

Code of conduct

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RSM code of conduct

This document clarifies and highlights key aspects of desired behaviour at RSM. In other words: it shows how we would like to see people behaving – personally and in relation to others. Keywords are ethics, honesty, diligence, transparency, responsibility, sustainability, respect, politeness, good manners, a peaceful mindset, tolerance, openness. The Code is not about existing rules and regulations at RSM. For this we have other documents in place, such as the [Teaching and Examination Regulations \(TER\)](#).

General rules of conduct

- Respect each other always. Hostility, discrimination, bullying, and (sexual) harassment are always unacceptable.
- Respect the property of fellow students and of Erasmus University Rotterdam (EUR). This includes leaving facilities tidy and cleaning up after oneself, for example in campus restaurants, classrooms, and restrooms, avoiding unnecessary waste and resource depletion and correctly using recycling facilities where offered.
- Comply with general campus instructions, such as the campus smoking ban and parking regulations. Be aware that incorrectly parked vehicles and bicycles may be clamped by campus security and a clamp removal fee may apply.
- Do not share personal data of other students or EUR staff with third parties without asking prior permission.
- Be open, transparent, and fair when engaging with external parties, in particular when it comes to engaging third parties in educational and research activities (during internships or field data collection for thesis projects).
- Be prudent with data and information which you receive from third parties in the course of your studies, and when trusted with confidential or business sensitive information ensure that you keep such information confidential.
- Act in a professional and competent manner and in line with what can be reasonably expected from RSM students and of our institution.
- Protect the university's reputation and act as a worthy ambassador in all your endeavours.

General obligations of RSM students

- Adhere to the [Order Regulation for EUR Buildings, Grounds and Facilities](#) (2020)
- Students present at the university are required to always carry their (digital) student card for identification purposes and may be required to show the student card to EUR staff members (upon request).
- Information channels such as MyEUR.nl and Canvas should be checked daily or, at a minimum, weekly. It is assumed that the information via these channels is known within 24 hours of placement. This rule also applies to university email sent to your student email account (EUR email account).
- (Future) students cannot claim that they were unaware of something if the information was provided through accessible channels or sent via email. Junk or SPAM boxes should be checked regularly.

- Students are not allowed to represent themselves as RSM or EUR employees or as an official representative of the school or the university, and cannot enter into agreements on behalf of EUR.
- Students cannot use the RSM or EUR logo, trademark, or tradename without having received explicit permission from the Corporate Marketing & Communication department (CMC).
- Students should always ask permission to use any facilities belonging to departments and sections. This includes the use of telephones, faxes, office and canteen equipment and work areas.

Diversity and language

Diversity

Education and research are best pursued by bringing together a wide diversity of scholars, students and staff: individual people who each bring their own opinions, knowledge and experience to the task. This diversity of talent provides the University with an academic environment where everyone can feel at home and develop themselves to their personal best. We believe in the benefits of difference and the success of teams made up of diverse players. Discrimination in the form of unequal handling, slight or deprivation based on factors such as ethnicity, skin colour, gender, sexual orientation, physique, political convictions, life philosophy, or religion under circumstances related to work or study is not tolerated. The [EUR complaints procedure for inappropriate behaviour](#) applies.

Language

The language of the first two years of the **Bedrijfskunde bachelor programme** is Dutch, implying that:

- The study materials are in Dutch or English; exams are always in Dutch
- Most of the communication will be in Dutch: students, staff and programme management are expected to communicate in Dutch in educational situations: lectures, workshops, meetings, but also in writing and when emailing or when putting messages on SIN-Online or Canvas. In exceptional cases English may be used in education, communications, and examinations, for example in the case of an international guest lecturer, certain electives, or other exceptions that have explicit procedure approval of the Examination Board.

The language of the combined third year of the Bedrijfskunde and IBA Bachelor programme, and the first two years of the **IBA bachelor programme** and RSM's pre-experience **MSc programmes** (except the part-time Master in Management) is English, implying that:

- All study materials are in English, for example books, articles, papers, presentations, videos, and slides.
- All communication is in English: students, staff and programme management are expected to communicate in English in all educational situations: lectures, workshops, meetings, but also in writing and when emailing or when putting messages on MyEUR.nl and Canvas.

Avoid abusive and threatening language

Everyone at RSM shall refrain from the use of abusive and threatening language whether in writing or verbally. This expressly includes application forms or documents, assignments, exams, reports, open comments in written evaluations, and communication by email, by app or on discussion boards and in spoken language used in class and in communication between students and staff.

