

**Rotterdam School of Management  
Erasmus University**

**Bachelor of Science  
International Business Administration**

**Examination Regulations  
2015-2016**

**editor**

Ms. C.M. Dirks – van den Broek, LL.M.  
Secretary Examination Board BSc & MSc Programmes  
Rotterdam School of Management, Erasmus University  
postal address: PO Box 1738, 3000 DR Rotterdam  
visiting address: Burg. Oudlaan 50, Mandeville Building T5-41, Rotterdam

© RSM Erasmus University, Rotterdam, August 2015

## **Contents**

|   |          |
|---|----------|
| <b>1. EXAMINATION BOARD BSC &amp; MSC PROGRAMMES .....</b>  | <b>4</b> |
| TASKS .....   | 4        |
| COMPOSITION .....   | 4        |
| MEMBERS .....   | 4        |
| SECRETARY TO THE EXAMINATION BOARD .....  | 4        |
| ADMINISTRATION .....  | 4        |
| CONTACT AND INFORMATION .....   | 4        |
| <b>2. APPEALS PROCEDURE.....</b>  | <b>6</b> |
| <b>3. TEACHING AND EXAMINATION REGULATIONS OF THE BACHELOR OF SCIENCE IN<br/>INTERNATIONAL BUSINESS ADMINISTRATION 2015-2016 .....</b>                                      | <b>7</b> |
| SECTION 1 – GENERAL .....   | 7        |
| Article 1.1 – applicability of the regulations .....  | 7        |
| Article 1.2 – aims of the programme .....   | 7        |
| Article 1.3 – definitions .....   | 7        |
| Article 1.4 – degree .....  | 8        |
| Article 1.5 – instructions in connection with the master’s degree programme .....   | 8        |
| Article 1.6a – teaching language .....  | 8        |
| Article 1.6b – the language in which the exams and examinations are held .....  | 8        |
| Article 1.7 – participation educational activities .....  | 8        |
| SECTION 2 – COMPOSITION OF THE BACHELOR’S DEGREE PROGRAMME .....  | 8        |
| Article 2.1 – full-time / part-time .....   | 8        |
| Article 2.2 – study load of the programme .....   | 8        |
| Article 2.3 – composition of the programme .....  | 8        |
| Article 2.4 – exemption from obligatory practical examinations .....  | 10       |
| SECTION 3 – TAKING EXAMINATIONS .....   | 10       |
| Article 3.1 – time periods and frequency of examinations; examination schedule; re-<br>examinations and extra opportunities to take examinations .....                      | 10       |
| Article 3.2 – form of the examinations .....  | 10       |
| Article 3.3 – oral examinations .....   | 11       |
| Article 3.4 – sequence of examinations .....  | 11       |
| SECTION 4 – RESULT OF EXAMINATIONS.....   | 11       |
| Article 4.1 – determining, announcing and recording results of examinations; marking period .....   | 11       |
| Article 4.2 – period of validity of examination components and granted exemptions .....   | 12       |
| Article 4.3 – Feedback and Perusal .....  | 12       |
| Article 4.4 - Archiving period of written examinations .....  | 12       |
| SECTION 5 – EXEMPTION .....   | 12       |
| Article 5.1 – exemption from examinations .....   | 12       |
| SECTION 6 – RESULT OF THE EXAM.....   | 13       |
| Article 6.1 – the result of the exam and active degree granting .....   | 13       |
| SECTION 7 – PREVIOUS EDUCATION AND SELECTIVE ADMISSION PROCEDURE .....  | 13       |
| Article 7.1 – alternative requirements for deficiencies in previous education; requirements for<br>English language .....   | 13       |
| Article 7.2 – equivalent previous education .....   | 13       |
| Article 7.3 – colloquium doctum .....   | 14       |
| Article 7.4 – entrance requirements for those with a non-Dutch diploma that is not deemed in<br>the ministerial regulations to be equivalent to the Dutch VWO diploma ..... | 14       |
| Article 7.5– selective admission procedure .....  | 14       |
| SECTION 8 – STUDY COUNSELLING .....   | 15       |
| Article 8.1 – study counselling and advice .....  | 15       |
| SECTION 9 – THE BINDING STUDY ADVICE .....  | 16       |
| Article 9.1 – rejection .....   | 16       |
| Article 9.2 – norms .....   | 16       |
| Article 9.3 – times .....   | 16       |
| Article 9.4 – student counselling and monitoring of students’ progress .....  | 16       |

## Examination Regulations IBA 2015 - 2016

---

|  |           |
|--|-----------|
| Article 9.5 – personal circumstances .....   | 16        |
| Article 9.6 – content and form of the recommendation regarding the continuation of studies ...                         | 17        |
| Article 9.7 – hardship clause .....  | 17        |
| SECTION 10 – CALCULATION RULES FOR ESTABLISHING STUDENTS’ PROGRESS .....   | 17        |
| Article 10.1 – calculation rules for establishing students’ progress .....   | 17        |
| SECTION 11 – FINAL AND IMPLEMENTATION PROVISIONS .....   | 18        |
| Article 11.1 - amendments changes .....  | 18        |
| Article 11.2 - hardship clause .....   | 18        |
| Article 11.3 – announcement .....  | 18        |
| Article 11.4 – entry into force .....  | 18        |
| APPENDIX TRIMESTER 7 .....   | 19        |
| <b>4. RULES AND GUIDELINES OF THE BACHELOR OF SCIENCE IN INTERNATIONAL<br/>BUSINESS ADMINISTRATION 2015-2016 .....</b> | <b>22</b> |
| SECTION 1 – GENERAL .....  | 22        |
| Article 1.1 – applicability of the Rules and Guidelines .....  | 22        |
| Article 1.2 – definitions .....  | 22        |
| Article 1.3 – day-to-day procedure of the Examination Board .....  | 22        |
| Article 1.4 – The authority to examine .....   | 22        |
| Article 1.5 – the criteria .....   | 22        |
| SECTION 2 – EXEMPTIONS .....   | 22        |
| Article 2.1 – exemption from practical exercises .....   | 22        |
| Article 2.2 – exemption from an examination .....  | 23        |
| SECTION 3 – RULES RELATING TO THE EXAMINATION PROCEDURE PROPER .....   | 23        |
| Article 3.1 – registration for examinations .....  | 23        |
| Article 3.2 – entering and leaving the room in which the written examination is being held .....                       | 23        |
| Article 3.3 – general provisions concerning order during the written examination .....                                 | 24        |
| Article 3.4 – fraud .....  | 24        |
| SECTION 4 – EXAMINING EXAMINATIONS AND EXAMS .....   | 25        |
| Article 4.1 – the questions and assignments .....  | 25        |
| SECTION 5 – THE ASSESSMENT .....   | 25        |
| Article 5.1 – assessment criteria .....  | 25        |
| Article 5.2 – determining the grades: rounding off, averaging, basic scheme, bonus points .....                        | 25        |
| SECTION 6 – THE FINAL EXAM .....   | 26        |
| Article 6.1 – establishment of the result of the final exam .....  | 26        |
| Article 6.2 – classifications .....  | 27        |
| Article 6.3 – the certificate, the transcript and the supplement .....   | 27        |
| SECTION 7 – FINAL AND IMPLEMENTATION PROVISIONS .....  | 27        |
| Article 7.1 – changes in these Rules and Guidelines .....  | 27        |
| Article 7.2 – entry into force .....   | 27        |

## 1. Examination Board BSc & MSc programmes

### 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:

- A supervisory responsibility with regard to exams and examinations (correctly applying examination regulations, mediation in appeals, quality assurance);
- enforcing regulations (guidelines for examiners, regulations regarding fraud, assessment of exams, and compensation rules);
- granting exception to regulations on a case-by-case basis (exemptions, additional opportunities for examination, granting lenience with reference to Binding Study Advice);
- advisory tasks (periodic advice with reference to Binding Study Advice, advice to the dean with reference to the Teaching and Examination Regulations).

