

RE-ENROLMENT INSTRUCTIONS FOR STUDENTS CONTINUING THEIR MASTER PROGRAMME IN 2023-2024 ACADEMIC YEAR

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You are a continuing master student, if you were already a student in master programme X in 2022-2023 academic year or earlier and you would like to continue with the same master programme X in 2022-2023 academic year.

Question: I am graduating from programme X in 2022-2023 academic year and I would like to start with a new master programme Y in 2023-2024 academic year; am I a continuing master student?

Answer: No. If you will start with a new master programme in 2023-2024 academic year, and you already graduated from your first master programme, you are considered a new master student and thus need to complete the applicable registration instructions (on this [page](#) the steps for RSM).

If according to the above you are a continuing master student, you will **always need to re-enrol for your master programme in Studielink**. Additionally, depending on your situation, you will also need to complete a course registration via [OSIRIS Student](#).

There are different types of Continuing Master Students (it is also possible that a student is a combination of two or more types):

- Continuing master students – Core courses
- Continuing master students – Electives only
- Continuing master students – Thesis Trajectory or Thesis Trajectory and Electives
- Continuing master students – Exchange
- Continuing master students – Internship
- Continuing master students – Second Master
- Continuing master students – (Outgoing) Dual Degree Students

On the next page, you can find a diagram summarizing the steps that you, as a continuing master student, need to take depending on your situation.

On the subsequent pages, the various procedures and timelines are described.

Carefully review the procedure that applies to you!

