis	-	15	15
Total	30	60	90

No exemptions from examinations will be granted.

IV Rules and Guidelines 2013 – 2014

Section 1 – General

Article 1.1 – Applicability of the Rules and Guidelines

1. These Rules and Guidelines are applicable to the curriculum and examinations of the following one year pre-experience Master of Science degree programmes at the Rotterdam School of Management, Erasmus University (respectively Isat code, name of the programme and abbreviation):
60644 Business Administration (*Accounting & Control as well as the General Management programme*) (BA);
60453 Business Information Management (BIM);
60454 Chinese Economy & Business (Cheb);
60455 Entrepreneurship & New Business Venturing (Eship);
60409 Finance & Investments (FI);
60456 Global Business & Stakeholder Management (GBSM);
60645 Human Resource Management (HRM);
60458 Management of Innovation (MI);
60063 Marketing Management (MM);
60457 Organisational Change & Consulting (OCC);
60093 Supply Chain Management (SCM);
60066 Strategic Management (SM).
These master's degree programmes are hereinafter referred to as the *degree programme*.
2. These regulations are as far as possible by analogy applicable to the curriculum and examinations of the one year pre-master programmes and the General Management Programme.

Article 1.2 – Definitions

1. Unless stated otherwise, in these Rules and Guidelines, the same definitions will be used as formulated in the Teaching and Examination Regulations of the degree programme.
2. Fraud: the action or negligence of a student as a result of which it is impossible, entirely or in part, to form a correct judgment concerning his/her or someone else's knowledge, insight and skills.

Article 1.3 – Day-to-day procedure of the Examination Board

The Examination Board may assign portfolios to its members for taking care of daily procedures.

Article 1.4 – The authority to examine

1. The authority to act as examiner is conferred by decision of the examination board.
2. In each of the examinations of courses referred to in Article 7.10 of the law, the examinations and tests are held and results are established by the person with the authority to act as examiner for that course. As a default, the examination board authorizes the members of the academic staff to act as examiner for the courses that they instruct. Members of the staff appointed to lecture in the programme on the basis of a hospitality contract or a joint venture contract, are by default examiners for the courses they instruct.

Article 1.5 – The criteria

In the decision-making process the Examination Board employs the following criteria as a guideline – and in case of contrariety of criteria weighs the importance of employing one against another –:

- the preservation and maintenance of the quality and grading criteria of each examination;
- the efficiency of the study, for example, expressed in terms of limiting loss of time (wherever possible) for students who make rapid progress with their studies when preparing for examinations
- motivating students to interrupt their studies as soon as possible in cases where it is very unlikely that they will pass their examinations;
- protecting students from trying to take on too large a study load;
- maintaining an environment in which students and staff can work effectively and efficiently;
- extending leniency towards students who, through circumstances beyond their control, have encountered delays during their studies.

Section 2 – Exemptions

Article 2.1 – Exemption from practical tests

1. A request for exemption from the obligation to take part in practical tests, as referred to in Article 2.4 of the Teaching and Examination Regulations, should be submitted by the student in writing, with reasons and supported by documentation, to the Examination Board at least four weeks before the practical test for which exemption is requested is scheduled to begin. In exceptional cases, the Examination Board may permit derogation from the period stated in the last sentence.
2. The Examination Board makes a decision within four weeks of receiving the request. The student is informed immediately of the decision.