### Composition

The Examination Board consists of six members of the academic staff and an external member. 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. L.G. Kroon (Chairman)  
Ir. A.J. Roodink  
Dr. E.A. van der Laan  
Dr. M.C. Schippers  
Dr. A.H.L. Slangen  
Dr. B.H.E. Wempe  
Vacancy external member

### 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            |
| Mr. A. Markus MSc                    | deputy secretary            |
| Ms. A.M. Schey MScBA                 | deputy-secretary            |

### Administration

|                           |             |
|---------------------------|-------------|
| Ms. D.M. Schonis          | team leader |
| Ms. G.M. den Bakker       | assistant   |
| Ms. drs. I.T.T. Przewozna | assistant   |

### Contact and information

Information concerning examinations can be found on the website of the programme (Current Student pages) and the website of the Examination Board: [www.rsm.nl/examination-board](http://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 [eb@rsm.nl](mailto:eb@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) must be submitted by the EB's webportal: <https://request-eb.rsm.nl/>.

When submitting the request, please include all relevant documentation. 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 request helps

## Examination Regulations IBA 2015 - 2016

---

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 have to send/show this document in its original form to the Examination Board for verification. These kinds of documents will not be accepted in a digital form.

### **Postal address**

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

### **Visiting address** (opening hours: 09.00 – 12.30 hrs.)

Secretariat Examination Board  
Mandeville Building T5-41  
Burgemeester Oudlaan 50  
3062 PA Rotterdam

### 2. 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.

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 [http://www.eur.nl/english/essc/legal\\_position/objections\\_and\\_appeals/](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)).

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](mailto:cbe@eur.nl).

### **3. Teaching and Examination Regulations of the Bachelor of Science in International Business Administration 2015-2016**

#### **Section 1 – General**

##### **Article 1.1 – applicability of the regulations**

These regulations are applicable to the curriculum and examinations of the bachelor's degree programme BSc in International Business Administration at the Rotterdam School of Management, Erasmus University, hereinafter referred to as the programme.

##### **Article 1.2 – aims of the programme**

The programme is intended to impart knowledge, skills and insight in the area of International Business Administration 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 to become, among other things, a scientific researcher.

##### **Article 1.3 – definitions**

In the regulations, the following 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. 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 law; the aforesaid examination parts together constitute an investigation into the knowledge, insight and skills of the student;
- d. examination part: a study unit of the programme, within the meaning of the law;
- e. ects: abbreviation of "European Credit Transfer System". The abbreviation of ects will be used as distinct from the previously used Dutch credits. One ects represents 28 hours of study; one credit 'old-style' represents 40 hours of study;
- f. examination: a written, oral or other investigation, including a practical, or a combination of these, into the insight, knowledge and skills of the student, and the assessment of the results of that investigation;
- g. practical: a practical exercise, as referred to in article 7.13 of the law, in one of the following forms:
  - writing a thesis,
  - 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 study skills;
- h. student: a person who is enrolled at the university in order to pursue the study course and/or to take the exams and examinations of the programme; for the further application of these regulations, this word also means an enrolled 'extraneous';
- i. Examination Board: the board referred to in article 7.12 of the law for administering examinations and for organizing and coordinating the examinations of the programme;
- j. academic year: the academic year runs from 1 September to the following 31 August (inclusive);
- k. the School: Rotterdam School of Management, Erasmus University;
- l. academic personnel:
  - a. the members of the academic staff of the School,
  - b. the trainee research assistants (PhD candidates) of the School,
  - c. the other academic personnel;
- m. academic staff:
  - a. the professors,
  - b. the associate professors of the School,
  - c. the assistant professors of the School;

## Examination Regulations IBA 2015 - 2016

---

- n. Academic Director: the person who is responsible for the general management of the programme.

### Article 1.4 – degree

1. Students who have successfully passed all the examination parts of the programme will obtain the degree of Bachelor of Science in International Business Administration.
2. The obtained degree will be written down on the Bachelor certificate.

### Article 1.5 – instructions in connection with the master’s degree programme

1. The final examination of the bachelor’s degree programme BSc in International Business Administration provides access to the following master’s degree programmes of the School<sup>1</sup>:  
60644 Business Administration (BA), het Accounting & Financial Management programme (AFM);  
60453 Business Information Management (BIM);  
60409 Finance & Investments (FI) (specific admission requirement applicable);  
60456 Global Business & Stakeholder Management (GBSM)<sup>2</sup>;  
60645 Human Resource Management (HRM);  
60458 Management of Innovation (MI);  
60063 Marketing Management (MM);  
60457 Organisational Change & Consulting (OCC);  
60093 Supply Chain Management (SCM);  
60455 Strategic Entrepreneurship;  
60066 Strategic Management (SM).

### Article 1.6a – teaching language

The teaching for the programme is entirely in English. Derogations from this are not permitted.

### Article 1.6b – the language in which the exams and examinations are held

The exams and examinations for the programme are held in English. Derogations from this are not permitted.

### Article 1.7 – participation educational activities

Students are supposed to participate in every educational activity that the school offers regardless whether the activities are compulsory or not. This concerns not only lectures and study visits but also filling out course evaluations.

## Section 2 – Composition of the bachelor’s degree programme

### Article 2.1 – full-time / part-time

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

### Article 2.2 – study load of the programme

1. The programme has a study load of 180 ects (or 126 credits ‘Dutch style’)
2. The study load is expressed in whole ects.

### Article 2.3 – composition of the programme

1. The examination parts of the programme are divided in three years, specified in B1, B2 and B3. Each course year has a study load of 60 ects. The courses per year are:

#### B1

| Subjects                 | ECTS |
|--------------------------|------|
| Introduction to Business | 5    |
| Methodology              | 3    |

<sup>1</sup> Disclaimer: These access rights can be adjusted every academic year. It is likely that the programmes are becoming more selective in the near future. Please check RSM master website for the latest admission and selection requirements.

<sup>2</sup> This programme will be named Global Business & Sustainability after the NVAO approval, probably by 1 January 2016.



