

# IM Programme Committee Meeting

12 May 2021, 13:30- 15:00, MS Teams

## Members present:

- Meir Shemla, faculty IM PC member, interim chair (MShe)
- Pia Schindera, student IM PC member (PS)
- Max Scholz, student IM PC member (MSch)
- Sofie-Therese Mitterer, student IM PC member (STM)

## Members absent

- Brian Pinkham, Faculty PC member, chair (currently on leave)

## Programme Management:

- Gina Kim, Programme Manager, IM/CEMS (GK)
- Rene Olie, Academic Director, IM/CEMS (RO)
- Gabi Helfert, Executive Director MSc Programmes (GH)

## Guests

- Carla Dirks-van den Broek, Secretary, Examination Board RSM (CD)

## 1. *Opening & announcements – Gabi Helfert*

- Agenda:
  1. Introduction
  2. Role and responsibilities of the PC
  3. Review of the TER
  4. A joint elective with NOVA
  5. Action points

## 2. *Approval of minutes of last meeting*

- Not applicable.

## 3. *Introduction*

- Being that this is the first meeting of the calendar year and with this group, the meeting begins with a short introduction of everyone present.
- One more student member than has been recruited this year than normal, given the unusual construction of the CEMS semesters in this academic year, and to incorporate the perspective of exchange students.

## 4. *Roles and Responsibilities of the PC*

- Presentation provided by Gabi Helfert.
- The role of the PC: to provide feedback to maintain and enhance the quality of education and programme.
- The participatory bodies are introduced:
  - Executive Board EUR advises University Council
  - RSM Dean advises Faculty Council, which, in turn, advises/approves/evaluates

- execution, teaching, examination, and regulations
  - Dean of Education RSM advises PC, which, in turn, advise and approves execution, teaching, examination, and regulations
- The regulatory framework behind PC is introduced.
- The PC and its composition, tasks, and formal processes are further introduced (for detailed information please consult RSM School Regulations, Article 11, or refer to presentation).
- Specification of tasks of PC (for detailed information, please consult RSM School Regulations, Article 12 or refer to presentation):
  - Providing advice on enhancing and assuring programme quality
  - Having right of approval regarding teaching and examination regulations
  - Annual assessment of implementation of teaching and examination regulations
  - Having right of advice of implementation of teaching and examination regulations
  - Issuing advice or proposals to management of programme and dean regarding all matters relating to education in programme concerned
- GH emphasizes two points:
  - PC has obligation to meet at least twice per year, however may meet more often
  - When drafting and publishing proposal, RSM Dean must reply within two months
- Recommendations for PC by Education inspectorate (2017):
  - Ensure tasks and demarcations are clear
  - Formulate own priorities for improving quality of programme
  - Maintain visibility
  - Opt for balanced composition
  - Coordinate with other bodies
- GH makes further remarks:
  - Annual report (as indicated in RSM School Regulations) is equivalent to meeting minutes of IM/CEMS PC
  - Detailed information on the rights, roles, and responsibility can be found in the presentation attached

## 5. *Review of the Teaching and Examination Regulations (TER) 2021-2022*

- Discussion led by CD.
- No significant deviations/changes proposed for TER 2021-2022 as compared to that of 2020-2021. The most important changes include:
  - Article 1.3 – Definitions: reformulation of non-written test to “other test types”
  - Article 2.3.1 – Composition of degree programme: EC values for some programme components were changed to reflect existing curricular requirements
  - Article 2.3.2: Addition by GK: exchange programme components must be pre-approved by Academic Director
    - Constituted common practice but was never explicitly stated
  - Article 3.2 – Admission procedure: elimination of corporate assessment component
    - PC discusses reinstating corporate assessment component in new (digital) way

- to maintain involvement of CPs during selection, which can be a valuable aspect of CP engagement
- Article 4.1.3 – Frequency of examinations and tests; examination schedule; re-sits; extra exam opportunities
  - Due to COVID-19, some courses only featured ‘other test types’ (i.e. assessment methods other than written timed/proctored exams) as examination methods for which no policies for a re-sit or reasonable improvement options currently exist
  - Suggestion by Examination Board: add re-sit or reasonable improvement option
  - PC discusses definitions/terminology of ‘grade improvement’ options and ‘re-sit’ options
- Article 4.3 – Oral tests: elimination of rule stating that “a student can invite not more than two persons to attend the oral test”
  - PC discussed appropriateness and potential consequences of the respective change

## 6. *Possible joint elective with NOVA*

- Discussion led by RO.
- Joint elective: Course on Space Business
  - Tentative plan:
    - Joint elective worth 3.5-5 EC (consisting of approximately six class meetings, of which three are given from Lisbon, and three are given from Rotterdam in online context)
    - 40 students total, 20 students from each university
- PC discusses planned implementation and impact of joint elective
- RO asked student members for input on (1) number of ECs and (2) attractiveness of course:
  1. PS and MSch: Both took primarily CEMS-exclusive courses in the fall 2021 semester, whereby courses did not exceed two per block (ideally the maximum number of courses per block); students would therefore prefer if joint elective were worth 5 or more ECs
  2. MSch: Content sounds very interesting and the collaboration generally provides high potential for enhancing internationality of programme

## 7. *Action points*

- Adjust admission procedure text to allow for more general interview and assessment methods (adjust “answering questions online through video system” to “including an assessment”) (CD)
- Examine TER for further clarity of the re-sit terminology (CD)