Section 3 – Rules concerning good course of things during examinations and tests

Article 3.1 – Registration for examinations and written tests

1. A student who by virtue of his/her registration for the programme is entitled to take the concluding and other examination or tests should register for them on time and correctly, in accordance with the provisions of or by virtue of these Rules and Guidelines. The registration term for written tests and examinations has been established per period in the schedule of written tests and examinations, as referred to in article 4.1 of the Teaching and examination Regulations of the programme.
2. The head of the Department for Exam Administration RSM can, with the approval of the Examination Board, establish specific rules for proper registration for examinations, or written tests by virtue of the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board. These specific rules will be announced in a proper manner in sufficient time.
3. The Examination Board can derogate from the date of registration referred to in paragraph 1 if the student, as a result of force majeure, has been unable to apply on time and correctly. Under certain circumstances, force majeure may be said to exist in the event of, for example, a student was unable to apply in the usual way (OSIRIS-online, in writing, another student) because of sickness or special family circumstances. The student should submit the request for this as soon as reasonably possible.
4. The head of the Department for Exam Administration RSM may, in cases other than those referred to in paragraph 3, derogate from the registration period no later than two working days before the day on which the examination will be taken, provided that this does not jeopardize the correct preparation for the examination or part thereof. The head of the Department Exam Administration will charge administrative costs of € 13,50 per examination or written test for this derogation. The head of the Department for Exam Administration reports this to the Examination Board.
5. Anyone who has not applied for a concluding examination or a written test in accordance with the provisions of or by virtue of these Rules and Guidelines may not take part in the concluding examination or test concerned. If, notwithstanding the foregoing, the student nevertheless takes part in the concluding examination or test, the examiner and the Examination Board will not establish a grade.

Article 3.2 – Entering and leaving the room in which the written test is being held

1. Only a student who has applied on time and correctly for the written test may take part in the test concerned, and will be admitted to the room where the written test is being held.
2. Admission to the hall where a written test is organized is declined fifteen minutes after the start of the written test concerned. A student who is admitted to the hall after the start of the examination concerned should ensure that he/she causes as little disturbance as possible to the students already present.
3. A candidate in the written test may not leave the room earlier than one hour after the start of that test. A student who leaves the test before the end of the test concerned should ensure that he/she causes as little disturbance as possible to the students still present.
4. A candidate in a written test may, on request and with the permission of the examiner or the invigilator, leave the test's hall a while to use the toilet as from one hour after the start of the written test until half an hour before the end of the test. This permission is granted only to one student at a time. In exceptional cases, the examiner or invigilator may derogate from these rules in favour of the student.

5. Personal belongings such as coats, bags, mobile phones and other items that are not allowed to be used during the written test are not allowed to be brought into the hall where the test is held. These must be placed outside the test room in lockers, if available. If no lockers are available, coats must be placed over the chair. Bags must be closed and out of reach of the candidate. This also applies to mobile phones, which must be switched off.
6. The head of the Department for Exam Administration can, with the approval of the Examination Board, establish specific rules concerning entering and leaving the room in the M-building in which the written tests is being held, by virtue of the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board. These specific rules will be announced in a proper manner in sufficient time.

Article 3.3 – General provisions concerning order during the written test

1. On behalf of the Examination Board, the invigilators appointed for this purpose are charged with maintaining order during the written test. An examiner may act as invigilator.
2. Every candidate in the written test should comply with the instructions of the invigilator. If a candidate in the examination does not comply with the instructions of the invigilator, or does not obey his /her request, the invigilator may exclude him/her from taking further part in the test, with the consequence that no result will be established.
3. During the written test, the candidate in the written test must, at the request of the examiner or the invigilator, prove his/her identity with a valid proof of registration (student card) or other legally valid proof of identity.
4. Only a valid proof of registration (student card) or another legally valid proof of identity, the enrolment verification, the test's assignment paper and answer sheet, writing materials and a ruler may be placed on the candidate's desk. No study material such as a (graphical) calculator, literature or other sources of information may be placed on the candidate's desk unless explicitly authorized by the examiner in advance and stated on the first page of the test's assignment paper. These study aids (without any notes on them) are solely for the candidate's own use. During the test the candidate is not allowed to make use of a dictionary.
5. A candidate in the test is obliged, on request of the invigilator, to show, and if requested, to hand over, the materials that he/she has with him/her.
6. Only the paper provided by EUR is to be used for the written test. The use of the candidate's own paper is not permitted.
7. A candidate in the written test should write his/her name, signature and student /examination number on each sheet of paper that is handed in. The invigilator checks whether this has been done correctly before the test is handed in to him/her. Any draft copy should also be handed in to the invigilator.
8. The head of the Department Exam Administration can, with the approval of the Examination Board, establish specific rules concerning the order during the written test in the M-building, by virtue of the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board. These specific rules will be announced in a proper manner in sufficient time.

