

# RE-ENROLMENT INSTRUCTIONS FOR STUDENTS CONTINUING THEIR MASTER PROGRAMME IN 2022-2023 ACADEMIC YEAR

Last updated: June 2022

You are a continuing master student, if you were already a student in master programme X in 2021-2022 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 2021-2022 academic year and I would like to start with a new master programme Y in 2022-2023 academic year; am I a continuing master student?*

Answer: No. If you will start with a new master programme in 2022-2023 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 – only Electives
- 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

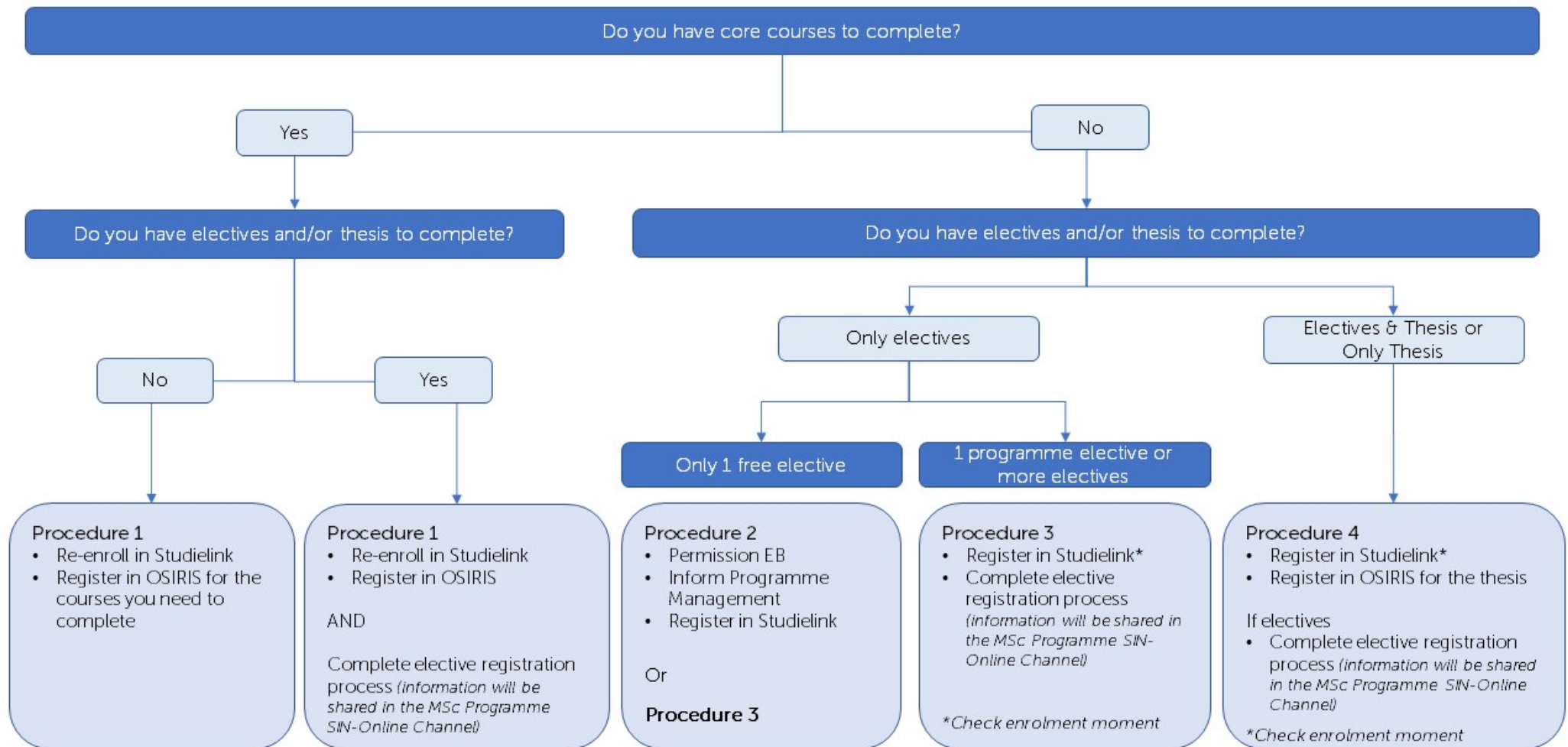
On the next page, you can find a diagram summarizing the steps that you, as a continuing master student, need to take depending on your situation.