Code of conduct for courses, communication, and examinations

Courses

Courses are strenuous activities, both for the instructors and the students. Instructors devote considerable energy to the preparation, structure and presentation of classes. The following rules have been formulated to avoid inconvenience and annoyance:

- Presence is essential, as classes are an important component of the education offered. Instructors count on student attendance. The content of these classes forms part of the examination subject matter to be studied.
- Students should always be on time. The instructor or attendant may refuse admittance to the classroom after the start of the class. Students may then enter the classroom during the break. It is not allowed to leave the classroom during a lecture or earlier, without prior permission from the instructor.
- Students are expected to have studied and prepared for the subject matter to be discussed, and to have completed any related assignments upfront. They are also expected to be actively engaged in the lecture and to refrain from other (distracting) activities.
- Active contributions to discussions and asking relevant questions about the subject matter are highly appreciated, and the instructor will invite students to discuss or pose their question.
- Students are responsible for fulfilling their attendance obligations in class. There is a built-in margin for extenuating personal circumstances such as illness or emergency. Any type of absence should fall within this margin and such circumstances should, in the first instance, be reported to the course instructor, unless otherwise specified in the respective course manual. In the event that due to long-term personal circumstances a student cannot meet mandatory attendance, a student advisor has to be timely and adequately informed by the student.
- If work takes place in teams, every member is expected to contribute equally.
- That which applies to courses also applies to guest lectures: external guests take the trouble of investing their time and effort for giving lectures.

Communication

Appropriate, timely, and respectful communication goes a long way in facilitating good relationships between students, instructors and staff. To that end the following guidelines should be followed:

- A promise is a promise. If agreements have been made between a student and a staff member of RSM, all parties should stick to these agreements as much as is reasonably possible.
- With written communications, especially email, it is always necessary to mention your name and student number. Please phrase questions as specifically and clearly as possible to facilitate speedy answers.
- Problems with instructors or professional services staff can be reported to the responsible programme manager so that they can mediate in solving the problem or refer you to the appropriate body, such as the examination board, student adviser or student counsellor. The [EUR confidential counsellor](#) may also be contacted.

Examinations

Examinations comprise a major component of students' lives; they are sometimes very stressful periods. Especially during plenary examinations (mostly in the Van der Goot building) it is important that there is as little disturbance as possible. Therefore, students must adhere to the rules of order. Please take note of the following main rules for examinations:

- [General EUR rules of order](#), including the Rules of Order for written examinations, and
- Specific [RSM Examination Regulations](#) in the rules and guidelines of the Examination Board RSM - EUR

Specific rules apply for remote examinations. These rules will be announced via the Canvas course manual and general information on the EUR / RSM corona webpages.

Intellectual property

Generally, books, literature, slides, assignments, exams are formally the (intellectual) property of the creator. If a creator has multiplied their work with the aim to distribute it, for example among students, rules related to copyright apply.

Courses

Educational materials are protected by copyright and are not freely available for further distribution by students to third parties. All educational materials are provided for personal use of EUR students only. This includes video or audio footage of lectures made by students. Classes may only be filmed by students with prior consent of those who will be filmed. Online classes may be recorded by the instructors and distributed among the participants, whereby students have the right to turn off their camera in case they do not want their image to be recorded.

Exams

Exams and assignments are the intellectual property of the EUR and provided for personal use only. Again, this means that copying or distributing exams or other assessments is not allowed.

Tutoring organisations

Copyright laws expressly apply to tutoring organisations. You are not allowed to share any educational materials owned by EUR with such organisations. This includes but is not limited to examinations and tests, and all materials made available to students via Canvas.

Fraud and plagiarism in assignments, theses, and exams

Fraud and plagiarism are punishable offences, and both are actively prosecuted at RSM. Further information on fraud and plagiarism can be found [on this webpage](#). And you can learn more in the [EUR video on fraud and plagiarism](#).

Examples of fraud

Cribbing

The simple act of possessing a crib sheet during an examination constitutes cheating, whether you use the sheet or not.

Unauthorised materials

During an exam only authorised study materials are allowed within reach. Study materials such as calculators, graphing calculators, or textbooks may only be used if it is specifically permitted for the exam in question. Any books that are allowed may not contain any additional information, such as notes or inserts. The use of mobile phones and other electronic communications equipment during examinations is prohibited. Violation of these provisions is considered fraud.

Impersonation

You may not impersonate another person during an exam or allow someone else to sit the exam for you. Offenders will be prosecuted by the Examination Board for committing fraud and will also be reported to the police for identity fraud.