Article 3.4 – Fraud

1. If in the matter of taking a test, fraud – within the meaning of Article 1.2 – is detected or suspected, this is set down in writing as soon as possible by the invigilator or the corresponding examiner. The invigilator may ask the student to make available any items of evidence. A refusal to do this is recorded in the written report. The student is given the opportunity to add written comments to the written report of the invigilator. The written report and any written comments are handed over to the Examination Board as soon as possible.
2. The Examination Board or the examiner may exclude a student who has committed fraud from further participation in the examination of which the test for which the irregularity was detected is part, and/or take other appropriate measures. The exclusion has the consequence that no result will be established for the examination concerned. Before the Examination Board decides to make the exclusion, it gives the student the opportunity to give his/her account.
3. The other appropriate measures as referred to in paragraph 2 may consist of, among others, the following sanctions:
 - a. reprimand;
 - b. invalidation of the examination concerned;
 - c. exclusion from one or more examinations;

- d. exclusion from one or more examination periods;
- e. a combination of the above measures to a maximum of exclusion for at most one year;
- f. in a serious case of fraud the Examination Board may advise the Executive Board to end the enrolment for the programme of the person concerned once and for all.

Section 4 – The examinations and tests of the courses

Article 4.1 – The questions and assignments, peer review

1. The questions and assignments of the tests that make up an examination for a course do not go beyond the sources announced in advance. These sources are, in the main, announced before the start of the course that prepares for the tests of the examination. The precise scope of the material is definitively announced no later than one month before the tests of the examination are held.
2. The questions and assignments of the whole of tests of an examination reflect the material included in the course.
3. The whole of tests in an examination is representative of the study aims in terms of content and form.
4. The questions and assignments of a test are clear and unambiguous, and are asked in such a way, or contain such instructions, that the student can understand how comprehensive and detailed the answers must be.
5. Well in advance of the tests of the examination concerned being held, the Examination Board or examiner announces the way the test will be taken, while respecting the provisos laid out in Article 4.2 of the Teaching and Examination Regulations.
6. Well in advance of a written test being held, the Examination Board or examiner gives the students the opportunity, if possible, to peruse a written sample of a similar test, and also the model answers and the norms on the basis of which the assessment was made.
7. The length of the test is such that examinees have sufficient time, measured according to reasonable criteria, to complete the test.
8. When possible, the student may take the test's assignments with him/her at the end of the test.
9. In advance of the examination concerned being held, the examiner asks a colleague to check the examination with a view to the quality of the examination.

Article 4.2 – Assessment criteria

1. Wherever possible, assessment of written tests, takes place on the basis of previously established model answers and criteria, which can possibly be modified as a result from correcting the examination.
2. The assessment method is sufficiently transparent that the examinees can see how the results of the tests were established.
3. In cases of tests of an examination given and assessed by more than one examiner, the Examination Board ensures that the examiners' assessment is based on the same criteria. If necessary, it shall appoint a supervising examiner for conducting the tests.

