

**Rotterdam School of Management
Erasmus University**

**Master of Science in Corporate
Communication**

Examination Regulations

2020-2021

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I Teaching and Examination Regulations of the Master of Science in Corporate Communication 2020-2021

Section 1 – General

Article 1.1 – applicability of the regulations

These regulations are applicable to the curriculum and final exam, examinations and tests of the 60 EC post-experience Master of Science degree programme Master of Science in Corporate Communication (Isat code 75049) at the Rotterdam School of Management, Erasmus University, hereinafter referred to as the degree programme.

Article 1.2 – aims of the programme

The degree programme is intended to impart scientific knowledge, skills and insight in the area of corporate communication from an international perspective 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. *Act*: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW*);
- b. *Rules and Guidelines (R&G)*: the rules, guidelines and instructions of the Examination Board as referred to in Article 7.12b of the Act;
- c. *MScCC curriculum*: the total of programme components qualifying for the final exam;
- d. *Programme component*: a bundling of examinations with a designated function and meaning within the MScCC curriculum;
- e. *Course*: an instruction given under the authority of a member of the academic staff; each course is concluded with an examination;
- f. *Final exam*: the total assessment of the performance of the student for separate examination parts of the programme, as referred to in article 7.10 of the Act;
- g. *Examination*: every course will be assessed by an examination. Each examination includes an investigation into the knowledge, insight and skills of the student, as well as the appraisal of the results of that investigation. An examination may consist of more than one test.
- h. *Test*: In general, a distinction can be made between a written test and other test methods that do not fall under the term written test:
 - A **written test** is a plenary individual test (on campus or remote) whether on paper or digital, within a limited time frame of 3 hrs. maximum, with open and/or multiple-choice questions. During a written test it is not permitted to use any other material, equipment (calculator, phone) or resources (such as books or notes) than the ones the examiner allowed in advance (via Canvas) and that are indicated on the examination cover page;
 - The following tests are non-written tests:
 - An individual assignment, for example a case, essay, take home exam or a thesis¹;
 - A group or team assignment;
 - An internship;
 - An oral test;
 - A presentation;
 - A practical exercise (supervised exercise aimed at acquiring a practical skill, for example communication skills);
 - Participation performance.
- i. *EC*: abbreviation of “European Credit” which stands for study credit as referred to in Article 7.4 of the Act. One EC represents 28 hours of study;
- j. *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’;
- k. *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;
- l. *Academic year*: the academic year runs from 1 September to the following 31 August (inclusive);
- m. *Dean of the MSc Degree*: the person who is responsible for the degree programme;

¹ Assignments with a limited time frame of 3 hrs. or less are written tests.

- n. *Dean*: head of the Rotterdam School of Management, Erasmus University;
- o. *Academic Director*: the person who is authorised by the Programme Director to spearhead the master programme and lead the programme in terms of profile, content, quality, delivery and assessment;
- p. *School*: the Rotterdam School of Management, Erasmus University;
- q. *Academic Personnel*:
 - the members of the academic staff of the School,
 - the trainee research assistants (PhD candidates) of the School,
 - the other academic personnel;
- r. *Academic Staff*:
 - the full professors,
 - the associate professors of the School,
 - the assistant professors of the School;
- s. *Teaching team*: the members of the academic staff and the academic lecturers teaching courses within the degree programme;
- t. *Student Administration*: Student Administration Erasmus University, Team Study Progress & Diploma Administration – RSM.

Article 1.4 – degree

1. The one who has successfully passed all the programme components of the MScCC degree programme will obtain the degree of Master of Science in Corporate Communication.
2. The obtained degree will be recorded on the master’s degree certificate.

Article 1.5 – language of instruction

The language of instruction – teaching and examinations – is English.

Article 1.6 – compulsory educational activities

1. Teaching of the programme components 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 part-time.

Article 2.2 – study load and feasibility of the degree programme

1. The degree programme has a study load of 60 EC.
2. Courses and projects, including examinations, are scheduled to be completed in a minimum of 18 months.
3. The degree programme is expected to be finished in 3.5 years after registration for the complete MScCC programme.
4. To further feasibility of completing the degree programme according to the schedule, the workload is spread evenly over the programme's duration.

