

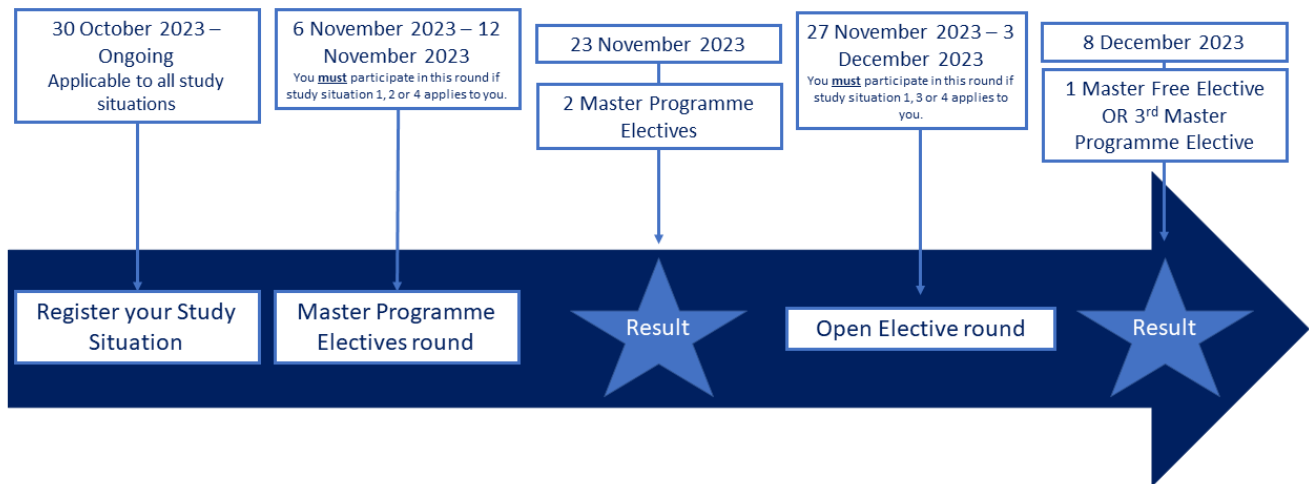
# MSc Elective Registration 2023

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# Elective Registration Process

## 1. Summary overview and timelines

Please see the diagram below that outlines the phases of the elective registration process and which of them is applicable to the various study situations. You are strongly advised to add the relevant timelines to your calendar to ensure that timely action is taken at each phase.



The general MSc Elective Registration process consists of the registration of

- your study situation,
- two rounds of preference ranking: the Master **Programme Electives** round, and the Open Elective round,
- three switch periods<sup>1</sup> (one per block in the spring semester).

In the **Master Programme Electives round** students select their preferred programme electives, through a **preference ranking per block**. At the end of this round all students are assigned only **two master programme electives (MPEs)**.

In the **Open Elective round** of preference ranking, students will rank master free elective or master programme electives with available seats. After this round, all students are **assigned 1 elective** – either a third **MPE** or a **master free elective (MFE)**.

During a **switch period**, students can switch and/or drop an allocated elective(s) on a **first come, first served basis**.

<sup>1</sup> Note that a switch period normally lasts for 4 or 5 days.

Note that you need to complete at least two MPEs for graduation. It is your responsibility to ensure that your final elective choices comply with the programme requirements.

The entire registration process takes place in the [Elective Registration System](#). You will gain access to the system on Monday 30th of October 2023. If you cannot access the system after that date, please contact Programme Management ([contact form](#)).

## 2. Your Study Situation

The first step of the Elective Registration Process is to submit your Study Situation via the Elective Registration System. Please refer to the decision tree below to determine your situation and make sure to select the correct study situation in the [Elective Registration System](#). **You can only submit your study situation once.**

- **Study situation 1:** You will complete your MSc programme this academic year.  
"I need 3 electives for my current MSc programme"
- **Study situation 2:** you have a specific plan. E.g. You took one elective in the previous year and need 2 electives to complete your master programme at RSM.  
"I need 2 electives for my MSc programme".
- **Study situation 3:** This is your 2nd year and you have already completed 2 electives, or you have any other reason to complete 1 elective this year.  
"I need 1 elective for my current MSc programme."
- **Study situation 4:** This is your 2nd year and you have already completed two electives for your 1st MSc programme RSM.  
"I need 3 electives for my current MSc programme and a 4th elective for my first MSc programme"  
Please make sure you meet ALL requirements (see "taking a 4th elective").

Registration of the Study Situation will take place starting from 1 November 2023, 08:30 AM. **It is not possible to access the system before that date and time.** Check out this [video](#) on how to register your study situation.

## 3. Master Programme Electives round and Open Elective round

### *Master Programme Electives Round*

During the **Master Programme Electives round**, you must rank all your programme electives.

You simply drag and drop the electives under your preference – your most preferred elective on top and your least preferred elective at the bottom. You will need to rank your electives from **Monday 6 November 2023, 08:30 AM to Sunday 12 November 2023, 23:59 CET**.