Article 4.3 – Determining the grades: rounding off, averaging, passing, grade floor

1. Examinations are assessed with grades on the scale 0.0 - 10.0, accurate to one decimal point, where a 5.5 is the lowest pass grade. *Practical tests may be assessed with a 'pass' or 'fail'*. Also sufficient results of examinations taken in the context of an international exchange at a foreign university will be displayed with a 'pass'. A programme component has been passed only if the examinations of all courses that are part of that programme component have been passed. Tests assessed with a 'pass' or 'fail' cannot be averaged nor included in the GPA calculation.
2. Results on tests may have to be rounded off and/or averaged in order to arrive at a result for an examination. The default rules for doing so are
 - test grades are averaged weighted on the basis of the credits, if specified;
 - grades for tests are always rounded off to one decimal before subsequent calculations are made (hence, a 5.45 will become a 5.5, a 6.95 will become a 7.0, a 5.44 will become a 5.4, etc).
3. If the examination is assessed on the basis of more than one test, no final grade for the examination will be calculated if one of the test grades is lower than a 5.5. In that case the candidate has failed the examination. Tests that can be taken only once per academic year, most likely practical tests such as case reports and team assignments, are exempted from this rule.

4. In case the course manual for a particular course holds additional or other rules to those stated under paragraph 2 or 3, these rules are only valid if published at least two months ahead of a test and under written approval of the Examination Board. If these latter provisos are not met the default rules under paragraph 2 or 3 continue to apply.
5. Examination results are registered centrally by the Department for Exam Administration RSM Erasmus University.
6. In derogation from the previous paragraphs of this article, results of examinations taken in the context of an international exchange are established under the authority and responsibility of the foreign university.

Section 5 – The Thesis Trajectory

Article 5.1 – The thesis, the thesis committee and admission to the thesis defence

1. The thesis trajectory is an individual project.
2. The thesis trajectory is assessed by a thesis committee.
3. This committee shall consist of at least two members: a coach and a co-reader. The composition of the committee should furthermore meet the following criteria:
 - a. The members of the thesis committee need to have the authority to examine;
 - b. In particular, in case persons other than members of the academic staff seek to become member of a thesis committee, these persons need to obtain special disposition as examiner from the Examination Board. To this purpose, the thesis coordinator or the student in question should lodge a request with the Examination Board;
 - c. The thesis committee should be capable to assess the thesis in an objective, independent, and professional manner. Therefore there may be no hierarchical relations between coach and co-reader (e.g. (co)promotor and PhD student ('assistent in opleiding'), job appraisee and job appraiser ('afstemmingshoogleraar'). Coach and co-reader may be member of the same Master Programme, if to the judgement of the Examination Board the Master Programme has sufficiently guaranteed an objective and independent assessment;
 - d. The coach shall have principal responsibility for the coaching and activities relating to the thesis. The co-reader shall offer advice at critical times during the thesis trajectory (for example evaluating the final thesis proposal, the research design, approval of the thesis);
 - e. The coach and co-reader jointly give an endorsement to a student for applying for admission to the thesis defence on the basis of the thesis report at hand.
4. The assessment of the thesis trajectory is based on the thesis report and the oral thesis defence in front of the thesis committee.

The thesis committee shall assess the thesis trajectory immediately after the defence in compliance with article 5.2. The assessment is based on the assessment matrix. The assessment matrix must be filled in by the thesis committee. The assessment shall be unanimous. All members of the thesis committee should take part in the assessment. In case one of the members is unexpectedly unable to attend the assessment, the department involved will provide for replacement.
5. At a student's request the Examination Board may derogate from the provisions of the foregoing paragraphs of Article 5.1 with the exception of the provisions under 5.1.3.b.

Article 5.2 – Excellence check

Coaches and co-readers that wish to award a research master thesis with a 'distinction grade' of 9.0 or higher must subject the thesis to ana-priori peer review process, organized by the Examination Board.

- a. Coach and co-reader jointly notify the Examination Board by e-mail (ec@rsm.nl), no later than three weeks before the planned date of the defence that they request an excellence check for a specific thesis. The following information should be included in the e-mail: student's name and student number, name of coach and co-readers, date of the defence, an electronic version of the thesis, and a concise statement explaining why the committee decided to nominate the thesis and why it believes it is exemplary.
- b. Upon receipt of such notification, the Examination Board requests a decision concerning the eligibility for a distinction mark (9.0 or higher) from a qualified peer reviewer, i.e. an experienced research master coach.
- c. The Examination Board then sends out the thesis for peer review. The Examination Board then uses the report to reach a decision concerning the eligibility of the thesis for a distinction mark.