On the subsequent pages, the different 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 2022-2023

If you need to complete one or more core courses in 2022-2023, you must:

1. Re-enrol for the programme via Studielink. Re-enrolment is possible from the 4<sup>th</sup> of April 2022. **To re-enrol for the 2022-2023 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**<sup>1</sup>:
  - I. You must complete the steps below between 18 July and Sunday 14 August 2022, before 23:59.
  - II. Go to [OSIRIS Student](#) → Register.
  - III. Search for the core courses you need to complete in 2022-2023 academic year. Do not forget to register for the thesis if you need to complete it (course code beginning with BMMT + programme code).
  - IV. Click ‘Confirmation Registration’ to add the course to your “My Registrations” page.

### \*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 2022. You can then follow the instructions on how to complete the elective registration.

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<sup>1</sup> If you are re-enrolling to MSc OCC, please contact MSc Programme Management via this [form](#) to discuss the courses you need to re-enroll to. If you only need to complete the thesis and/or electives, please check the applicable procedure.

## Continuing master students – Procedure 2

### You need to complete only one “free” elective course in 2022-2023

If you only need to complete one free elective in 2022-2023 and have completed all other curricular components of your master programme, including the master thesis trajectory, 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. 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 14 August 2022, so that you can be manually enrolled.
  - II. Register via Studielink. To re-enrol for the 2022-2023 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, 28 August 2022.

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.

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Please follow the instructions below:

1. Register via [Studielink](#). To re-enrol for the 2022-2023 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, 28 August 2022.
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 2022-2023

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 2022 (see note below), and you could re-enrol per 1 January 2023. Please take the following steps:

1. Re-enroll in [Studielink](#) for academic year 2022-2023.
  - 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 28 August 2022.
  - b. Re-enrollment per 1 January 2023. Do not register in Studielink now. Register via Studielink starting from 1 September 2022. 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 2023 as your starting date. You must complete this step via Studielink before 23:59 on Monday 31 October 2022.
2. Complete the elective registration process in fall 2022 (as you should have 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 2022 and via your MSc Programme Channel in SIN-Online. You can then follow the instructions on how to complete the elective registration.

***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 only need to complete 1 or more electives and the thesis trajectory or only the thesis trajectory in 2022-2023, it may be possible for you to re-enrol from a later moment depending on the programme's Thesis Trajectory requirements (1 November 2022 or 1 January 2023 onward, please see note below),

### Important information per MSc programme:

- 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 2022 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.
- 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 from 1 January is possible. Please make sure to regularly check the Thesis Canvas page starting November, as all the information for the thesis trajectory, including the thesis topic selection procedure, will be communicated via this platform. 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 and MSc Organisational Change and Consulting. Late enrolment is only possible from 1 November. Students **MUST** contact the thesis coordinator to inform about their late registration by 30 September 2022 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. Students **MUST** contact the thesis coordinator to consult the starting moment of their trajectory by 15 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 2022 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 (old course code BMRM3SCM, new course code 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 before 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 2022 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.