Re-enrolment Processes for Continuing Master Students – Diagram summary

Continue the Master

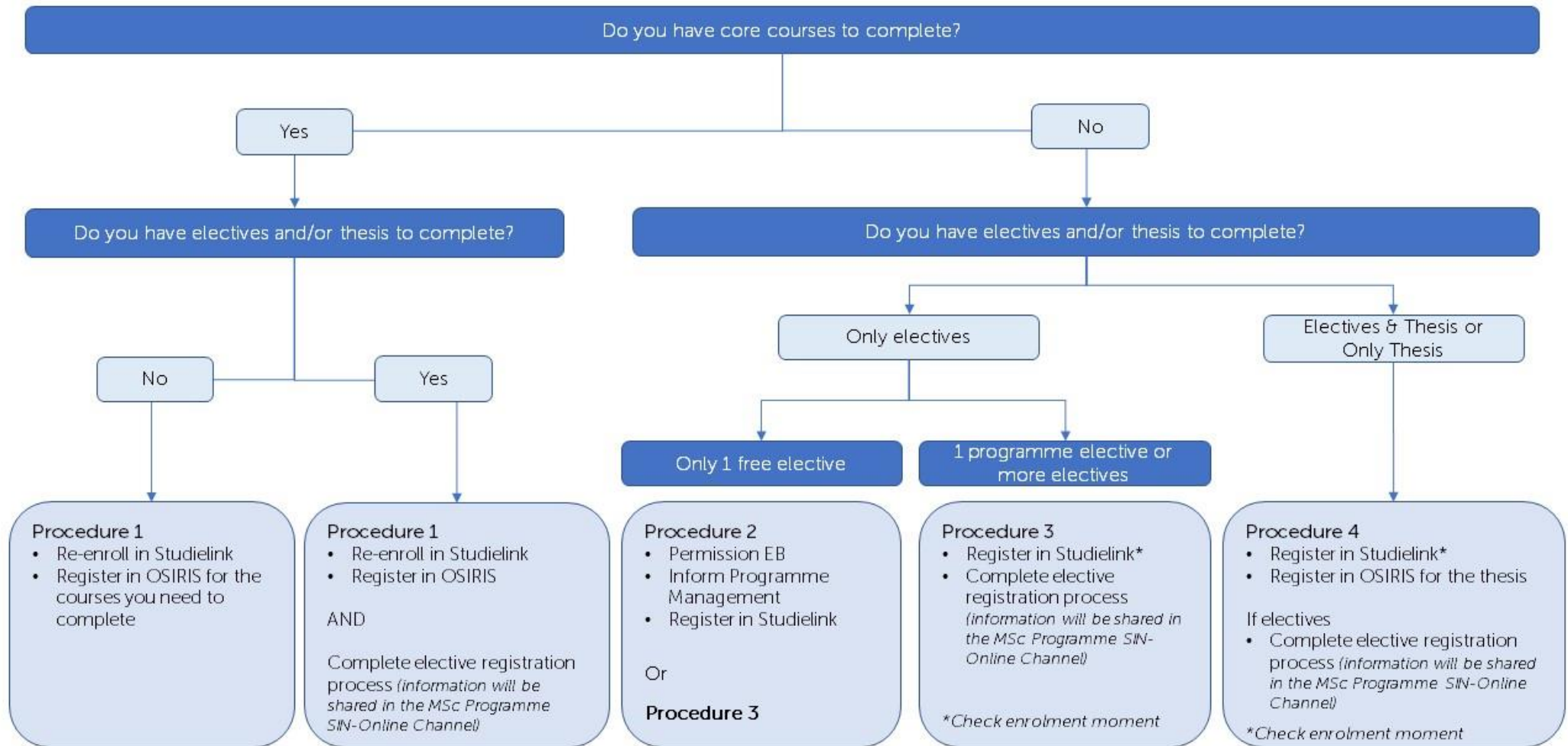


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Re-enrolment Processes for Continuing Master Students

Continuing master students – Procedure 1

You need to complete core course(s) in 2023-2024

If you need to complete one or more Block 1 core courses in 2023-2024, you must:

1. Re-enrol for the programme via Studielink. Re-enrolment is possible from the 3rd of April 2023. **To re-enrol for the 2023-2024 academic year**, please submit a “re-enrolment request” instead of a new enrolment request in [Studielink](#). You must complete your re-enrolment via Studielink before completing the second step.
2. Re-enrol for the core course(s) via **OSIRIS Student**¹:
 - I. You must complete the steps below between 24 July and Sunday 13 August 2023, before 23:59.
 - II. Go to [OSIRIS Student](#) → Register.
 - III. Search for the core courses you need to complete in 2023-2024 academic year. Do not forget to register for the thesis if you need to complete it (course code beginning with BMMT + programme code). [Here](#), you will find a list of core courses per programme for your reference.
 - IV. Click ‘Confirmation Registration’ to add the course to your “My Registrations” page.

If you only need to complete one or more Block 2 core courses in 2023-2024, it is possible for you to enrol with start date 1 November.

1. Do not register in Studielink now. Register via Studielink 1 September 2023 onwards, by choosing the start date 1 November 2023. To re-enrol in Studielink for the 2023-2024 academic year, you need to go to “new enrolment” in the programme section and submit a higher/senior year enrolment request. You can then select your starting date. You must complete your re-enrolment via Studielink before 23:59 on Saturday 30 September 2023.

Important: If you mistakenly register in Studielink with start date 1 September 2023, it is possible to withdraw this enrolment till September 30 by writing an email to edf.es@eur.nl. After they have confirmed the withdrawal, you must register again with the later start date 1 November. Changes to the start date are not possible after 30th September.

2. Re-enrol for the core course(s) via **OSIRIS Student**.
 - I. You must complete the steps below between 1 September 2023 and 30 September 2023, before 23:59.
 - II. Go to OSIRIS Student → Register.
 - III. Search for the core courses you need to complete in 2023-2024 academic year. (list of core courses [here](#))
 - IV. Click ‘Confirmation Registration’ to add the course to your “My Registrations” page.

¹ If you are re-enrolling to MSc OCC, please contact MSc Programme Management via this [form](#) to discuss the applicable procedure.

*Elective Registration

Further information on how to complete the elective registration will be announced via the MSc Programme Specific SIN-Online channels and the [Elective Registration page](#) around mid- to late October 2023. You can then follow the instructions on how to complete the elective registration.

Continuing master students – Procedure 2

You need to complete only one “free” elective course in 2023-2024

(Note: If you are starting a second MSc Programme at RSM and still need to complete an elective for your previous master, you will be able to select 4 electives in the Elective Registration Rounds. More information will be provided before the spring semester. Hence, you do not need to follow the below procedure.)