## Examination Regulations IBA 2015 - 2016

---

|  |   |
|--|---|
| Organizational Behaviour                       | 6 |
| Quantitative Methods & Techniques: Mathematics | 4 |
| Skills 1: IT                                   | 2 |
| Operations Management                          | 5 |
| Microeconomics & Markets                       | 5 |
| Strategic Business Plan                        | 6 |
| Quantitative Methods & Techniques: Statistics  | 4 |
| Skills 2: Effective Business Communication     | 3 |
| Foundations of Finance & Accounting            | 6 |
| Macroeconomics & Institutional Context         | 5 |
| International Business                         | 4 |
| Skills 3: Academic Writing & Critical Thinking | 2 |

### B2

| <b>Subjects</b>                               | <b>ECTS</b> |
|---|-------------|
| Organizational Theory & Dynamics              | 6           |
| Quantitative Decision Making                  | 6           |
| Philosophy of Science                         | 3           |
| Leadership, Sustainability and Governance     | 5           |
| Management Accounting                         | 6           |
| Applied Business Methods                      | 6           |
| Strategic Management                          | 6           |
| Cross Cultural Management/ International Case | 5           |
| Marketing Management                          | 5           |
| International Marketing Research              | 3           |
| Technology Management                         | 4           |
| Corporate Finance                             | 5           |

### B3

| <b>Subjects</b>  | <b>ECTS</b> |
|--|-------------|
| Human Resource Management  | 5           |
| Business Information Management  | 5           |
| Foundations of Business Law  | 4           |
| Innovation Management  | 4           |
| Financial Accounting   | 5           |
| Supply Chain Management  | 5           |
| Trimester 7:   | 20          |
| a choice from following options  |             |
| • an international exchange (20 ects);   |             |
| • or: internship (15 ects), in combination with either a Language elective, or an Elective approved by the Examination Board (5 ects); |             |
| • or: minor (15 ects), in combination with either a Language Elective, or an Elective approved by the Examination Board (5 ects);      |             |
| • or: 20 ects electives.   |             |
| Research Training/Bachelor Thesis  | 12          |

2. The further descriptions of the examination parts referred to in paragraph 1 including obligatory practical examinations, as stated in the Sin-Online Course Guide and/or the Course Manual of the programme, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.
3. The student chooses a minor as referred to in the first paragraph from the permitted minors of the EUR minor register.
4. The electives mentioned in paragraph 1 may be chosen from internal or external electives only after approval by the Examination Board. The Examination Board will grant their permission if they conclude that the content and level of the elective(s) is of similar university level and supervised and assessed by university examiners. In this context, the Examination Board may establish and publish a Trimester 7 Elective list with approved courses and projects and further approval procedures.

5. The courses of Trimester 7 should only have limited overlap at maximum of content with another course of the degree programme: for example it is not allowed to do a second internship as an elective.
6. The international exchange and the language elective will only be awarded with a pass or fail. Furthermore, the maximum ects that can be achieved with a language elective is 5 ects.
7. The total size of Trimester 7 should not exceed 20 ECTS unless the exceeding is caused by the size of one course. If a student chooses to do the International Exchange Programme then this examination part has precedence over any other examination part – such as the Interim Project, minor or internship – into the degree programme.
8. The annex to this Regulation specifies the various combinations possible within Trimester 7.

### **Article 2.4 – exemption from obligatory practical examinations**

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

## **Section 3 – Taking Examinations**

### **Article 3.1 – time periods and frequency of examinations; examination schedule; re-examinations and extra opportunities to take examinations**

1. The opportunity to take written examinations (except for practicals and bonus tests) belonging to the examination parts referred to in article 2.3 is given twice per academic year: the common examination during or at the end of the course and one common re-examination at the end of the academic year. However, students may take part in no more than 4 re-examinations of B1 each academic year.
2. In derogation from the provisions set out in paragraph 1, the opportunity to take a written examination belonging to an examination part for which the instruction is the last to be taught in a specific academic year, is given twice more in the subsequent academic year. In case the examination concerned is a bachelor elective, the regulations of the programme that offers the bachelor elective are applicable.
3. Examinations that are taken in a way other than written can be taken at least once per year.
4. The student has a free choice in the number of times that he/she wishes to take a written examination. The result is the last grade obtained. If the material to be studied for an examination has changed, the new material must be studied. For the examinations of course year B1 applies that once the BSA norm as specified in article 9.2 – whether or not by means of compensation – is met, these examinations may not be retaken.
5. Without prejudice to applicable regulations regarding a period free of examinations, 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 establishes an examination schedule before the start of the academic year. In the event of urgent exceptional circumstances, the Academic Director can change the examination schedule during the academic year, provided that the change is announced in good time, and no later than the start of the registration period of the examination period concerned, via Erasmus Magazine, the Current Student Pages and/or Sin-online.
6. In exceptional cases the Examination Board can, at the request of the student, decide that an extra opportunity to take an examination will be offered, in derogation from the examination schedule.
7. If no indication is given in these regulations concerning how many times per academic year an examination can be taken, because that examination relates to an examination part that is not taught in the programme, the provisions on this matter in the relevant Teaching and Examination Regulations are applicable, unless the Examination Board has made a decision in derogation from these, on the understanding that it must be possible to take the examination at least once per academic year.

### **Article 3.2 – form of the examinations**

1. The examinations of the programme are taken in written and/or oral form and/or by means of practical exercise, unless the Examination Board has decided otherwise.

## Examination Regulations IBA 2015 - 2016

---

2. If the Examination Board decides that the form as referred to in the foregoing paragraphs shall be different, it will announce this to the students no later than two months before the examination is to be held.
3. The elaborations in the form of the examinations as referred to in paragraphs 1 and 2, stated in the most recent version of the Undergraduate Catalogue for the 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 paragraphs 1 and 2.
5. Physically impaired students or students disabled through the senses are offered the opportunity to take the examinations in a manner adapted as far as possible to their individual handicap. The Examination Board will, if necessary, obtain expert advice before making a decision.

### Article 3.3 – oral examinations

1. No more than one person will be given an oral examination at a time, unless the Examination Board has decided otherwise.
2. An oral examination 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 3.4 – sequence of examinations

1. Students may do a minor as referred to in article 2.3 paragraph 1 if they have obtained at least 60 ects of the programme.
2. Students may officially register for the internship as referred to in article 2.3 paragraph 1 if they have successfully passed B1.
3. The examinations relating to the examination parts of B2 and B3 may not be taken before the first-year phase (B1) of the programme has been passed, unless and insofar the Examination Board has granted permission to proceed the programme based on 9.2, paragraph 2.
4. Students may start their Research Training/ Bachelor Thesis and electives if they have passed all components of B1.

## Section 4 – Result of Examinations

### Article 4.1 – determining, announcing and recording results of examinations; marking period

1. After an oral examination has been taken, the examiner determines the result immediately, and gives the student a written explanation of this.
2. The examiner determines the result of a written examination as soon as possible, and no later than four weeks after the day on which it was taken. And no later than three weeks in case of first year examinations due to the binding study advice. In the event of *force majeure*, the Examination Board can permit derogation from this period.
3. The Department for Exam Administration RSM checks compliance with the marking period, 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 an examination that is to be taken in a manner other than oral or written, the Examination Board decides in advance in what way and within what period the student will be given a written explanation of the result.
5. The examiner immediately reports the 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 exams and examination parts. 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 programme, the Executive Board, the student advisor, the student counsellor and the Examinations Appeals Board (CBE). With the permission of the student, there may be derogation from the provisions set out in the last sentence.

