

IM/CEMS Programme Committee (PC) Meeting

17 July, 2019, 13:00- 14:00, T5-086

Present:

- Meir Shemla (Associate Professor IM/CEMS)
- Brian Pinkham (Associate Professor IM/CEMS)
- Marc Gijsbers (Student IM/CEMS)
- Julia Lazar (Student IM/CEMS)
- Klaas Bischoff (Student IM/CEMS)

Programme Management:

- Gabi Helfert (Executive Director MSc Programmes, chair)
- Liesbeth Lohman (Programme Assistant & Scheduler MSc, Minutes)

Guests

Carla Dirks-van den Broek (Secretary to the Examination Board)

1. *Introduction - Gabi*

- Quick introduction of the members present at the meeting, Meir and Brian joining as faculty from IM/CEMS Programme, Marc, Julia, Klaas joining remotely as student representation, Carla representing the Examination board and Liesbeth for meeting minutes. Gabi's role is also representing the Dean of Education

2. *Rights & Responsibilities Programme Committees Presentation - Gabi*

- The PC is one element to maintain and improve the quality of the programme. Other quality assurance mechanisms include accreditation, CEMS peer review, surveys, rankings etc.
- In accordance with Dutch Law the Programme Committee advises and approves teaching and exam regulations.
- According to the RSM School Regulations a PC is made up of equal number of faculty and student members. In this case 2 faculty and 2 students. Others can join the meetings but will not have voting rights.
- Detailed information on the rights, roles and responsibility can be found in the presentation attached.
- Also attached, "Split of responsibilities programme committees/ faculty council" document

2. *Appointment of Members*

- Faculty: Brian Pinkham & Meir Shemla are appointed
- Students: Marc Gijsbers & Julia Lazar are appointed

3. *Election of Chair*

- Brian Pinkham is elected as Chair of IM Programme Committee

4. *Examination Guidelines Approval*

- Carla reviewed the changes of the Examination Regulations:
 - Updates to Examination board members
 - Legal Protection section
 - Course codes have been removed since course codes can change each year, the courses may remain the same
 - Admission requirements will be updated later, 1 expected change is that Dutch non-RSM students will have the opportunity to take an English level test at the EUR Language & Training Center on campus for free. This was previously only offered to students coming from an RSM Bachelors, in the future to include Dutch students that have not previously studied at RSM. Second point is that the motivation letter is not an admissions requirement. It is more useful to the granting of scholarships.
 - Announcement of grades changed to provision grades within 4 weeks, then allowance for feedback sessions and final grade to be given within 8 weeks. This has changes to accommodate for any errors in exams or changes of grades after feedback sessions.
- A question was raised regarding the exam rules and guidelines, these originate from EUR. With regard to the requirement to publish exams and model answers after the exam has been completed is to support transparency and provide information if a complaint is lodged. In some limited cases the exam/model questions do not need to be published (not in cases that the lecturer is intending to re-use the exam). The request to be exempt from publication is only made 4 or 5 times per year.
- Vote was taken on agreement with changes, all voted in agreement. The IM PC are in acceptance of the 2019-2020 Examination Guidelines. The chair will send a letter of consent to the Dean.

5. *Follow up*

- All members to provide Liesbeth with headshots
- Programme Management will build the website
- Liesbeth will prepare and provide letters of appointment to PC members.
- Once meeting notes have been circulated, please provide written approval of minutes