If you only need to complete one free elective in 2023-2024 and have completed all other curricular components of your master programme, including the master thesis trajectory, you can either wait till spring for the elective period (for this, please follow procedure 3), or you can submit a request to the Examination Board to replace the free elective with a core course from a different RSM MSc programme in the autumn semester. For the latter, please follow the instructions below.:

1. Complete the remainder of your exam programme, including the thesis trajectory. Until you have completed your entire exam programme minus one free elective, you cannot complete the steps described below.
2. After completing the above step, submit a request to the RSM Examination Board via [their online request form](#) as soon as possible.
3. Wait for approval from the RSM Examination Board.
4. After receipt of the Examination Board’s approval, you must:
 - I. Inform MSc Programme Management via [this contact form](#) of the core course you would like to take, before 23:59 on Sunday 13 August 2023, so that you can be manually enrolled.
 - II. Register via Studielink. To re-enrol for the 2023-2024 academic year, please submit a “re-enrolment request” instead of a new enrolment request in Studielink. You must complete your re-enrolment via Studielink before Sunday, 27 August 2023.

Below you can find a list of possible core courses to follow as free electives from all the MSc Programmes:

- BM01GBS - Sustainability Leadership & Planetary Boundaries (GBS)
- BM01MM - Consumer Behaviour (MM)
- BM04MM - Marketing Strategy (MM)

As per Examination Regulations, article, 2.3, the Master Free Elective can also be chosen from courses of another nationally accredited master programme, i.e. a programme of any other School of the Erasmus University Rotterdam or of any other research university. Approval from the Academic Director of the student’s programme and from the Examination Board is required. Also, students must confirm with the programme/university in question whether it is permitted to follow the course before getting the approvals at RSM. See next page for the steps to take in this case.

Please follow the instructions below:

1. Register via [Studielink](#). To re-enrol for the 2023-2024 academic year, please submit a “re-enrolment request” instead of a new enrolment request in Studielink. You must complete your re-enrolment via Studielink before Sunday, 27 August 2023.
2. Confirm with the corresponding programme/research university whether you can follow the course.
3. Request approval from the Academic Director of your programme to follow the course as a Master Free Elective.
4. After completing the above step, submit a request to the RSM Examination Board via [their online request form](#) as soon as possible, including the approval of the Academic Director.
5. Wait for approval from the RSM Examination Board.

Continuing master students – Procedure 3

You need to complete one programme elective or more than 1 elective in 2023-2024

If you only need to complete one programme elective or more than one elective, in principle, it will not be necessary to re-enrol per 1 September 2023 (see note below), and you could re-enrol per 1 January 2024. Please take the following steps:

1. Re-enroll in [Studielink](#) for academic year 2023-2024.
 - a. Re-enrollment per 1 September. You need to submit a “re-enrolment request” instead of a new enrolment request. You must complete your re-enrolment via Studielink before 23:59 on Sunday 27 August 2023.
 - b. Re-enrollment per 1 January 2024. Do not register in Studielink now. Register via Studielink starting from 1 September 2023. You need to go to “new enrolment” in the programme section and submit a higher/senior year enrolment request. You can then select 1 January 2024 as your starting date. You must complete this step via Studielink before 23:59 on Tuesday 31 October 2023.
2. Complete the elective registration process in fall 2023 (as you should have your ERNA active to access the systems as soon as your enrolment has been completed).

To complete the elective registration, please wait for further information to be announced on the [Elective Registration page](#) around mid- to late October 2023 and via your MSc Programme Channel in SIN-Online. You can then follow the instructions on how to complete the elective registration.

Important: If you mistakenly register in Studielink with start date 1 September 2023, it is possible to withdraw this enrolment till 30 September by writing an email to edf.es@eur.nl. After they have confirmed the withdrawal, you must register again with the start date 1 January. Changes to the start date are not possible after 30 September.