- Only those students who need 2 or 3 electives for the programme of study participate in the Master Programme Electives round.

After the Master Programme Electives round closes, an algorithm will allocate all students to two MPEs in **two different**

**blocks.** Programme Management will communicate the Master Programme Electives round results to you by Wednesday 23 November 2023 in the Elective Registration System.

### *Open Elective Round*

During **the Open Elective round**, you will need to rank at least 15 of the electives available to you in your remaining block.

For example, if you are allocated to an elective in Block 3 and an elective in Block 5 after the Master Programme Electives round, you will only see Block 4 electives during the Open Elective round and you will need to rank at least 15 Block 4 electives. Please note that courses that are not applicable to your programme and/or are full will not be listed under the available electives. **You will need to rank the electives from Monday 27 November 2023, 08:30 AM to Sunday 3 December 2023, 23:59.**

- Only those students that need 1 or 3 electives for the programme of study participate in the Open Elective round. Students that only need 2 electives, already got assigned to two electives after the Master Programme Electives round.

Following the Open Elective round, the algorithm will again allocate all students now to **one elective** – either an MPE or an MFE. Programme Management will communicate the Open Elective round results to you on Friday, 8 December 2023 in the Elective Registration System.

You can watch a [video](#) here on how to complete the Master Programme Electives round and the Open Elective round in the system.

## **4. Switch Periods**

It is not possible to change your electives between elective's round. However, after the end of the Open Elective round, there will be several opportunities for you to change your elective choices during the "switch periods".

During a **switch period**, you can log into the Elective Registration System again to **change your choices on a first come, first served basis**. You simply withdraw from an elective and then register for another one. **Only courses with available seats will be displayed.**

- If you requested to follow electives as extracurricular courses, you will be able to select them during the switch periods.

During each switch period you can only make changes for the upcoming blocks. **Below you can find the dates for the switch periods:**

- Before Block 3<sup>2</sup>: Monday 8 January 2024, 08:30 – Sunday 14 January 2024, 23:59 CET
- Before Block 4<sup>3</sup>: Monday 26 February 2024, 08:30 – Sunday 3 March 2024, 23:59 CET
- Before Block 5: Monday 15 April 2024, 08:30 – Sunday 21 April 2024, 23:59 CET

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<sup>2</sup> In the switch week before block 3, you can change electives for Block 3, 4 and 5.

<sup>3</sup> In the switch week before block 4, you can change electives for Block 4 and 5.

You can watch a [video](#) here on how you can change your electives during the switch period.

## Missed the Switch Period?

Officially it is not possible to drop a course after the switch period.

If you were unable to deregister in the Elective Registration System due to personal circumstances, you can contact MSc Programme Management. As an exception we will process the deregistration request after the switch period. All deregistration requests received **once the course has started will not be processed**. This means that if you do not plan on completing the course after being enrolled, you will receive a "NO," this counts as a no-show and does not affect the GPA or cum laude iudicium.

## 5. Taking a "4th Elective"

Please note that for each MSc that you follow, the electives need to be unique. This means that regardless of your master, you would need to complete 2 MPE and 1 MPE for each MSc programme.

If you started a 2<sup>nd</sup> MSc Programme at RSM and already completed two electives for your 1<sup>st</sup> MSc Programme at RSM, you [will be taking three electives for your current MSc programme, and a "fourth" elective for your 1<sup>st</sup> MSc programme](#). Please indicate this when you register your study situation.

As you need to complete two electives in one of the blocks, you need official approval from the Examination Board. Note that you do not need to submit the request to the Examination Board yourself. Such requests will be submitted via MSc Programme Management in these cases.

To complete a 4<sup>th</sup> elective, you must meet the following conditions:

- You must have started your 1<sup>st</sup> MSc programme at RSM in September 2022, **and**
- You must have obtained 54 EC and thus completed all required curricular components except for one elective of 6 EC in the nominal timespan, **and**
- You must have started with your 2<sup>nd</sup> MSc programme at RSM in September 2023.

If you have met the conditions outlined above, you must take the following actions:

1. Complete the Master Programme Electives round and the Open Elective registration round of the Elective Registration process to be allocated to 3 electives for your current programme (i.e., the programme you started in September 2023).
2. After the Open Elective round closes, you will have to participate in an extra round between Monday 11 December 2023, 08:30 – Sunday 17 December 2023, 23:59.
3. MSc Programme Management will forward your request, together with the list of elective courses in each of your two MSc programmes to the Examination Board after which the Examination Board will confirm their decision. You do not need to individually approach the Examination Board for approval in this case.

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## 6. Course enrolment and course schedules

You will be automatically enrolled in the electives after Switch Period's results have been published, i.e. approximately one week before the start of the block.

Similar to the core courses you do **not** have to enroll in your elective courses via Osiris, Canvas or SIN-Online.

Once the course enrolments are processed in Osiris the course will automatically appear in your timetable. If you would like to know the course schedule before the official enrolments are processed, you can manually add the schedule to your timetable or check the schedule via the [course catalogue](#) (to avoid later misunderstandings). A manual can be found [here](#).