Code of order for the MSc International Management Programme Committee (IM PC), Rotterdam School of Management, Erasmus University

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Background

The IM PC represents the students and teachers of the MS International Management/[CEMS] master programme offered at Rotterdam School of Management, Erasmus University. It advises the dean on matters having to do with education. The code of order is intended to make the IM PC effective in carrying out its responsibilities and to make sure the voice of the master programme is heard in the discussion and represented in the advice to the dean.

Regulations

1. About the code of order

1. The code of order will be presented to all members of the IM PC prior to the first meeting of the Academic Year, in order to give the members an opportunity to provide feedback and comments.
2. The code of order will be discussed during the first meeting of the IM PC.
3. The code of order is put to a vote during the first meeting of the IM PC. An unqualified majority (half of the MSc PC members present and voting plus 1) determines if the code of order is accepted or rejected.
4. If the code of order is rejected, a new code of order must be presented to all members of the IM PC no later than one week before the next IM PC meeting. This code of order will also be put to a vote. An unqualified majority determines if the code of order is accepted or rejected.
5. The accepted code of order is binding to all members of the IM PC, including the chair.

2. Frequency of IM PC meetings

1. The IM PC meets at least two times each year.
2. Each member of the IM PC can propose that more meetings be scheduled.
3. To increase the frequency of the IM PC meetings, a minimum number of two members of the IM PC must support the proposal to increase the frequency of these meetings.
4. The IM PC will meet in a physical or virtual space that is suitable for discussion between all members. This space contains materials that can be used to support the discussion.

3. The agenda of IM PC meetings

1. Each member of the IM PC is entitled to put issues that they consider relevant on the agenda of the IM PC.
2. The Dean of Education can suggest putting issues that they consider relevant on the agenda of the IM PC.
3. The agenda of each upcoming IM PC meeting and all documentation that will be discussed or used as background information will be sent to each member of the IM PC no later than one week before the meeting is scheduled.
4. The agenda of each upcoming IM PC meeting will be sent to the Faculty Council and the Examination Board of RSM before the date at which the meeting is scheduled.
5. Documents that are not sent in time to all members of the IM PC will not be discussed during the meeting.
6. The meeting of the IM PC will follow the order as set by the agenda.

4. Discussion during the IM PC meetings

1. The chair ensures that each member of the IM PC has an opportunity to voice their opinion on each point on the agenda.
2. When delivering advice to the dean, a realistic effort will be made to reach consensus on the content of this advice through group discussion.
3. If consensus cannot be reached through group discussion, the chair can decide to put advice to a vote.
4. The IM PC can decide to invite guests to be informed about specific topics.

5. Non-public nature of the meeting

Meetings of the IM PC are in principle open only to members of the IM PC, unless explicitly decided otherwise.

6. Advice to the dean (of education)

1. The chair of the IM PC will write a draft advice to the dean of education that represents the outcome of the group discussion or the outcome of a vote.
2. When the dean of education asks for an advice at a meeting of the IM PC, an advice can be expected within six weeks.
3. When an advice results from a vote, the minority opinion(s) will also be expressed in the advice to the dean of education.
4. When an advice is put to a vote, an unqualified majority (half of the IM PC members present and voting plus 1) determines if the advice is accepted or rejected.
5. A member of the IM PC is allowed to abstain from voting. In that case, this member will be considered absent when counting votes and determining if a minimum number of members is present.
6. For an advice to be accepted, a minimum of half + 1 of the members of the IM PC (i.e., 3 members) needs to be present and voting.

7. If the minimum number of members of the IM PC is not present for a vote to be accepted, a second round of voting will be held during a subsequent meeting if time permits. If time does not permit this, voting will take place in an electronic manner. In this second round, an unqualified majority is sufficient for an advice to be accepted, regardless of the number of votes.
8. Before an advice to the dean of education is sent, all members of the IM PC will have seven days to provide comments on the draft advice.
9. Any advice to the dean of education will also be forwarded to the faculty council of RSM.

7. Minutes

1. Minutes will be kept of each meeting of the IM PC. The level of detail of the minutes should be sufficient to reconstruct the ongoing discussion.
2. The minutes of an IM PC meeting will always be sent along with the agenda of the next IM PC meeting.
3. The accepted minutes are public, but confidential information (e.g., relating to specific persons) will be left out of the public version.
4. The faculty council and the Examination Board will receive the public version of the minutes of the IM PC meetings.

Annex

The so-called 'Opleidingscommissie' plays an important role in the quality control mechanisms of RSM.

- Its role and functions are defined in the Dutch Higher Education Act[1] and can be summarised as follows:
  a) giving advice on the teaching- and examination regulations (TER);
  b) judging the (quality of) implementation of the TER;
  c) advising the Dean of Education, sollicited or unsollicited, on any issue regarding teaching and education;
- The Opleidingscommissie consists of students following the programme(s) and professors teaching in the programme(s), in equal numbers;
- For each degree programme or group of degree programmes, there needs to be an 'Opleidingscommissie'.

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[1] Article 9.18, WHW