Note: *enrolment after 1 September is considered to be “late enrolment.” Late enrolment (or interrupted enrolment) may have an adverse impact on study loans or enrolments to continuing master studies. Please contact our [Student Advisors](#) to further discuss your study situation beforehand.*

Continuing master students – Procedure 4

You need to complete more than one elective and thesis trajectory **or** only the thesis trajectory

If you need to complete 1 or more electives and the thesis trajectory or only the thesis trajectory in 2023-2024, it may be possible for you to re-enrol from a later moment depending on the programme's Thesis Trajectory requirements (1 November 2023 or 1 January 2024 onward, please see note below),

Important information per MSc programme:

- MScBA Accounting and Financial Management. Late enrolment from 1 January is possible. In the case of late registration, students **MUST** inform the Thesis Coordinator by 15 September 2023 at the latest. Please make sure to regularly check the Thesis Canvas page and your student e-mail starting November, as all the information for the thesis trajectory, including the thesis topic selection procedure, will be communicated via these channels.
- MScBA Business Analytics & Management. Late enrolment is only possible with a starting date 1 November, as the thesis trajectory starts in December.
- MScBA Master in Management. Late enrolment from 1 January is possible. In the case of late registration, students **MUST** inform the Thesis Coordinator by 31 August 2023 at the latest. Be aware that the informational lecture on the thesis trajectory and the thesis topic and coach allocation will take place in November, so please make sure to be attentive for the information and regularly check your student email.
- MScBA Parttime Master in Management. Late enrolment from 1 January is possible if you have completed the research statement that is part of the Research Clinic. Please make sure to complete your late enrolment in September, so you can participate in the topic and coach allocation process in October without any problems.
- MSc Business Information Management. Late enrolment is only possible with starting date 1 November, as the thesis trajectory starts in November.
- MSc Finance and Investments. Late enrolment is only possible with starting date 1 November, as the thesis trajectory starts in November. Please make sure to regularly check the Thesis Canvas page, as all the information for the thesis trajectory, including the thesis topic selection procedure, will be communicated via this platform.
- MSc Global Business & Sustainability. In order to complete the thesis, it is required to first complete the courses Research Methodology I and Research Methodology II. Late enrolment from 1 January is possible. In case of late enrolment, you must contact the Thesis Coordinator by 15 September 2023 at the latest. Please make sure to complete your late enrolment by end September, and to regularly check the Thesis Canvas page starting October, as all information for the thesis trajectory will be communicated via this platform. Be aware that the thesis topic and coach allocation will take place in November, and the first meeting with your coach should preferably take place in December. If you miss the thesis topic and coach allocation process, we cannot guarantee that you will be allocated to a topic of your choice.
- MSc Human Resources Management. Late enrolment is only possible from 1 November. Students **MUST** contact the thesis coordinator to inform about their late registration by 30 September 2023 at the latest. Please make sure to complete your late re-enrolment in September, so you can participate in the topic and coach allocation process in October without any problems. Otherwise, we cannot guarantee that you will be allocated to a topic of your choice.

- MSc Management of Innovation and MSc Medical Business and Innovation. Students MUST contact the thesis coordinator to consult the starting moment of their trajectory by 5 September, at the latest. Students that have not passed the Research Fundamentals Course must take into consideration that some of the activities of the course might be scheduled to take place before 1 November. Late enrolment from 1 January is possible, if you have passed the Research Fundamentals course.
- MSc Marketing Management. Important: check if you have completed BM06MM – Thesis Topic Development.
 - o If you still need to complete the course BM06MM, you must re-enrol per 1 November at the latest (i.e., you cannot re-enrol in January).
 - o If you completed the course, late enrolment from 1 January is possible. Note that, in this case, you are still encouraged to submit the thesis topic paper directly to your coach.

In both cases, however, you MUST contact Thesis Coordinator by 15 September 2023 at the latest so that you can participate in the Thesis Topic and Coach Allocation process in the Fall.

- MSc Supply Chain Management. Important: check if you have completed the Research Methods & Skills course (BMRM4SCM).
 - a. If you still need to complete the course Research Methods & Skills course, you need to re-enrol per 1 November at the latest (i.e., you cannot re-enrol in January), as some plenary lectures for the course will already take place before January.
 - b. If you completed the course, late enrolment from 1 January is possible. Be aware that you will still need to hand in your research idea around Christmas to participate in the coach allocation in January.