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 determined by the Executive Board.
8. The written explanation concerning the result of an examination contains information about the way in which the student can lodge an appeal with the Examinations Appeals Board (CBE).

### **Article 4.2 – period of validity of examination components and granted exemptions**

1. Unless otherwise mentioned, the term of validity for the examination components passed – including approved components of another degree programme – and granted exemptions is six years. The Examination Board may extend the term of validity if, in its judgement, the knowledge, insights and skills relating to the examination component in question are not obsolete.
2. The Examination Board can impose, with respect to an examination part taken and passed more than six years previously, an additional or alternative examination, before the student is admitted to take the exam concerned.
3. If an examination component should be tested by more than one examination, the term of validity of the partial result shall be limited to the academic year in which the partial examinations are taken, unless the examiner determines otherwise.

### **Article 4.3 – Feedback and Perusal**

1. As soon as possible but no later than four weeks after the written test, the examiner will give generic feedback. The examiner will provide information about the content of the written test and the correct answers/answer models in an explanatory session or via another approved medium. This offers students the opportunity to review the questions and assignments of the exam concerned, along with the answer models and criteria for assessment. The examiner sets the date, time and procedure of the feedback. The feedback must be realistically managed and the use of appropriate media (such as BlackBoard) is allowed.
2. As soon as possible – or at the same feedback session – but no later than four weeks after the feedback, students will have the opportunity to peruse their own assessed exam. The examiner may determine that the perusal is only for students who registered for it and/or who have attended the feedback meeting. The examiner sets the date, time, location and procedure of the perusal.
3. In the event that a student can demonstrate that he/she was prevented from being present at the assigned location and time for the feedback or the perusal due to force majeure, at the request of the student an alternative opportunity will be offered, if possible within the term mentioned in paragraph 2.

### **Article 4.4 - Archiving period of written examinations**

1. The assignments, answers and the assessment of the written examinations will be archived (in paper or electronic form) for two years after the assessment.
2. The Research Training/Bachelor Thesis and the assessment thereof will be archived (in paper or electronic form) for seven years after the assessment.

## **Section 5 – Exemption**

### **Article 5.1 – exemption from examinations**

1. The Examination Board can, at the request of the student, grant exemption from an examination part referred to in article 2.3, paragraph 1 – with the exception of the Research Training/ Bachelor thesis<sup>3</sup> – on the grounds of:
  - having passed one or more examination(s) belonging to one or more examination part(s) of another university programme in the Netherlands, provided that this/these is/are, in the opinion of the Examination Board, equivalent or comparable in terms of content, study load and level; or

---

<sup>3</sup> Bachelor's theses written and assessed at a foreign university on the basis of a double degree agreement with RSM, are exempted from this rule.

- having passed one or more examination(s) belonging to one or more examination part(s) of a higher professional programme in the Netherlands, provided that this/these is/are, in the opinion of the Examination Board, equivalent or comparable in terms of content, study load and level; or
  - having passed one or more examination(s) belonging to one or more examination part(s) of a higher education programme outside the Netherlands, provided that this/these is/are, in the opinion of the Examination Board, equivalent or comparable in terms of content, study load and level; or
  - proof of relevant knowledge and experience gained outside the education in the aforesaid categories, provided that this is equivalent or similar in terms of nature, content and level to the examination part of the programme for which exemption is requested; or
  - a combination of the aforesaid categories.
- The Examination Board may ask the examiner(s) concerned for advice before making a decision.
2. Up to a maximum of 60 ects of the programme will be exempted.

### Section 6 – Result of the Exam

#### Article 6.1 – the result of the exam and active degree granting

1. After all the examination parts of the bachelor's exam have been taken, the exam has been passed, unless the Examination Board decided that the exam also includes its own investigation into the knowledge, understanding and skills of the student.
2. Students who have passed the exam will be issued the degree Bachelor of Science. (BSc).
3. The head of the Department for Exam Administration RSM establishes rules and regulations for the application for the final exam. These rules and regulations require the approval of the Examination Board and must be timely and adequately disclosed.

### Section 7 – Previous Education and Selective Admission Procedure

#### Article 7.1 – alternative requirements for deficiencies in previous education; requirements for English language

1. Deficiencies in the previous education with regard to the subject Mathematics are eliminated by passing the Mathematics deficiency test to be taken for this purpose. This test is at the same level as the VWO exams Mathematics A or B (VWO new system), Mathematics A1,2 or B1 (VWO old system) or the International Baccalaureate: Mathematics, standard level. The precise subjects are announced at least one month in advance.
2. The requirement concerning mastery of the English language is fulfilled if the candidate has either passed the final examination in English at VWO level, or can submit TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0, or a similar result on a test that can be equated with these, or passes the English deficiency test organized by the institution; however, no further requirements concerning mastery of the English language are imposed for candidates who come from English-speaking countries or who have taken English-language secondary education in the Netherlands or abroad.

#### Article 7.2 – equivalent previous education

1. To those who have diplomas of secondary or pre-university education, whether or not awarded in the Netherlands, which are deemed in ministerial regulations to be at least equivalent to the Dutch diploma of pre-university education, article 7.1 is applicable *mutatis mutandis*.
2. Those who have other diplomas of secondary or pre-university education awarded outside the Netherlands, which in the country of origin give access to university education, can be granted exemption by the Executive Board from the requirements of previous education referred to in article 7.24, paragraph 1 of the law, provided that they fulfil the requirements stated in article 7.4 of these regulations.

### Article 7.3 – colloquium doctum

1. For the entrance examination as referred to in article 7.29 of the law, hereinafter referred to as the *colloquium doctum*, the following requirements are set:
  - **English:**
    - TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0;
  - **Mathematics:**
    - Knowledge of mathematics, as required for the subject Mathematics A or B, A1,2 or B1 final examination of VWO with a grade of 7.0 (out of 10) or higher,
    - or the International Baccalaureate: Mathematics, a grade of 5 or higher for Mathematics Standard Level or a grade of 4 or higher for Mathematics Higher Level;
2. The selective admission procedure mentioned in Article 7.5 is in place.
3. The term of validity for the test results passed is two years

### Article 7.4 – entrance requirements for those with a non-Dutch diploma that is not deemed in the ministerial regulations to be equivalent to the Dutch VWO diploma

Those with diplomas as referred to in article 7.2, paragraph 2 may be admitted to the programme by the Executive Board after they have fulfilled the requirements stated in article 7.3 that are applied within the scope of the *colloquium doctum* with regard to the subjects English and Mathematics.