Article 2.3 – composition of the degree programme

1. The MScCC degree programme is built up from the following programme components:

| Programme Components: | EC |
|---|----|
| Foundations of Corporate Communication | 8 |
| Advanced Elective Courses (AEC's): A choice of 6 out of the following courses: | 30 |
| – Advanced reputation management 5 EC | |
| – Co-creation and stakeholder engagement 5 EC | |

| | |
|--|-----------|
| <ul style="list-style-type: none"> - <u>Corporate branding 5 EC</u> - <u>Crisis communication 5 EC</u> - <u>CSR & Communication 5 EC</u> - <u>Digital communication 5 EC</u> - <u>Employee communication 5 EC</u> - <u>Finance for Communication Professionals 5 EC</u> - <u>Issues management & public affairs 5 EC</u> - <u>Leadership & communication 5 EC</u> - <u>Media impact on reputation 5 EC</u> - <u>Organisational change 5 EC</u> - <u>Partnerships and sponsoring 5 EC</u> - <u>Persuasive communication 5 EC</u> - <u>Strategic Communication 5 EC</u> - <u>Strategic management for communication professionals 5 EC</u> | |
| Study Trip-International Exchange | <u>8</u> |
| Thesis (including Methodology sessions for writing the thesis) | <u>14</u> |

2. The detailing in the most recent version of the (digital) student manual of the further descriptions of programme components into core courses and elective courses, including mandatory practical exercises, and the thesis project, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.

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 will decide that the practical exercises should be carried out in another way, to be determined by the Examination Board.

Article 2.5 – exemption from examinations

No exemptions from courses, examinations or tests will be granted.

Section 3 – Admission

Article 3.1 –admission

With due observance of the rules by law concerning admission and enrolment, eligible for admission to the degree programme is the one who has acquired the admission statement given by the Dean of the RSM, on behalf of the Executive Board of Erasmus University.

Article 3.2 – admission requirements

The admission statement mentioned in article 3.1 can be obtained by students who have fulfilled the following three requirements:

- a. a Bachelor (of Science) degree of any accredited and/or recognized Bachelor's (of Science) degree programme;
- b. a minimum of 3 years of work experience in corporate communication, reputation management or related fields;
- c. fluency in written and spoken English.

Section 4 – Taking examinations

Article 4.1 – frequency of examinations and tests; examination schedule; re-examinations; extra opportunities

1. The opportunity to take the course Foundations of Corporate Communication is presented at least once per academic year.
2. The opportunity to take the Advanced Elective Courses is presented at least once in two years.
3. 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 Academic Director of the degree programme

establishes a schedule for the tests and examinations. In the event of urgent exceptional circumstances, the Academic Director of the degree programme can change the schedule during the academic year, provided that the change is announced in good time, via appropriate channels.

4. In exceptional cases the Examination Board can, at the request of the student, decide that an extra opportunity to take a test or examination will be offered, in derogation from the schedule.

Article 4.2 – form of the examinations and tests

1. The examinations of the programme are taken according to the test types described in Article 1.3 sub h. Furthermore, attendance requirements may be set as a prerequisite for assessment, provided that this is well substantiated by the examiner and published in the student manual. The Examination Board may allow deviations from this rule.
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 student manual 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 impaired students are offered the opportunity to take tests in a manner adapted as far as possible to their individual impairment. 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.
3. An oral test should be assessed by at least two examiners or in the event of one examiner only, the assessment must be video and/or audio recorded. The Examination Board will archive the recorded file for two years after the assessment, or seven years in case of the oral Thesis defence.

Article 4.4 – sequence of programme components

1. Students may take part in the exchange once Foundations of Corporate Communication and three of the six Advanced Elective Courses have been passed.
2. Students are allowed to start with the thesis project once Foundations of Corporate Communication and four of the six Advanced Elective Courses have been passed. The examination for the thesis project can only be completed once all the courses of the other programme components of the degree programme have been passed.

Section 5 – Result of examinations

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

1. The examiner determines the result of an examination or a test as referred to in Article 1.3 sub g. and h. as soon as possible, and no later than four weeks after the day on which it was taken. In deviation from the foregoing, the thesis proposal and the thesis report must be assessed within two weeks after submission. In the event of *force majeure*, the Examination Board can permit derogation from these deadlines.
2. Notwithstanding the preceding paragraph, the examiner determines the result of an oral test immediately, and gives the student a written notification of the grade.
3. The Student Administration 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. The examiner reports updated examination and/or test result to the Student Administration, which then informs the student of this in writing.