- d. The decision is then communicated to the members of the thesis committee, the Examination Board, and the Exam Administration. The thesis committee will also receive a single-blind copy of the peer review report.
- e. If the decision is positive, the members of the thesis committee are free (but not obligated) to award a grade of 9.0 or higher to the thesis, contingent upon an adequate defence. If the decision is negative, a grade of 9.0 cannot be awarded, and the committee must limit itself to a maximum grade of 8.5.
- f. In case of a negative decision, the committee has the right to appeal, for example when it suspects that there is human error at play. A concise, motivated letter of appeal must then be sent to the Examination Board (ec@rsm.nl). Steps b through e of the above procedure are then repeated. This time, the decision taken by the Examination Board will be final.

Article 5.3 – Establishment of the concluding examination

1. On behalf of the Examination Board the Head of the Student Administration establishes the results of the concluding examination, in accordance with the Teaching and Examination Regulations of the programme and the Rules and Guidelines of the Examination Board, provided the student has passed all programme components of the degree programme as mentioned in article 2.3 of the TER, unless:
 - the Examination Board decided that the examination also includes its own investigation into the knowledge, understanding and skills of the student;
 - in accordance with article 7.11 of the law, on the student's request, the Examination Board has granted postponing of the establishment of the concluding examination until a moment determined by the Examination Board.
2. The Head of Student Administration may establish administrative rules for the application for the concluding examination. These rules must be approved by the Examination Board and must be timely and adequately disclosed.

Article 5.4 – the certificate, the transcript and the supplement

1. To show that the exam has been passed, the Examination Board awards a certificate, after by or on behalf of the Executive Board has been stated that the procedural requirements for the issuance have been met.
2. On a transcript, which constitutes a part of the certificate, the examination parts belonging to the exam are stated.
3. The certificate is accompanied by a supplement in accordance with the agreed European standard format.
4. The certificate, the transcript and the supplement are signed by the chairman or the substitute chairman of the Examination Board.
5. On behalf of the Examination Board the Head of the Student Administration shall be responsible for issuing the certificate, the transcript and the supplement to the student in person, unless the student opts for receiving the documents from the Examination Board at the official graduation ceremony.

Article 5.5 – Classifications 'cum laude' and 'summa cum laude'

1. If the examinee has shown exceptional skill in the concluding examination, this may be stated on the certificate with the words 'cum laude' or 'summa cum laude'.
2. The classification 'cum laude' will be awarded if the student has fulfilled at least the following conditions:
 - a. the average of the grades for the examinations under the Dutch grading system as displayed on the list of grades, weighted on the basis of the credits is an 8.25 or higher, and
 - b. the grade for the examination of the thesis trajectory is at least an 8.0;
 - c. no more than one examination has been taken more than once (this applies from cohort 2013-2014 only)
3. The classification 'summa cum laude' will be awarded if the student has fulfilled at least the following conditions:
 - a. the average of the grades for the examinations under the Dutch grading system as displayed on the list of grades, weighted on the basis of the credits is an 9.0 or higher, and
 - b. the grade for the examination of the thesis trajectory is at least an 9.0, and
 - c. no examination has been taken more than once.

4. A concluding examination classification is awarded only when the examinations entered on the list of grades that have been graded under the Dutch grading system cover at least two-thirds, as measured in ects, of the total of the study load of the degree programme as stated in the Teaching and Examination Regulations.

Section 6 – Final and implementation provisions

Article 6.1 – Changes in these Rules and Guidelines

No changes will be made that are applicable to the current academic year, unless the interests of students or examinees are, in reason, not thereby prejudiced.

Article 6.2 – Legal force

These Rules and Guidelines have legal force from 1 September 2013.