### Article 7.5– selective admission procedure

1. With reference to article 7, paragraph 5 of the 'Experimentenwet', a selective admission procedure is in place for the Bachelor programme in International Business Administration.
2. Next to the regular, formal requirements as included in articles 7.1 and 7.2. of the Teaching and Examination Rules of the programme, following admission criteria apply:
  - a. For holders of all diploma's that qualify for the programme:
    - a priority for applicants with a relevant international background: nationality, place of birth, place of residence, education, experience; to be proven by the motivation letter (see below);
    - a priority for applicants with strong international ambitions; to be proven by the motivation letter;
    - a priority for applicants with a proven interest for international aspects of the respective courses attended at secondary school. As proven interest will primarily be considered the way in which the compulsory assignments are geared towards international aspects of the course. Within the Dutch educational system it will mainly be the so-called 'profielwerkstukken' that will be evaluated;
  - b. For holders of the Dutch VWO diploma:
  - c. a final average grade of 7.0 or higher;
    - a grade of 7.0 or higher for English;
    - a grade of 7.0 or higher for Mathematics;
  - d. For holders of the Dutch HBO propedeutic diploma:
    - an average grade of 7.0 (out of 10) or higher over pre-HBO studies and over the first year of HBO studies;
    - mathematics entrance exam Erasmus University Rotterdam with a grade 7.0 (out of 10) or higher. Exempted from this test are:
      - students who did the Dutch VWO before HBO and successfully passed Mathematics A1,2 or Mathematics B with a grade of 7.0 (out of 10) or higher or
      - students who did the Dutch VWO as from 2009 before HBO and successfully passed the new Mathematics A or Mathematics B with a grade of 7.0 (out of 10) or higher;
    - TOEFL or IELTS official test results if students do not have a VWO diploma;
  - e. For holders of the International Baccalaureate (IB) diploma:
    - 33 credits or more, for which the Extended Essay (EE), Theory of Knowledge (TOK) and Creativity, Action Service (CAS) may be included;
    - a grade of 5 or higher for Mathematics Standard Level or a grade of 4 or higher for Mathematics Higher Level;
  - f. For holders of the European Baccalaureate (EB) diploma:
    - a final average grade of 7.0 or higher;
    - a grade of 7.0 or higher for English;
    - a grade of 7.0 or higher for Mathematics, minimum 3 hrs/week;



- g. For holders of the German Abitur:
    - a final average grade (Durchschnittsnote) of 1.8 or higher;
    - a grade of 10 or higher for English;
    - a grade of 10 or higher for Mathematics;
  - h. For holders of the French Baccalaureate:
    - a final average grade of 13/20 or higher (OIB honours 12.5/20);
    - a grade of 13/20 or higher for English (OIB honours 12.5/20);
    - a grade of 13/20 or higher for Mathematics (OIB honours 12.5/20);
    - TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0;
  - i. For holders of Chinese secondary school exams:
    - a final average grade of 80/100 or 120/150;
    - GaoKao, with a minimum score of 500 (300 for applicants from the Jiangsu province; 420 for applicants from Shanghai province; 650 for applicants from Hainan province);
    - preferably at least one year of university education (at a recognized institution);
    - mathematics entrance exam Erasmus University Rotterdam;
    - TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0;
    - Nuffic certificate;
  - j. For holders of other non-Dutch diplomas:
    - a final average grade at 70 % level;
    - a grade at 70 % level for English;
    - a grade at 70 % level for Mathematics;
    - TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0;
    - mathematics entrance exam Erasmus University Rotterdam with a grade of 7.0 (out of 10) or higher.
- Additionally, all applicants need to send in a two-page motivation letter and an overview of school grades.
3. The motivation letter should include information on:
    - relevant international background, experience and education;
    - motivation for the IBA programme;
    - motivation for RSM;
    - international future ambitions
  4. Students should apply for the programme before May 1 each year.
  5. The Board of the University has installed a Selection Committee within RSM. The Selection Committee conducts the selection procedure according to the regulations set within the 'Experimentenwet' and the Teaching and Examinations Regulations. A rolling admission applies to the IBA programme. This means that students can apply throughout the year and will be informed on the outcome of their application within six weeks of their application, provided that they submitted the necessary documents and fulfilled the requirements (such as an English-language test and/or math entrance exam if applicable). Decisions of the Selection Committee are open to appeal at the Appeals Board of Erasmus University within 6 weeks after the decision has been sent to the applicant.

## Section 8 – Study Counselling

### Article 8.1 – study counselling and advice

1. The Department for Exam Administration RSM is responsible, without prejudice to the respective provisions of the Executive Board, for recording the study results in such a way that each student can be given an overview at least once per quarter of the results that he/she has obtained in relation to the study and exam programme of the programme.
2. The Dean is responsible for the study counselling of students who are enrolled for the programme, partly in order to assist their orientation towards possible study paths within and outside the programme.

### Section 9 – The Binding Study Advice

#### Article 9.1 – rejection

On the grounds of article 7.8b, paragraph 3 of the law, the dean of the School can prohibit further studies, as long as the student has not yet passed or has been exempt from the first-year phase (B1) of the programme. This rejection is given only if the student, with due consideration of his/her personal circumstances, is not regarded as suitable for the programme, because his/her study results do not fulfil the norms as referred to in article 9.2 of these regulations. This prohibition is valid for a period of three academic years.

#### Article 9.2 – norms

1. At the end of the first year of enrolment all examination parts of the teaching programme of the first year (B1) must have been obtained. In this regard exempted or compensated parts are considered to be obtained.
2. The Examination Board can adjust the above mentioned norm on the base of an individual study plan, as referred to in article 9.5, paragraph 2, provided that the student must obtain all examination parts of the teaching programme of the first year (B1) at the end of the second year of enrolment.

The Examination Board shall decide as soon as possible, but in any case, within four weeks after submission of the individual study plan, taking into account the circumstances, the study delay and the possibility of the student to continue the programme. In case the development of the personal circumstances gives cause to, the Examination Board can adjust the individual study plan and the norm on motivated request of the student and after consultation with the student adviser.

The adjusted norm will be expressed in whole ects credits or number of courses, specifying the period within which the adjusted norm must be met.

#### Article 9.3 – times

The programme's recommendation regarding the continuation of studies is issued after the last re-examination of the examination parts of the first-year phase (B1) at the end of the academic year, but no later than the start of the new academic year.

#### Article 9.4 – student counselling and monitoring of students' progress

1. During the first year of enrolment, the Examination Board of the programme issues on at least two occasions (after the first and after the second term) a provisional recommendation regarding continuation of studies to those students who, on the grounds of the obtained number of ects, are not expected to fulfil the norms stated in article 9.2 of these regulations.
2. The further regulation of student counselling and monitoring of students' progress during the first-year phase (B1) is described in the Undergraduate Catalogue for the programme.