5. The Student Administration is responsible for recording the results of examinations and tests. 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 Executive Board of the Erasmus University, the student advisor, the student counsellor and the GNIO. The Examination Board may decide on derogation from the provisions set out in the last sentence under the consent of the student involved.
6. The involvement of the Student Administration 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.
7. The written certificate concerning the result of an examination or test contains information about the way in which the student can lodge an appeal with the GNIO.

Article 5.2 – term of validity of passed courses

1. Unless otherwise mentioned, the term of validity for passed courses – including approved courses of another degree programme – is in principle unlimited.
2. In derogation from the preceding paragraph and as long as the final exam has not been passed yet, the Examination Board, in consultation with the Academic Director concerned, may declare the term of validity of a course that has been passed more than six years ago expired if – in its judgement – the knowledge, insights and skills taught during the course have become obsolete. In that case, the Examination Board can impose an additional or alternative course or examination, before the student may pass the final exam.
3. If the examination of a course is composed of more than one test, the term of validity of each test shall be limited to the academic year in which the tests are taken, unless the examiner explicitly determined otherwise in the student manual.

Article 5.3 – feedback and perusal

Upon request students will have the opportunity to peruse their own graded work and to receive feedback from the examiner. This request must be submitted within four weeks after the test result has been announced. The perusal takes place on the basis of a (digital) copy only. A paper copy may be charged at cost price.

Article 5.4 - Archiving period of written tests

1. The assignments, answers and the assessment of the written tests will be archived (in paper or electronic form) for two years after the assessment.
2. The exam protocol, test key, pass mark, test questions/assignments and evaluation of the written tests are stored (in paper or digital form) for seven years after the examination.
3. The Thesis and the assessment thereof will be archived (in paper or electronic form) for seven years after the assessment.

Section 6 – Result of the final exam

Article 6.1 – the result of the final exam

1. The result of the final exam is determined by the Examination Board based on the examinations of courses in the programme components that comprise the MScCC curriculum 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 final exam, conduct an investigation into the knowledge of the student with regard to one or more examinations or tests of the programme, if and insofar as the results of the examinations or tests concerned give it cause to do so.

Section 7 – Legal Protection

Article 7.1 – the appeals procedure at the GNIO

The GNIO (Dutch abbreviation of *Geschillencommissie niet-initiële opleidingen*) of the Erasmus University Rotterdam is declared competent in respect of appeals procedures against decisions of examiners or the Examination Board of the degree programme. The Regulations of the GNIO are applicable to the appeals procedure.

Section 8 – Final and Implementation Provisions

Article 8.1 – 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 8.2 – 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 8.3 – 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 8.4 – legal effect

These regulations have legal effect from 1 September 2020.

II Rules and Guidelines 2020 - 2021

Section 1 – General

Article 1.1 – applicability of the Rules and Guidelines

These Rules and Guidelines are applicable to the curriculum and final exam, examinations and tests of the executive master's degree programme International Master of Science in Corporate Communication at the Rotterdam School of Management, Erasmus University, hereinafter referred to as the degree 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 partially, to form a correct judgment about the knowledge, insight and skills of him/her or another student.²

Article 1.3 – tasks of the Examination Board

1. Based on the law, the Examination Board has the following tasks and responsibilities:
 - a. *A supervisory responsibility with regard to the quality assurance of the tests and final exam.* This responsibility is manifested in the competence of the Examination Board to:
 - award the degree certificate;
 - appoint the examiners (see Article 1.5 of these R&G);
 - supervise the quality of final exams, examinations and tests (verification of required exit qualifications);
 - take disciplinary action in case of fraud (see Article 3.4 of these R&G);
 - supervise the implementation and execution of the examination regulations with due observance of the common legal principles such as equality, legal security, legitimacy, reasonableness, fair play and so on;
 - act as mediator or as the defendant in case of disputes or appeals.
 - b. *Regulatory tasks:* The Examination Board sets rules and gives instructions to the examiners. These rules have been laid down in these R&G as well as in the Examination Manual for examiners. These rules concern matters such as order during examinations, fraud, assessment criteria, compensation rules, classifications (such as (summa) cum laude).
 - c. *Tasks that are further defined in the TER.* This concerns the granting of exemptions from the TER in individual cases due to personal circumstances or on grounds of the hardship clause (if a rule in an individual case leads to unreasonable consequences). A few examples are: the granting of exemptions for courses, the interim advice within the framework of the binding study advice, the adjustment of the norm of the binding study advice in the case of personal circumstances, granting extra examination opportunities.
 - d. *Advisory tasks:* The Examination Board advises the Dean regarding the TER.
2. In the event that the quality of a test cannot be guaranteed due to serious irregularities prior to or during the test (for example, because a considerable part of an old test was reused or a technical defect occurred during a digital test or because the assessment is incompatible with the law, the TER or these R&G), the Examination Board may declare the test invalid. In that case, students must be given the opportunity to take a new test as soon as possible or – if applicable – a reassessment should be carried out.