For the remaining MSc programmes you are advised to contact the thesis coordinator in case you have questions regarding a possible late enrolment moment (1 November 2022 or 1 January 2023). 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 2022*

If your thesis trajectory requires you to re-enrol per 1 September 2022, you must:

1. Re-enrol for the programme in 2022-2023 via [Studielink](#). To re-enrol for the 2022-2023 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 from 18 July and 23:59 on Sunday 14 August 2022.
  - II. Go to [OSIRIS Student](#) → Register.
  - III. Search for the thesis trajectory (course code beginning with BMMT + programme code) you need to complete in 2022-2023 academic year. Please make sure that you also re-enroll 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 2022 / 1 January 2023*

If your thesis trajectory allows you to re-enrol per 1 November 2022 or 1 January 2023, please follow the instructions below:

1. **Do not register in Studielink now.** Register via [Studielink](#) **after 1 September 2022**, by choosing the starting moment that applies to your situation (1 November 2022 or 1 January 2023). To re-enrol in Studielink for the 2022-2023 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 2022, you must complete your re-enrolment via Studielink **before 23:59 on Friday 30 September 2022.**
  - b. If your late enrolment starts 1 January 2023, you must complete your re-enrolment via Studielink **before 23:59 on Monday 31 October 2022.**

**Important:** If you mistakenly register in Studielink with start date 1 September 2022, it is not possible to adjust your enrolment for a later starting moment.

*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 Friday, 30 September 2022.**
  - II. Go to [OSIRIS Student](#) → Register.
  - III. Search for the thesis trajectory (course code beginning with BMMT + programme code) you need to complete in 2022-2023 academic year. Please make sure that you also re-enroll 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 2021-2022 academic year, but I will need to make use of the resit (15 August 2022) to complete it. Therefore, I am not sure whether I will need to retake my thesis in 2022-2023. What should I do?*

Answer 1: If you are in doubt whether you will be able to finish the thesis in the 2021-2022 academic year, please follow the process outlined in "[Continuing master students – Procedure 4](#)". If, ultimately, you pass the master thesis trajectory within the 2021-2022 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 Wednesday, 31 August 2022. If you do not cancel your registration before this date, you will need to pay tuition fees for the month of September 2022.

*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 2022-2023 via [Studielink](#). To re-enrol for the 2022-2023 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 28 August 2022.
2. Make sure to submit your Exchange Study Plan to the RSM International Office by 15 June 2022.

## 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 2022-2023 via [Studielink](#). To re-enrol for the 2022-2023 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 28 August 2022.
2. Make sure to register your intention to do an internship at the RSM Career Services by 15 June 2022.

## Continuing master students – Starting a second master programme in 2022-2023

If you are continuing your current master programme **and** starting another new master programme in 2022-2023 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 2022. (instructions on [Admission procedure and application deadlines](#))
  - ii. Complete all additional steps for the programme in OLAF by 15 May 2022.
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 2022-2023 via [Studielink](#). To re-enrol for the 2022-2023 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 28 August 2022. You must be (re-)enrolled in the programme for the entire duration of your DM2 studies.
2. Follow any instructions from the partner school for registration/enrollment procedures.
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, with the RSM Dual Degree programme manager (dm2@rsm.nl) once you have received your final partner programme transcript.
  - II. Submit a thesis to the partner school that may or may not combine both the RSM programme and the partner school programme.
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 18 July and before 23:59 on Sunday 14 August 2022.
    - 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.
  - 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 deadlines