#### Article 9.5 – personal circumstances

1. The personal circumstances that are taken into consideration when the recommendation regarding the continuation of studies is issued are:
  - sickness, handicap or pregnancy of the student concerned,
  - special family circumstances,
  - membership of the University Board, the Faculty (School) Board or the Programme Committee,
  - other circumstances as referred to in article 2.1 of the Implementation Decree of the Higher Education and Research Act (*WHW*).
2. A student who, as a result of personal circumstances, can reasonably be expected to incur prolongation of the programme must report this in good time to the student adviser. The purpose of this report is to restrict the prolongation of the programme as a result of the circumstances and, if necessary in the opinion of the student adviser, to formulate an individual study plan. The report is made in good time if it is made within four weeks of the commencement of the circumstances. If the circumstances are such that the student or the manager of his/her affairs does not have the opportunity to report this within four weeks, the reporting in good time or otherwise will be assessed in the light of those circumstances.



If the individual study plan also implies that the first year (B1) cannot be completed within the first year of enrolment, then the individual study plan needs to be submitted to the Examination Board for approval no later than two weeks before the end of the first academic year.

### **Article 9.6 – content and form of the recommendation regarding the continuation of studies**

The recommendation regarding the continuation of studies is issued in written form and contains:

- a. the norm that applies for the student concerned, expressed in the number of ects and/or courses of the first-year phase (B1) to be obtained;
- b. the number of credits and/or courses of the first-year phase (B1) obtained;
- c. if the norm has not been obtained, the personal circumstances that have been taken into consideration;
- d. whether or not a rejection has been attached, as referred to in article 7.8b, paragraph 3 of the law;
- e. if a rejection is attached to the recommendation regarding the continuation of studies:
  1. the information that the student may not enrol as a student or external student for the programme for the next three academic years,
  2. advice about continuation of studies within or outside the Erasmus University Rotterdam;
- f. the possibility of appeal to the Examination Appeals Board (CBE) and the period within which the appeal must be lodged.

### **Article 9.7 – hardship clause**

If application of the rules of this Section results in unreasonable or unfair situations with respect to the student or a group of students, the student or group of students concerned may submit a written and reasoned request for derogation from the said rules to the dean of the School. The dean of the School can, after consultation with the Examination Board and student counsellor, derogate from these rules in favour of the student or group of students.

## **Section 10 – Calculation Rules for Establishing Students' Progress**

### **Article 10.1 – calculation rules for establishing students' progress**

For the annual establishment of students' progress by the Executive Board within the scope of student grants and loans, the following calculation rules are used for the allocation of credits to the study results obtained:

- a. Credits are awarded for study units that are completed with a pass - 5.5 or higher. The credits are awarded for the academic year in which the pass has been obtained.
- b. Credits are awarded on the level of examination parts for which credits are explicitly stated in the list of article 2.3, i.e. no other credits or bonus points are awarded than those stated in Art. 2.3.
- c. In derogation from the provisions set out under a., credits can also be awarded for study units that are completed with a result that, according to the provisions set out in the Rules and Guidelines established by the Examination Board, can be compensated with high(er) results for other study units. Credits are then awarded for the academic year during which the compensation as referred to in the previous sentence is actually made.
- d. If a previously obtained pass or compensated unsatisfactory (part-) result becomes invalid or can no longer be brought into an examination that is to be taken, this has no influence on the (previous) award of credits for the study unit concerned. That is to say, once credits have been awarded, they remain in effect for the application of this article.
- e. For study units for which credits have previously been awarded, credits cannot be awarded for a second time, even if the student (again) obtains a pass for the study unit concerned.
- f. For the application of this article, no credits are awarded for exemptions.
- g. Students who take study units of other programmes as part of the bachelor's or the master's degree programme, with the approval of the Examination Board, are awarded a number of credits for these, to be established by the Examination Board, in the academic year in which these examination parts are completed with a pass result. The calculation rules referred to in this article are applicable here, *mutatis mutandis*.

### Section 11 – Final and Implementation Provisions

#### Article 11.1 - 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 11.2 - 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 11.3 – announcement

The dean RSM is responsible for an appropriate announcement of these regulations and of amendments to these documents.

#### Article 11.4 – entry into force

These regulations enter into force on 1 September 2015.

Appendix Trimester 7

1. These are the standard Bachelor 3 Trimester 7 options (see article 2.3, paragraph 1)

EXCHANGE 20 ECTS

The BSc exchange is worth 20 ECTS. All grades for courses completed on exchange are listed as *pass*. The grades for these courses thus do **not** count towards a student's GPA.

MINOR 15 ECTS

LANGUAGE ELECTIVE  
OR  
ELECTIVE  
5 ECTS

INTERNSHIP 15 ECTS

LANGUAGE ELECTIVE  
OR  
ELECTIVE  
5 ECTS

ELECTIVE(S) 15 ECTS

LANGUAGE ELECTIVE  
OR  
ELECTIVE  
5 ECTS

An Internship or Minor can be combined with the 5 ECTS Language Elective or an Elective  $\geq$  5 ECTS.

All electives requires approval from the Examination Board before the start of the course.

Please refer to the Examination Board's website for information about the requirements and further procedures (<http://www.rsm.nl/examination-board/>).

ELECTIVES 20 ECTS

## Examination Regulations IBA 2015 - 2016

### 2. More than 20 ECTS (see article 2.3, paragraph 7):

If a student goes on exchange then the exchange credits must be used to fill the 20 ECTS mandatory Bachelor 3 elective area. Internships, minors, electives will appear on a separate transcript and thus not be taken into account for GPA calculations.

#### Bachelor 3 profiling (mandatory):

EXCHANGE 20 ECTS

EXCHANGE 20 ECTS

EXCHANGE 20 ECTS

#### Separate transcript:

LANGUAGE ELECTIVE  
OR  
ELECTIVE  
5 ECTS

MINOR 15 ECTS

INTERNSHIP 15 ECTS

Or:

If a student does both a Minor and an Internship (or two Minors) and no other electives then both 15 ECTS courses will appear under Bachelor 3 courses on the diploma and will thus count towards the GPA.

MINOR 15 ECTS

MINOR 15 ECTS

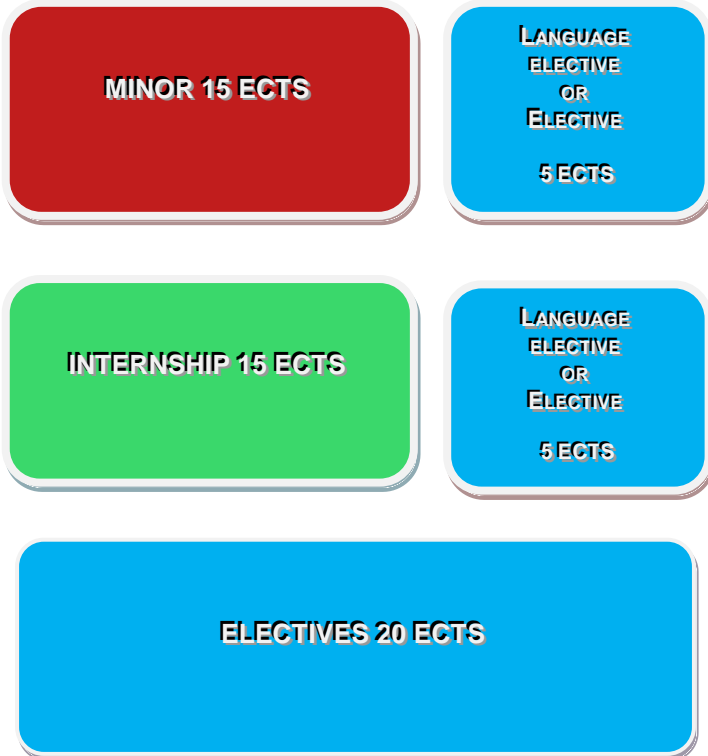
MINOR 15 ECTS

INTERNSHIP 15 ECTS

Or:

If a student does both a Minor and an Internship (or two minors) and a 5 ECTS elective then the student may choose which 15 ECTS course should be on the diploma (and should thus count towards the GPA). The other course will appear on a separate transcript. Students should request which elective they would like to appear on their diploma at least 6 weeks before their last remaining course grade is published in Osiris. Requests can be made via the Examination Board's online request form (<https://request-eb.rsm.nl/>). This also applies to students who complete one 15 ECTS elective and two 5 ECTS electives.