Article 1.4 – rules of procedure and working method

1. The Examination Board establishes Rules of Procedure in which its working method is laid down as well as the division of portfolio of tasks between the members of the Examination Board for handling the day-to-day affairs with regard to those tasks.
2. Requests to the Examination Board must be submitted via the Online Request Form or via Osiris Zaak (for example, a request for special facilities for students with a disability). A request must be fully motivated and include all relevant documents. Any (certified copies of) diplomas, transcripts, certificates, etc. may not be submitted digitally, but must be shown in original form at the secretariat of the Examination Board. The Examination Board will take a decision within four

² Students can also commit fraud as a co-perpetrator. This is especially the case with students who make their work available to someone else for plagiarism.

weeks of receiving the complete request and informs the student about this via the ERNA account e-mail address or via Osiris Zaak.

Article 1.5 – the authority to examine, the appointment of examiners, Examination Manual

1. For the purpose of conducting examinations and establishing the results thereof, the Examination Board appoints the examiners in compliance with the following rules:
 - a) At the start of the Academic Year the Examination Board appoints the examiners for the duration of that year;
 - b) Tenured and tenure track RSM academic staff (assistant professors, associate professors, endowed and full professors) as well as tenured RSM lecturers will be appointed as examiner for the teaching within their discipline (category 1 examiners);
 - c) At the request of the Department, other members of the RSM academic personnel (e.g. untenured lecturers, researchers, PhD-candidates) may be appointed as an examiner for a specific course (e.g. thesis trajectory) (category 2 examiners);
 - d) At the request of the Department, a former member of the RSM academic staff or a (former) member of academic staff of another School of the EUR or any other research university may be temporarily appointed as an examiner for a specific course (e.g. thesis trajectory). This person must meet the following requirements: a completed PhD, or a university master's degree with demonstrable extensive experience in performing scientific research. Furthermore, at least a hospitality agreement is required (category 3 examiners);
 - e) A UTQ (University Teaching Qualification, in Dutch BKO) or equivalent is preferable;
 - f) An examiner who is appointed for the first time shall be mentored by an experienced examiner from the relevant Department.
2. In case of special circumstances, the Examination Board may grant exceptions to the above rules.
3. The examiners provide the Examination Board the information requested.
4. All appointed examiners shall be registered in the RSM's Examiners Register.
5. The Examination Board can suspend or withdraw the appointment as examiner if the person concerned persistently fails to comply with the applicable examination regulations or to deliver examinations that meet the minimum quality standards. The Examination Board will not do so until the person concerned in all fairness has had a chance to conform to the relevant rules.
6. The examiners shall comply with the binding rules the Examination Board has set regarding examinations. These rules shall be included in the Examination Manual.

Article 1.6 – 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 or test;
- 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 or tests;
- 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 taking 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 exercises

1. A request for exemption from the obligation to take part in practical exercises, 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 exercise 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 – Fraud

Article 3.1 – fraud

1. If in the matter of taking a test, fraud – within the meaning of Article 1.2 – is detected or suspected, this is established in writing as soon as possible by the corresponding examiner. The examiner 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 examiner. 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 or test 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 and/or test concerned;
 - c. exclusion from one or more examinations and/or tests;
 - 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, tests and assessments of the courses

Article 4.1 – the questions and assignments, assessment plan and peer review protocol

1. The form of the examination of a course as mentioned in article 4.2 of the Teaching and Examination Regulations will be announced in the student manual. In case of a remote individual test such as a written test, an essay, a take home exam, an individual assignment (proctored or not), the test must be as fraud resistant as possible which in most cases will mean an 'open book' test form.
2. The examination of a course must meet the following conditions: valid, reliable, transparent and efficient. These conditions are detailed in RSM's testing policy document.
3. At least 60% of the examination part must be individually assessed, unless the Examination Board granted exemption from this rule.
4. The questions and assignments of the examination of a course do not go beyond the sources announced in advance from which the examination material is derived. These sources need to be announced in the student manual before the start of the course.
5. The examination of a course is representative of the learning objectives of the course in terms of content and form and in line with the end terms of the degree programme. This is documented in a course assessment plan that will be published in the student manual.
6. The questions and assignments of an examination are clear and unambiguous, and are asked in such a way, or contain such instructions, that the student can know how comprehensive and detailed the answers must be.
7. The duration of the examination is such that examinees have sufficient time, measured according to reasonable criteria, to answer the questions.
8. In advance of the test concerned being held, the examiner asks a colleague to check the test on the instructions mentioned in this article. The Examination Board may prescribe a peer review protocol.