| Table Summary Deadlines   | Procedure 1  | Procedure 2  | Procedure 3<br>Re-enrol per<br>September 2022 | Procedure 3<br>Re-enrol per January<br>2023                       | Procedure 4<br>Re-enrol per<br>September 2022  | Procedure 4<br>Re-enrol per November 2022 or<br>January 2023  | Exchange                                    | Internship                                  | Starting a second<br>master<br>programme    |
|---|--|--|---|---|--|---|---|---|---|
| Re-enroll for the<br>2022-2023 AY via<br>Studielink*<br><br><i>*this step is<br/>necessary to enrol<br/>for courses in OSIRIS</i> | Before completing<br>registration in<br>OSIRIS, at the latest<br>23:59 on Sunday 28<br>August 2022 | Before 23:59 on<br>Sunday 28 August<br>2022  | Before 23:59 on<br>Sunday 28 August<br>2022   | From 1 September<br>2022 to 23:59 on<br>Monday 31 October<br>2022 | Before 23:59 on<br>Sunday 28 August<br>2022    | Re-enrol per <b>November 2022</b><br>From 1 September 2022 to<br>23:59 on Friday 30 September<br>2022<br><br>Re-enrol per <b>January 2023</b><br>From 1 September 2022 to<br>23:59 on Monday 31 October<br>2022 | Before 23:59 on<br>Sunday 28<br>August 2022 | Before 23:59 on<br>Sunday 28 August<br>2022 | Before 23:59 on<br>Sunday 28 August<br>2022 |
| Re-enroll for core<br>course(s) / thesis via<br>OSIRIS Student  | 18 July – 23:59 on<br>Sunday 14 August<br>2022   | Inform PM, so they<br>can manually enroll<br>you, after<br>Examination Board<br>approval | N/A   | N/A   | 18 July – 23:59 on<br>Sunday 14 August<br>2022 | 1 September - 23:59 on Friday 30<br>September 2022  | N/A   | N/A   | N/A   |
| Submit request to<br>RSM Examination<br>Board   | N/A  | As soon as all other<br>components are<br>completed                                      | N/A   | N/A   | N/A  | N/A   | N/A   | N/A   | N/A   |
| Complete elective<br>registration   | N/A  | N/A  | Fall 2022                                     | Fall 2022   | Fall 2022, if<br>applicable                    | Fall 2022, if applicable  | N/A   | N/A   | N/A   |
| Enroll for new<br>master programme<br>in Studielink and<br>complete application<br>in OLAF  | N/A  | N/A  | N/A   | N/A   | N/A  | N/A   | N/A   | N/A   | By 15 May 2022                              |
| Submit Exchange<br>Study Plan to<br>International Office  | N/A  | N/A  | N/A   | N/A   | N/A  | N/A   | By 15 June 2022                             | N/A   | N/A   |
| Register intention to<br>do internship at<br>Career Services  | N/A  | N/A  | N/A   | N/A   | N/A  | N/A   | N/A   | By 15 June 2022                             | N/A   |

## Appendix 1 – Thesis Coordinator contact information

|                                   |  |
|-----------------------------------|--|
| Accounting & Financial Management | email: <a href="mailto:thesis.ac@rsm.nl">thesis.ac@rsm.nl</a>  |
| Business Analytics and Management | email: <a href="mailto:bam@rsm.nl">bam@rsm.nl</a>  |
| Business Information Management   | email: <a href="mailto:thesis.bim@rsm.nl">thesis.bim@rsm.nl</a>                                      |
| Finance & Investments             | email: <a href="mailto:thesis.fi@rsm.nl">thesis.fi@rsm.nl</a>  |
| Global Business & Sustainability  | email: <a href="mailto:reshef@rsm.nl">reshef@rsm.nl</a>  |
| Human Resource Management         | email: <a href="mailto:thesis.hrm@rsm.nl">thesis.hrm@rsm.nl</a>                                      |
| International Management/CEMS     | email: <a href="mailto:gkim@rsm.nl">gkim@rsm.nl</a> / <a href="mailto:rolie@rsm.nl">rolie@rsm.nl</a> |
| Marketing Management              | email: <a href="mailto:thesis.mm@rsm.nl">thesis.mm@rsm.nl</a>  |
| Management of Innovation          | email: <a href="mailto:thesis.mi@rsm.nl">thesis.mi@rsm.nl</a>  |
| Master in Management              | email: <a href="mailto:thesis.mim@rsm.nl">thesis.mim@rsm.nl</a>                                      |
| Strategic Entrepreneurship        | email: <a href="mailto:thesis.eship@rsm.nl">thesis.eship@rsm.nl</a>                                  |
| Strategic Management              | email: <a href="mailto:thesis.sm@rsm.nl">thesis.sm@rsm.nl</a>  |
| Supply Chain Management           | email: <a href="mailto:thesis.scm@rsm.nl">thesis.scm@rsm.nl</a>                                      |