

Minutes MSc PC – 21 May 2019

Mandeville, T3-42, 10:00 – 12:00 hours

| Present | Absent |
|--------------------------------------|---|
| MS: Maciej Szymanowski (Chair, MM) | TL: Tsi Kwan Lam (GBS) |
| AL: Annelie van der Leelie (Minutes) | WH: Wim Hulsink (SE) |
| GH: Gabi Helfert (PM) | JM: Juan Madiedo (MI) |
| YN: Yannick Niesen (SCM) | KP: Kurdrat Kaur Paramjit (SE) |
| AS: Ad Scheepers (PM) | RH: Rebecca Hewett (HRM) |
| GB: Guido Berens (GBS) | BK: Bas Koene (OCC) |
| AK: Alisa Knuutinen (MI) | CK: Cynthia Kong (SCM) |
| SZ: Solomon Zori (AFM) | GI: George-Stavros Isichos (SM) |
| YS: Yasemin Sezer (MM) | AG: Anxhela Gore (OCC) |
| DT: Dimitrios Tsekouras (BIM) | VS: Verena Stuber (HRM) |
| LV: Lara in 't Veld (FI) | SH: Sarah Horn (BIM) |
| | FP: Francesco Perniciaro (AFM) |
| | EG: Egemen Genc (FI) |
| | FW: Frank Wijen (SM) |
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| | Guests |
| | CD: Carla Dirks – van den Broek L.L.M (Managing Director Examination Board) |
| | RA: Rosina Ankomah (Programme Manager) |
| | AWL: Anna de Waard - Leung (Programme Manager) |
| | DS: Danielle Schouten (Trainee) |

1. Opening and announcements

The chair welcomes everybody present.

2. Approval of minutes from MSc PC meeting 11 April 2019 – see attachment

The minutes were approved.

3. Examination Regulations 2019-2020

CD explains that she included some amendments to this draft version of the TER. The changed items are:

1). There are changes concerning the Finance & Investments Advanced (FI-A) Programme which will be discontinued after this academic year and the Master in Management (MiM) Programme which will now run as a 60EC/12 month programme. GB wonders what happens if FI-A students don't finish their programme this year. GH replies that there will be individual solutions.

2). There is a proposal to put a cap on the additional electives a MSc student can take (max 6 extra credits).

3). There is another proposal to change article 5.1 about the deadline submission of provisional and final grades for exams. The deadline scheme for the provisional grades will become 4 weeks and for the final grades it will become 8 weeks unless the resit of the examination is earlier. YS asks what are the consequences if students receive their grades too late. CD indicates that there could be consequences for the examiner if the Examination Board receive complaints from students. SZ asks if it is a possibility that teachers can get a reminder about the deadlines of the grades. AS notes that the Exam Registration discussed the possibilities but there are technical problems with the implementation, for instance there are a lot of teachers who need to receive a reminder. MS notes that there is also no deadline for teachers to publish the assignment manual on

Canvas and that is confusing for students and staff. LV notes that it can be tackled if the course guide on the EUR website is up to date and corresponds with the course manual. GH replies that it is impossible because the documents shouldn't contain the same depth of information. MS proposes to add a note on the EUR website that if students want to follow the course they need to follow the information of the teacher. Another possibility is to put the deadlines of grading and publishing the course manual in TER so that everyone can see when things will happen.

4). In the previous meeting the PC proposed to change the highest result counts rule into the last result counts unless the grade is less than a 5.5. The Examination Board doesn't want to change the rule because according to them the assessment is about the level of skill and knowledge of students and not about how many times a test is taken. MS disagrees because he believes that if the final knowledge matters then the last grade should counts because that is the most valid measure. CD replies that students can't fail a course that they already passed. LV indicates that some students do need higher grades for other reasons, for example for graduate as cum laude.

5). The Examination Board agrees that the publication of module answers data can be done during the feedback session but they stick to the rule that the exam questions must be published as soon as possible after the exam. Examiners can however apply for an exemption. SZ expresses his concerns, because it is hard to create new questions for exams all the time and it increases the workload. CD replies that teachers can apply for exemptions or redefine the questions.

4. Student onboarding module

RA presents the new Student Onboarding Process. The reason for a revised process is to help master students who are new at EUR/ RSM get to know the processes and systems. This is important because then students can fully focus on their education and it contributes to a more efficient way of working as it enables RSM to be ahead of frequently asked questions. This onboarding process starts this year because the new students have already received their ERNA ID before they start. So PM can communicate with the students via their own platform before the courses begins. The onboarding module will be communicated via e-mail, but also pointed out during the Master Kick-Off event. After the presentation the students can follow the online module in Canvas. The goal of the module is to give guidance to all students. This module consist of 7 elements:

0. Welcome page: the students get to see a couple of questions and one of them is are you new to RSM? If the answer is no they can skip the elements introduction to RSM and the introduction of the Campus.
1. Introduction to RSM: during this part the students get an explanation about RSM and the mission of the school.
2. Introduction to your campus
3. Overview of your programme: in this element the students can find an overview of their own curriculum and important dates.
4. Your first course: In this section the students need to watch a video where they can see how a day in a student life looks like for instance preparing for class.
5. Crash course into your platform: This part shows a couple tips and tricks about how the systems at RSM need to be used.
6. Your important contacts: in this element students can find details where they need to go if they have questions. This also includes information for students with special needs. MS wonders whether this section includes information about the Examination Board or the PC. RA confirms.
7. Pop quiz: At the end the students will take a quiz about the module and if they get a 75% or higher score the students will automatically enter the MSc Kick-Off raffle.

PM is finalising the module at the moment and they want to go live on the 15th of July 2019. If it is a success they want to extend the module to the bachelor and the exchange students.

YN wonders whether the module is more important for the bachelor students instead of the master students. GH replies that is equally important for the master students because 70% have obtained their bachelor elsewhere. AK asks how students become motivated to complete the module. RA notes that they will be incentivised with a raffle, but also because the programme is very short and the students can track their progress. AK wonders where students can find the module. AWL replies that it will be communicated via Facebook, through the admissions office, and the welcome message from STAR. LV indicates that the ambassadors can also help to promote the

module. MS is positive about it but he adds that the module should not be remade every year and he suggests the idea to add a teaser video of the Kick-Off day to the programme.

5. Draft proposals from the subcommittees

MS notes that it is hard to produce a document because he has not enough information because none of the subcommittees submitted anything for the meeting. The Honour Programme Subcommittee is still working on their inquiry. The Thesis Trajectory Subcommittee want to make an overview of different practices and issues in different thesis trajectories and the Teaching Quality Subcommittee didn't meet but they created the idea of a tutor academy.

6. Closing remarks

There were no closing remarks.

7. Action points

1. Every subcommittee has to send in their (draft) final proposal from their committee.

Next Meetings:

25-Jun-19, 13:00h