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 of correcting the tests.
2. The assessment method is sufficiently transparent that the examinees can see how the results of the tests were established.

- 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: absolute cut-off score, rounding off, averaging, passing, grade floor

- Examinations and tests are assessed with grades on the scale 0.0 - 10.0, accurate to one decimal point.
- The lowest passing grade for an examination or a test is 5.5. This grade is determined according to the absolute cut-off score, wherein the number of points for a sufficient grade is established ex-ante.
- In derogation from paragraph 1, sufficient results of examinations and tests taken (whether or not in the context of an international exchange programme) at a foreign university will be registered as a 'pass'. Furthermore, practical tests may be assessed with a 'pass' or 'fail'. Tests assessed with a 'pass' or 'fail' cannot be averaged nor included in the GPA calculation.
- If grades have to be rounded off and averaged – within a course, or between examination parts or to determine the GPA or the classification – the following rules apply by default:
 - unless otherwise stated in the study guide or the relevant student manual, grades are averaged according to the weighted average of the credits, where the average is rounded off to the nearest decimal place. For example, if rounded off to one decimal place, 5.450 is rounded to 5.5, and 6.9449 is rounded to a 6.9. If rounded off to two decimal places (for example to calculate the overall GPA or a cum laude) an 8.2449 is rounded to an 8.24 and a 8.2450 is rounded to an 8.25, etc.;
 - in case the assessment of a course is based on more than one test, then the rule applies that the separate tests are rounded off at one decimal place and the final grade is rounded to one decimal place. All intermediate computations are not rounded off. The same applies if the assessment of one test in fact consists of two parts (such as partly multiple-choice questions and partly open questions): both parts must be considered as separate tests.

For example:

| weighing factor | Grade per test unrounded | Grade per test | correct is | incorrect is |
|---------------------|--------------------------|----------------|------------|--------------|
| 20% | 6.32 | 6.3 | 1.26 | 1.3 |
| 80% | 5.58 | 5.6 | 4.48 | 4.5 |
| | | | 5.74 | 5.8 |
| final grade: | | | 5.7 | 5.8 |

- 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 student 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.
- In case the student 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 the date 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.
- For the establishing of grades for a multiple-choice test the following principles apply:
 - No wrong answers in the test counts as a 10.0.
 - All questions incorrect up to and including the number of correct answers that correspond with the random guessing counts as a 0.0 This means that the '0.0' amounts to: (the number of multiple-choice questions)/(the number of response alternatives). For instance 40 questions and 4 response possibilities: $40 / 4 = 10$: 10 answers correct counts as a 0.0.
 - Each question has equal weight. The weight per correct answer above the random selection then is in case of for example 40 four choice questions: 30 (40 – 10) questions make the difference between a 0.0 and a 10.0 (so 10 points): so, each question is worth $10 / 30 = 1/3$ points.
 - The standard cut score for pass/fail is set on 5.5. In case of for example 40 four choice questions the cut score is at 27 correct answers, rounded off ($10 + 5.5/ 0.33$). The grade will be a 5.7.
If an examiner concludes that a multiple-choice question is incorrect after the examination, this question should be excluded. Consequently, the multiple-choice test will have fewer questions

and this can affect the cut score of the examination as well as the weight of each correct answer in the grade of a student.

Only if the exam question in itself is correct but has more than one correct answer, it remains part of the MC-test. If all answers to a question are considered correct, it does not assess anything i.e. has no value, and will therefore not count as part of the examination and should be removed.

Examiners may only derogate from these instructions with the approval of the Examination Board.