Plagiarism

One of the main purposes of writing papers is to learn to formulate clearly reasoned arguments and analyse yourself. You can (and sometimes must) use scientific articles, papers or books to support your arguments, provided you quote the source. You can use insights expressed in articles or in documents on the Internet to support your academic work. But there is a significant difference between 'referring to' and 'copying'. It is **plagiarism** if you take text from articles or papers written by others without referencing the source and without using quotation marks, either by 'cutting and pasting' from electronic documents or by literally transcribing or paraphrasing passages. So, you may not submit any assignments, papers or theses written by someone else as your own. Even if copied passages only make up a relatively small part of your paper, it is still plagiarism. In another word: it's cheating.

RSM systematically screens written assignments, such as theses, with advanced electronic instruments for identifying plagiarism. Further tips on how to avoid plagiarism in your academic work can be found on [this website of the EUR University Library](#).

Why is fraud such a serious offence?

An academic education is only useful if you learn to analyse and solve problems yourself and are able to clearly present new ideas in compliance with the principles of scientific integrity. By cheating you deprive yourself of the chance to learn how to do so and to apply those skills and knowledge in practice. Cases of fraud harm not only the student concerned but also the reputation of the course and the university as a whole and most importantly the reliability and validity of the degree and the degree certificate.

Sources

All of your rights and obligations as a student are laid down in the [Teaching and Examination Regulations](#), in the rules and guidelines of the [Examination Board](#) and in the [EUR Student Charter](#). The [rules and guidelines](#) give the definition of cheating and describe the sanctions that can be imposed.

Computer use, email and the internet

The EUR's [Use policy computer and network regulations](#) applies to all students.

An incomplete summary of the policy is set out below:

- Staff and students communicate by email only to and from email accounts provided by the EUR. For individual study programmes (for example IM/CEMS), this rule might include students' email accounts with trusted third parties (for example the CEMS organisation).
- Students are advised to regularly check the messages in the email box assigned to them by the EUR.
- Use proper and polite language in communications with instructors, staff and fellow students. Email messages or messages on social media to or relating to EUR or RSM with obscene, denigrating, inflammatory, threatening or insulting texts will not be tolerated. EUR and RSM reserve the right to delete posts it deems undesirable on its social media without prior notice or warning.
- Without explicit permission, no one may gain access to the details of another user, including their computer systems or programme files. ERNA accounts are strictly personal.
- It is not allowed, intentionally or negligently, to introduce malware such as viruses, spyware, phishing software, adware and crimeware to university systems.
- It is not allowed to visit inappropriate websites, for example, terrorism and porn, from university computers or accounts.
- It is not allowed to disseminate messages that could be seen as undesired by recipients ('spam'); messages with commercial purposes; messages of a pornographic, racist, discriminating, threatening, insulting or offensive nature, messages that cause harassment or sexual harassment, messages that might or would incite discrimination, hate or violence, and messages that request help or participation in research or data collection, such as for a bachelor or master thesis. The minimum penalty for spamming students involves blocking your ERNA account access for one week.
- As a user of EUR computer equipment, you should treat this equipment with care and comply with the rules that pertain to computer labs.
- By using EUR computer equipment all students must comply with the rules laid down in the General Data Protection Regulation (GDPR) and the Dutch GDPR Implementing Act: www.wetten.nl.

Sanctions

Any breach of the regulations around EUR buildings, grounds and facilities may result in sanctions. In the event of fraud, the Examination Board can impose sanctions that vary from a reprimand to exclusion from all examinations for a maximum period of one year, or even termination of a student's enrolment in the programme (in this regard, see the [Examination Board's website](#) and the extensive [EUR Cheating and Plagiarism brochure](#)).

Relevant documents

This code of conduct is part of a set of documents geared towards communicating the rights and obligations of students. Other documents in this set include:

- [The Code of Honour](#) (Integrity)
- [The Netherlands Code of Conduct for Research Integrity 2018](#)
- [EUR complaints procedure for inappropriate behaviour](#)
- [Teaching and Examination Regulations for the English-taught degree programmes](#) and the [Onderwijs en Examenreglementen for the Dutch-taught degree programmes](#).
- [Student Charter](#)
- [Brochure Cheating & Plagiarism](#)
- The publication [Rules and Regulations for Written \(interim\) Examinations](#) by the Examination Administration department
- [Order regulations for EUR buildings, grounds and facilities 2020](#)

Please direct all questions and comments concerning this code of conduct to your respective programme manager.