**Bachelor 3 profiling (mandatory):**



**Separate transcript:**



**It is not possible to do two internships!**



## **4. Rules and Guidelines of the Bachelor of Science in International Business Administration 2015-2016**

### **Section 1 – General**

#### **Article 1.1 – applicability of the Rules and Guidelines**

These Rules and Guidelines are applicable to the examinations and the final exam of the bachelor's degree programme BSc in International Business Administration at the Rotterdam School of Management, Erasmus University, hereinafter referred to as the programme.

#### **Article 1.2 – definitions**

1. Unless differently mentioned, in these Rules and Guidelines, the same definitions will be used as formulated in article 1.3 of the Teaching and Examination Regulations.
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 knowledge, insight and skills.

#### **Article 1.3 – day-to-day procedure of the Examination Board**

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

#### **Article 1.4 – The authority to examine**

1. For the purpose of conducting examinations and establishing the results thereof, the Examination Board appoints examiners.
2. As a default, the Examination Board authorizes the members of the academic staff to act as examiner for the courses that they instruct.
3. The Examination Board may revoke the appointment of examiner in case of non compliance with the rules of the Teaching and Examination Regulations, or the guidelines and instructions of the Examination Board.
4. The examiners provide the Examination the information requested.

#### **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 of the quality and selection criteria of each examination;
- the efficiency criteria, for example, expressed in terms of aiming to limit 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;
- tolerance towards students who, through circumstances beyond their control, have encountered delays during their studies.

### **Section 2 – Exemptions**

#### **Article 2.1 – exemption from practical exercises**

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.

The Examination Board makes a decision within four weeks of receiving the request. The student is informed immediately of the decision.

### Article 2.2 – exemption from an examination

1. A request for exemption from taking an examination, in keeping with legal requirements, should be submitted in writing to the Examination Board along with an explanation of the reasons and documentation. The Examination Board can establish additional regulations regarding the procedure. These regulations will be published on the Examination Board website.
2. With due observance of the provisions set out in Section 5 of the Teaching and Examination Regulations, the Examination Board makes a motivated decision within four weeks of receiving the request. The student is informed immediately of the decision.
3. If a student already has exemption under the provisions of or by virtue of the law for one or more examination parts, he/she should report this to the Examination Board.
4. When the result of the examination is established, an exemption is not taken into consideration; the exemption is indicated on the list of grades with an 'E'.

### Section 3 – Rules relating to the examination procedure proper

#### Article 3.1 – registration for examinations

1. A student who by virtue of his/her registration for the programme is entitled to take final exams and examinations, 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 has been established per exam period in the examination timetable, as referred to in article 3.1 of the Teaching and Examination Regulations of the programme.
2. In any one-examination period, the student may register for no more than 8 examinations.
3. The head of the Department for Exam Administration RSM can, with the approval of the Examination Board, establish specific rules for properly registration in examinations, 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.
4. 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 register on time and correctly. Under certain circumstances, *force majeure* may be said to exist in the event of, for example, sickness or special family circumstances. The student should submit the request for this as soon as reasonably possible.
5. The head of the Department for Exam Administration RSM may, in cases other than those referred to in paragraph 4, 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 session. The head of the Department for Exam Administration RSM will charge administration costs of € 13.50 per examination for this derogation. The head of the Department for Exam Administration RSM reports this to the Examination Board.
6. Anyone who has not registered for a final exam or examination in accordance with the provisions of or by virtue of these Rules and Guidelines may not take part in the final exam or examination concerned. If, notwithstanding the foregoing, the student nevertheless takes part in the final exam or examination, the examiner or the Examination Board will not establish a grade.

#### Article 3.2 – entering and leaving the room in which the written examination is being held

1. Only a student who has registered on time and correctly for the written examination may take part in the examination concerned, and will be admitted to the examination room.
2. Admission to the examination room is possible until fifteen minutes after the start of the written examination concerned. A student who is admitted to the examination room 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 examination may not leave the room earlier than one hour after the start of that examination. A student who leaves the examination room before the end of the examination concerned should ensure that he/she causes as little disturbance as possible to the students still present.
4. A candidate in the examination may, on request and with the permission of the examiner or the invigilator, leave the examination room for a while to use the toilet as from one hour after the

start of the examination until half an hour before the end of the examination. 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, watches and other items that are not allowed to be used during the examination are not allowed to be brought into the examination room. These must be placed outside the examination 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. Watches, mobile phones and such must be switched off and out of reach of the candidate.
6. The head of the Department for Exam Administration RSM 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 examination 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 examination**

1. During the written examination, at least one examiner is present in the room where the written examination is being held.
2. On behalf of the Examination Board, the invigilators appointed for this purpose are charged with maintaining order during the written examination. The invigilators should comply with any instructions given by the examiner. The examiner may also be an invigilator.
3. Every candidate in the examination should comply with the instructions of the examiner or the invigilator. If a candidate in the examination does not comply with the instructions of the examiner or the invigilator, or does not obey his/her request, the examiner may exclude him/her from taking further part in the examination, with the consequence that no result will be established.
4. During the examination, the candidate in the examination must, on the request of the examiner or the invigilator, prove his/her identity with a valid proof of registration (student card) or another legally valid proof of identity.
5. Only a valid proof of registration (student card), another legally valid proof of identity, the registration verification, the exam 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 exam paper. These study aids (without any notes on them) are solely for the candidate's own use. During the examination the candidate is not allowed to make use of a dictionary.
6. A candidate in the examination is obliged, on request of the examiner or the invigilator, to show, and if requested, to hand over, the materials that he/she has with him/her.
7. Only the paper provided by EUR is to be used for the written examination. The use of the candidate's own paper is not permitted.
8. A candidate in the examination should write his/her name, signature and student /examination number on each sheet of paper that is handed in. The examiner or the invigilator checks whether this has been done correctly before the examination is handed in to him/her.
9. The head of the Department for Exam Administration RSM can, with the approval of the Examination Board, establish specific rules concerning the order during the written examination 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 an examination, fraud – within the meaning of article 1.2, paragraph 2 – is detected or suspected, this is set down in writing as soon as possible by the invigilator or the examiner whom he/she must call in. The invigilator or 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 invigilator or 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 during which the irregularity was detected, 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 – Examining Examinations and Exams

#### Article 4.1 – the questions and assignments

1. The questions and assignments of the examination do not go beyond the sources announced in advance from which the examination material is derived. These sources are, in the main, announced before the start of the study unit that prepares for the examination. The precise scope of the material is definitively announced no later than one month before the examination is held.
2. The questions and assignments of the examination are spread as evenly as possible over the examination material.
3. The examination is representative of the study aims in terms of content and form.
4. 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.
5. Well in advance of the examination concerned being held, the Examination Board or examiner announces the way in which the provisions set out in article 3.2 of the Teaching and Examination Regulations will be implemented with regard to the way in which the examination will be taken.
6. Well in advance of a written examination being held, the Examination Board or examiner gives the students the opportunity, if possible, to peruse a written sample of a similar examination, and also the model answers and the norms on the basis of which the assessment was made.
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 examination concerned being held, the examiner asks a colleague to check the examination on the instructions mentioned in this article.