6. Examination results are registered in OSIRIS by the Student Administration.

Section 5 – The Thesis

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

1. The thesis project is an individual project.
2. The thesis project is assessed by a thesis committee.
3. This thesis committee shall consist of at least two members: a coach and a co-reader. The composition of the thesis committee should furthermore meet the following criteria:
 - a. The members of the thesis committee must be appointed as an examiner by the Examination Board;
 - b. The *coach* must be a member of the academic RSM personnel: this includes tenured and tenure track staff as well as PhD candidates and untenured lecturers as long as they are appointed as an examiner. Furthermore, an exception can be made for former faculty members or PhD candidates who were associated with the RSM: they may continue to act as coach after the termination of the employment contract for a maximum of one year. Hence, all other examiners including external faculty (from other EUR schools or other universities) may act as co-reader only;
 - c. The *co-reader* is preferably a member of the academic RSM personnel of another department than the one with which the coach is associated;
 - d. At least one of the two members must be a tenured or tenure track faculty member. Hence, pairs consisting exclusively of PhD-candidates and/or untenured lecturers are not allowed;
 - e. The composition of the thesis committee must ensure that the thesis will be assessed independently, objectively and without bias. As a consequence, some combinations of coach and co-readers are deemed unsuitable such as PhD candidate and (co)promotor, job appraisers with job appraisees without a PhD degree;
 - f. Coach and co-reader are allowed to be members of the same department, under the additional requirement that (co-)promotors are not allowed to sit on a thesis committee with their PhD students, and job appraisers are not allowed to form a committee with job appraisees without a PhD degree. The Thesis Coordinator of the MSc programme shall submit a list of the internal thesis committees to the Examination Board for endorsement via ec@rsm.nl;
 - g. At the request of a student an internal or external expert may be temporarily appointed as a co-reader of a thesis committee. This person must meet the following requirements: a completed PhD, or a university master's degree with demonstrable extensive experience in performing scientific research. This examiner may act as co-reader only;
 - h. 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);
 - i. 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.

The thesis committee shall assess the thesis trajectory. The assessment is based on the assessment matrix. The assessment shall be unanimous. All members of the thesis committee should take part in the assessment.
5. At a student's request the Examination Board may derogate from the provisions of the foregoing paragraphs of Article 5.1.

Article 5.2 – establishment of the final exam

1. On behalf of the Examination Board the Head of the Student Administration establishes the results of the final exam, 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 final exam also includes its own investigation into the knowledge, understanding and skills of the student;
 - in accordance with article 7.11, paragraph 3 of the law, on the student's request, the Examination Board has granted postponing of the establishment of the final exam until a moment determined by the Examination Board.
2. The Head of Student Administration may establish administrative rules for the application for the final exam. These rules must be approved by the Examination Board and must be timely and adequately disclosed.

Article 5.3 – the degree certificate, the grade transcript and the diploma supplement

1. To show that the final exam has been passed, the Examination Board awards a degree 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 grade transcript, which constitutes a part of the degree certificate, the examination parts belonging to the final exam are stated.
3. The degree certificate is accompanied by a diploma supplement in accordance with the agreed European standard format.
4. The degree certificate, the grade transcript and the diploma 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 degree certificate, the grade transcript and the diploma supplement to the student in person, unless the student opts for receiving the documents from the Examination Board at the official graduation ceremony.

Article 5.4 – Classifications ‘cum laude’ and ‘summa cum laude’

1. If the examinee has shown exceptional skill in the final exam, this may be stated on the certificate with the classification ‘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 (thesis project included) 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 project is at least an 8.0, and
 - c. no more than one examination or test (i.e. an officially recorded grade in Osiris) has been taken more than once (this applies from cohort 2013-2014 onwards). The thesis proposal is excluded from this rule.
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 (thesis project included) 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 project is at least an 9.0, and
 - c. no examination or test (i.e. an officially recorded grade in Osiris) has been taken more than once. The thesis proposal is excluded from this rule.
4. A final exam 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 EC, 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 2020.

III Legal Protection

A student who objects to a decision of an examiner (e.g. assessments) or the Examination Board may lodge an appeal with the EUR Board of Appeal for non-initial programmes GNIO (abbreviation of *Geschillencommissie niet initiële opleidingen*). In urgent cases, the chair of the GNIO can be requested to make provisions.

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 GNIO, for the attention of the Secretary of this committee:

Erasmus University Rotterdam
ABD/JZ
GNIO
Room ET-36
PO Box 1738
3000 DR Rotterdam

If the appeal is lodged by e-mail, the address to be used is: secretariaat-bjz@eur.nl. 'Board of Appeal for non-initial programmes' must be mentioned as the subject.

The sitting is in Dutch. Foreign students are recommended to take an interpreter with them to the sitting.

If a student disagrees with the binding decision of the GNIO an appeal can be submitted to the civil court within two months.

The regulations of the GNIO can be found [here](#) (in Dutch).