In case you have questions, you can contact the thesis coordinator.

- MSc Strategic Management and MSc Strategic Entrepreneurship. If you need to complete the course BMRCSE-SM – Research Clinic Strategic Management & Strategic Entrepreneurship, late registration is not possible. For students who have completed the Research Clinic course, late registration from 1 January is possible. In the case of such late registration, students MUST inform the Thesis Coordinator by 31 August 2023 at the latest and provide their private email address for future contact. Please make sure to complete your late re-enrolment in September, so you can participate in the topic and coach allocation process in October without any problems. Otherwise, we cannot guarantee that you will be allocated to a topic of your choice.

Contact details of your thesis coordinator can be found in [Appendix 1](#) in this guide.

Note: enrolment after 1 September is considered to be “late enrolment.” Late enrolment (or interrupted enrolment) may have an adverse impact on study loans or enrolments to continuing master studies. Please contact our [Student Advisors](#) to further discuss about your study situation beforehand.

Re-enrol per September 2023

If your thesis trajectory requires you to re-enrol per 1 September 2023, you must:

1. Re-enrol for the programme in 2023-2024 via [Studielink](#). To re-enrol for the 2023-2024 academic year, please submit a “re-enrolment request” instead of a new enrolment request in Studielink. You must complete your re-enrolment via Studielink before completing the second step.
2. Re-enrol for the thesis trajectory via OSIRIS:
 - I. You must complete the below steps between 24 July and Sunday 13 August 2023, before 23:59.
 - II. Go to [OSIRIS Student](#) → Register.
 - III. Search for the thesis trajectory (course code beginning with BMMT + programme code) you need to complete in 2023-2024 academic year. Please make sure that you also re-enrol for the appropriate Research Methods course, if you have not completed this yet.
 - IV. Click ‘Confirmation Registration’ to add the course to your My Registrations page.
3. If you need to complete 1 or more electives, please also follow the Procedure 3.

Re-enrol per 1 November 2023 / 1 January 2024

If your thesis trajectory allows you to re-enrol per 1 November 2023 or 1 January 2024, please follow the instructions below:

1. **Do not register in Studielink now.** Register via [Studielink](#) **1 September 2023 onwards**, by choosing the starting moment that applies to your situation (1 November 2023 or 1 January 2024). To re-enrol in Studielink for the 2023-2024 academic year, you need to go to “new enrolment” in the programme section and submit a **higher/senior year enrolment request**. You can then select your starting date.
 - a. If your late enrolment starts 1 November 2023, you must complete your re-enrolment via Studielink **before 23:59 on Saturday 30 September 2023**.
 - b. If your late enrolment starts 1 January 2024, you must complete your re-enrolment via Studielink **before 23:59 on Tuesday 31 October 2023**.

Important: If you mistakenly register in Studielink with start date 1 September 2023, it is possible to withdraw this enrolment till September 30 by writing an email to edf.es@eur.nl. After they have confirmed the withdrawal, you must register again with the later start date 1 November / 1 January. Changes to the start date are not possible after 30th September

You need to complete the registration in Studielink before completing the next step.

2. Re-enrol for the thesis trajectory via OSIRIS:
 - I. You must complete the below steps from 1 September and **before 23:59 on Saturday, 30 September 2023**.
 - II. Go to [OSIRIS Student](#) → Register.
 - III. Search for the thesis trajectory (course code beginning with BMMT + programme code) you need to complete in 2023-2024 academic year. Please make sure that you also re-enrol for the appropriate Research Methods course, if you have not completed this yet.
 - IV. Click ‘Confirmation Registration’ to add the course to your My Registrations page.
3. In case needed, take additional action as per described in the programme specific notes (“important notes” previous page).
4. If you need to complete 1 or more electives, please also follow the Procedure 3.

FAQ relating to thesis trajectory

Question 1: I am planning to complete my thesis in 2022-2023 academic year, but I will need to make use of the resit (15 August 2023) to complete it. Therefore, I am not sure whether I will need to retake my thesis in 2023-2024. What should I do?