### Section 5 – The Assessment

#### Article 5.1 – assessment criteria

1. Wherever possible, assessment of written examinations (possibly based on correcting of exams), takes place on the basis of previously established model answers and criteria.
2. The assessment method is sufficiently transparent that the examinees can see how the results of their examinations were determined.
3. In cases of examinations given and assessed simultaneously 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 giving examinations.

#### Article 5.2 – determining the grades: rounding off, averaging, basic scheme, bonus points

1. Examinations are assessed with grades on the scale 0.0 – 10.0, accurate to one decimal place, where a 5.5 is the lowest pass grade. Practical tests may be assessed with a 'pass' or 'fail'. Language electives and sufficient results of examinations taken in the context of an international exchange at a foreign university will be displayed with a pass. Tests assessed with a 'pass' or 'fail' cannot be averaged nor included in the GPA calculation.

## Examination Regulations IBA 2015 - 2016

---

2. To encourage students to study, bonus assignments can be assigned to a course. Participation is not mandatory. Passed assignments can be awarded with bonus credits up to a maximum of 1.0. The term of validity of the bonus credits is limited to the academic year in which the bonus assignment is taken. In Bachelor year 1 bonus credits should be valid in addition to the regular exam as well as the resit. If the course concerned is part of both the BA and IBA programme, the bonus assignment should be implemented in both programmes. Examiners can stipulate additional rules to bonus credits like for instance bonus credits are only valid if the final grade is  $\geq 5.5$  or bonus credits are only valid in addition to the regular exam and not the resit (only an option in Bachelor 2 and/or 3). Additional rules to bonus credits must be explicitly announced in the course manual. The Examination Board may stipulate further rules concerning bonus assignments.
3. The final grade of an examination part will be determined on one or more examinations. The final grade is assessed with grades on the scale 0.0 – 10.0, accurate to one decimal place, where the lowest pass grade is a 5.5.
4. 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 Undergraduate Catalogue or the relevant course manual, grades are averaged according to the weighted average of the credits, where the average is rounded to one decimal place, which are rounded, so 5.45 is rounded to 5.5, a 6.95 a 7.0 a 5.44 a 5.4, etc.;
  - if examination parts are assessed on the basis of more than one examination, then the rule applies that the examination parts are always rounded off to one decimal before subsequent calculations are made.
5. If the examination part is assessed on the basis of more than one examination, no final grade for the examination part will be calculated if one of the examination grades is lower than a 4.5. Examinations that can be taken only once per academic year, most likely practicals such as case reports and team assignments, are exempted from this rule.
6. Additional rules of examiners concerning the assessment (e.g. with regard to the weighting of examination parts and/or regulations on lower limits must be:
  - approved in advance by the Examination Board, and
  - announced at least two months before the examination is held, by means of a written announcement to the Exam Section International Business Administration of the Department for Exam Administration RSM, and by means of publication in the obligatory study material and/or in the Sin-Online Course Guide and/or in the Erasmus Magazine and/or on SIN-online.
7. Rules that do not comply with these conditions are null and void, and have no legal force.

### Section 6 – The Final Exam

#### Article 6.1 – establishment of the result of the final exam

1. Students have passed the final exam when they have taken all examination parts, with pass grades or exemptions.
2. As an exception to the first paragraph, students may pass the exam with a 4.5 or higher for one examination part of the course year B1, provided that all components of course year B1 were passed, with the exception of the component with the 4.5 or higher, and this insufficient grade is compensated for by at least one rounded 7 or higher for another component of B1.
3. In addition students may pass the exam with a 4.5 or higher for one examination part of the course year B2 or B3, except for the minor, internship and the Research Training/Bachelor Thesis, provided that the calculated grade point average mentioned in article 6.2 paragraph 2 is at least 7.0. This compensation rule will only be applied by the Examination Board upon student's request.
4. On behalf of the Examination Board the head of the Department for Exam Administration RSM 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.

### Article 6.2 – classifications

1. The grade point average (GPA) is the average grade for all of the examination parts weighted on the basis of the credits and rounded to the nearest tenth of a decimal (hence, a 5.45 will become a 5.5). The GPA will be recorded on a supplement that accompanies the certificate.
2. If the examinee has shown exceptional skill while taking the examination, this may be stated on the certificate with the words '*cum laude*' or '*summa cum laude*' in accordance with the following rules:
  - The classification '*cum laude*' will be awarded if the student has fulfilled at least the following criteria:
    - the average of the rounded grades (to the first decimal) for the examination parts, as referred to in article 2.3 of the Teaching and Examination Regulations, calculated on the basis of the credits is an 8.25 or higher, in addition to which
    - no rounded grade for an examination part may be lower than a 5.5, and
    - no more than two examinations have been taken more than once (this criterion applies from cohort 2014-2015).
  - The classification '*summa cum laude*' will be awarded if the student has fulfilled at least the following criteria:
    - the average of the rounded grades (to the first decimal) for the examination parts, as referred to in article 2.3 of the Teaching and Examination Regulations, calculated on the basis of the credits is a 9.0 or higher, in addition to which
    - no rounded grade for an examination part may be lower than a 5.5. in addition to which
    - no examination has been taken more than once.
  - For the establishment of a classification, exemption has been granted for no more than 40 ECTS of B2/B3 examination parts and a minimum of 120 ects of the total required ects of the programme needs to consist of examinations taken in the programme of RSM Erasmus University.
3. In addition to the previous paragraphs: exemptions and results of examinations that are awarded with a pass/fail, for example examinations taken in the context of an international exchange programme at a foreign university, are not included in the determination of the classification.

### Article 6.3 – the certificate, the transcript and the supplement

1. To show that the exam has been passed, the Examination Board awards a certificate, after the Executive Board has 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 Department for Exam Administration RSM 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.

## Section 7 – Final and implementation provisions

### Article 7.1 – 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 7.2 – entry into force

These Rules and Guidelines enter into force on 1 September 2015.

Made by decree of the Examination Board BSc and MSc programmes of the Rotterdam School of Management, Erasmus University