

Minutes MSc PC – 26 May 2020

Online meeting via Zoom, 12:00 – 14:00 hours

Present	Absent
MS: Maciej Szymanowski (Chair, MM)	AS: Ad Scheepers (PM)
AL: Annelie van der Leelie (Minutes)	AG: André van Gorp (MI)
MC: Marcell Csomor (OCC)	BK: Bas Koene (OCC)
NG: Niccolò Ghiggia (HRM)	AST: Adam Stożek (AFM)
SZ: Solomon Zori (AFM)	EC: Elena Corsiglia (MM)
GH: Gabi Helfert (PM)	
GB: Guido Berens (GBS)	
MA: Munther Alahmad (SCM)	
DT: Dimitrios Tsekouras (BIM)	
JF: Jan-Philipp Fuhrmann (FI)	
CK: Cynthia Kong (SCM)	
LB: Luca Berchicci (SE)	
AD: Annelore Doeze (SE)	
JME: Julija Mell (HRM)	
HF: Heleen Francoys (SM)	
FW: Frank Wijen (SM)	
TM: Tom van Mierlo (GBS)	
EV: Elisa Vandensteene (BIM)	Guests
JM: Juan Madiedo (MI)	CD: Carla Dirks (Examination Board)
FM: Florian Madertoner (FI)	GVB: Gerrit van Bruggen (PAC member MSc MIM)

1. Opening and announcements

The chair welcomes everybody present. MS introduces the guest GVB. He is attending the meeting to discuss the MScBA changes within the TER with the committee.

2. Approval of minutes from MSc PC meeting 23 April 2020 – see attachment

GB: The date of 26 May under the action point *Create a review of HOKA subcommittee activities* should be changed to 25 June.

3. Update on TER – Carla Dirks

CD explains the changes in the TER.

- 1) The programme manager of MScBA MiM asked the Examination Board to rename *Financial Management I* into *Accounting* and to rename *Financial Management II* into *Cooperate Finance*.
- 2) The sequence of chapters in the TER has been changed. Now the document starts with the TER and the tasks of the EB are placed in the chapter Rules and Guidelines.
- 3) A preamble has been added to the TER.
- 4) The definition of written tests has been clarified. In addition, a new definition has been added to the TER about Student Administration.
- 5) A footnote has been added to the TER about the soft cut admission clause.
- 6) In the premaster programme, Applied Business Methods and International Marketing Research courses will be discontinued and replaced by the course Research Project.

Suggestions of the committee:

- 1) GVB suggests that Carla verifies the renaming of courses in the MiM programme with the AD Irma Bogenrieder. If it's what was discussed in the PAC and the sequence of the courses makes sense, then the

change is fine.

- 2) FW suggests to include the information on the soft cut clause in the TER, instead of putting it in a footnote because people can more easily miss the information, for example if the webpage is inaccessible.
- 3) MS: Provide a solution for students who, due to personal circumstances, can't comply the requirements of the soft cut clause in order to obtain their bachelor's degree on time.
- 4) EV: Specific guidelines should be included in the TER regarding the recording of students during an online examination. Furthermore, it should also be clarified in the TER how long those recordings are kept afterwards.
- 5) FW: It should be possible to change the TER during the academic year, thus that if new fraud methods emerge during the online exams, they can be added to the TER.
- 6) SZ: To prevent fraud during the online examinations, it would be better to give essay-based exams with individual questions than rely on the proctoring technology.

4. Vote on the Code of Order

MS explains the change in the Code of Order.

- 1) From September 2020, the MSc PC will be expanded with two members because the four specialisations of the MScBA programmes will be represented in the committee by two students and two faculty members. One student and one teacher will represent the MIM, PMIM and BAM programmes, while the other duo will represent the AFM programme. The number of committee members is only increasing by two because the AFM programme is already in the MSc PC.
 - 2) The school regulations describe a different selection procedure for new committee candidates than the MSc PC uses. The school regulations indicate that the MSc PC should nominate the new candidates and present them to the Dean, while in practice the ADs and department heads nominate candidates. These candidates are then appointed by the Dean. Therefore, the MSc PC requests changes to the school regulations thus that the committee can continue its own selection procedure. MS will contact the Faculty Council for approval.
 - 3) An annex has been added to the Code of Order which provides an overview of the rights of approval versus advice of the MSc PC.
 - 4) The definition of the implementation of education has been clarified.
- The proposed changes in the Code of Order were unanimously accepted by the committee.

5. Update on the subcommittees

An overview of what the subcommittees have done until now.

- 1) The TER subcommittee has created a user-friendly summary draft document of the TER to bring more awareness to professors and students about the existence of the TER.
- 2) The Guidelines for learning analytics/ adaptive education subcommittee has created a draft document with regulations that the university could use to allow to adopt education to be in place.
- 3) The HOKA subcommittee will create an overview of all the activities they have done so far.
- 4) The Elective subcommittee has compiled information about the status quo and has made suggestions of what could be improved in the elective registration system.
- 5) During the MSc PC meeting in June, all the subcommittees will submit an output of what they have worked out over the past year.

6. Action points

What	When	Who
Create a review of HOKA subcommittee activities	Before 25 June 2020	HOKA subcommittee
Discuss the proposed change in the school regulations with the FC	ASAP	MS
Publish the new Code of Order of the PC on the Website	As soon as school regulations are amended	AL

Next Meeting:

25-Jun-20, 13:00h