Answer 1: If you are in doubt whether you will be able to finish the thesis in the 2022-2023 academic year, please follow the process outlined in "[Continuing master students – Procedure 4](#)". If, ultimately, you pass the master thesis trajectory within the 2022-2023 academic year, you will need to:

- De-register in OSIRIS from the Master Thesis course. Go back to the OSIRIS → "Register", where you cancel your thesis re-enrolment
- Cancel your re-enrolment request in Studielink before Thursday, 31 August 2023. If you do not cancel your registration before this date, you will need to pay tuition fees for the month of September 2023.

Question 2: I have already completed the mandatory BMRM Research Methodology course. Do I need to retake this course?**

Answer 2: If you have already passed this course in a previous academic year and the final result has been registered in OSIRIS, then the grade – in principle – has an unlimited term of validity. You therefore do not need to redo the course.

However, we advise you to confirm with your thesis coordinator, to avoid that you miss any relevant information regarding the thesis trajectory.

Continuing master students – Exchange

If you have been selected for a master exchange, you need to:

1. Re-enrol for the programme in 2023-2024 via [Studielink](#). To re-enrol for the 2023-2024 academic year, please submit a “re-enrolment request” instead of a new enrolment request in Studielink. You must complete your re-enrolment via Studielink before 23:59 on Sunday 27 August 2023.
2. Make sure to submit your Exchange Study Plan to the RSM International Office prior to the start of the exchange.

Continuing master students – Internship

If you have [postponed your degree issuing](#) due to an internship, you need to:

1. Re-enrol for the programme in 2023-2024 via [Studielink](#). To re-enrol for the 2023-2024 academic year, please submit a “re-enrolment request” instead of a new enrolment request in Studielink. You must complete your re-enrolment via Studielink before 23:59 on Sunday 27 August 2023.
2. Make sure to register your internship/ your intention to do an internship at the RSM Career Centre by 15 June 2023 through [Osiris Case](#),

Continuing master students – Starting a second master programme in 2023-2024

If you are continuing your current master programme **and** starting another new master programme in 2023-2024 academic year, you must:

1. Complete the master admission process for your second programme. In case you are following your second programme at RSM:
 - i. You should have enrolled for one NEW master programme in Studielink by 15 May 2023. (instructions on [Admission procedure and application deadlines](#))
 - ii. Complete all additional steps for the programme in OLAF by 15 May 2023.
2. Complete your re-enrolment in Studielink for your current master programme and any further applicable steps (check the above procedures and follow the one that applies to your case).

Continuing master students – (Outgoing) Dual Degree Students

If you are an outgoing Dual Degree student, you must:

1. Re-enrol for the programme in 2023-2024 via [Studielink](#). To re-enrol for the 2023-2024 academic year, please submit a “re-enrolment request” instead of a new enrolment request in Studielink. You must complete your re-enrolment via Studielink before 23:59 on Sunday 27 August 2023. You must be (re-)enrolled in the Studielink for your RSM programme for the entire duration of your DM2 studies (including during the DM2 partner programme).
2. Follow any instructions from the partner school for registration/enrolment procedures at the partner school.
3. A. If you have completed your thesis at RSM before pursuing the DM2 partner programme, you will need to:
 - I. Submit a request for conversion of the Dual Degree free elective requirement once you have received your final partner programme transcript. At the time of writing, a new procedure is being introduced for the conversion process, which will involve outgoing Dual Degree students initiating a request themselves in Osiris Cases. When you are ready to submit your request, please contact the Dual Degree programme manager at dm2@rsm.nl to clarify the steps to be taken.
 - II. Submit a thesis to the partner school (that may or may not combine both the RSM programme and the partner school programme) in order to graduate from the partner programme. Note that some partner school programmes may also have other options for a final master project, which you may make use of instead of submitting a final thesis to the partner school.
3. B. If you have not completed your thesis at RSM before pursuing your DM2 partner programme, you will need to:
 - I. Proactively communicate with your RSM Thesis Coordinator to ensure that you are assigned a coach and co-reader and to obtain necessary information regarding the thesis requirements for your RSM programme, and in establishing and meeting agreed-upon deadlines.
 - II. Complete the below steps between 24 July and before 23:59 on Sunday 13 August 2023.
 - i. Go to [OSIRIS Student](#) → Register.
 - ii. Search for the thesis trajectory (course code beginning with BMMT + programme code).
 - iii. Click ‘Confirmation Registration’ to add the course to your My Registrations page.
 - III. Submit a thesis to the partner school (that may or may not combine both the RSM programme and the partner school programme) in order to graduate from the partner programme. Note that some partner school programmes may also have other options for a final master project, which you may make use of instead of submitting a final thesis to the partner school.
 - IV. Submit a thesis (also, that may or may not combine both the RSM programme and the partner school programme) to RSM and defend it to graduate from RSM.

Re-enrolment Processes for Continuing Master Students – Summary important dates

Table Summary Deadlines	Procedure 1	Procedure 2	Procedure 3 Re-enrol per September 20233	Procedure 3 Re-enrol per January 20234	Procedure 4 Re-enrol per September 20233	Procedure 4 Re-enrol per November 2023 or January 20234	Exchange	Internship	Starting a second master programme
Re-enroll for the 2023-2024 AY via Studielink* <i>*this step is necessary to enrol for courses in OSIRIS</i>	<i>Before completing registration in OSIRIS,</i> From 3 April 2023 to 23:59 on Sunday 27 August 2023 If late enrolment, From 1 September 2023 to 23:59 on Saturday 30 September 2023	Before 23:59 on Sunday 27 August 2023	Before 23:59 on Sunday 27 August 2023	From 1 September 2023 to 23:59 on Tuesday 31 October 2023	Before 23:59 on Sunday 27 August 2023	Re-enrol per November 2023 From 1 September 2023 to 23:59 on Saturday 30 September 2023 Re-enrol per January 2024 From 1 September 2023 to 23:59 on Tuesday 31 October 2023	Before 23:59 on Sunday 27 August 2023	Before 23:59 on Sunday 27 August 2023	Before 23:59 on Sunday 27 August 2023
Re-enroll for core course(s) / thesis via OSIRIS Student	24 July – 23:59 on Sunday 13 August 2022 If late enrolment, From 1 September 2023 to 23:59 on Saturday 30 September 2023	Inform PM, so they can manually enrol you, after Examination Board approval	N/A	N/A	24 July – 23:59 on Sunday 13 August 2023	1 September - 23.59 on Saturday 30 September 2023	N/A	N/A	N/A
Submit request to RSM Examination Board	N/A	As soon as all other components are completed	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Complete elective registration	N/A	N/A	Fall 2023	Fall 2023	Fall 2023, if applicable	Fall 2023, if applicable	N/A	N/A	N/A
Enroll for new master programme in Studielink and complete application in OLAF	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	By 15 May 2023
Submit Exchange Study Plan to International Office	N/A	N/A	N/A	N/A	N/A	N/A	prior to start of exchange	N/A	N/A
Register intention to do internship at Career Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	By 15 June 2023	N/A

Appendix 1 – Thesis Coordinator contact information

Accounting & Financial Management	email: thesis.ac@rsm.nl
Business Analytics and Management	email: bam@rsm.nl
Business Information Management	email: bam@rsm.nl
Finance & Investments	email: thesis.fi@rsm.nl
Global Business & Sustainability	email: reshef@rsm.nl
Human Resource Management	email: thesis.hrm@rsm.nl
International Management/CEMS	email: cems@rsm.nl / rolie@rsm.nl
Marketing Management	email: thesis.mm@rsm.nl
Management of Innovation	email: thesis.mi@rsm.nl
Medical Business and Innovation	email: thesis.mi@rsm.nl
Master in Management	email: thesis.mim@rsm.nl
Strategic Entrepreneurship	email: thesis.eship@rsm.nl
Strategic Management	email: thesis.sm@rsm.nl
Supply Chain Management	email: thesis.scm@rsm.nl