

Code of Order for one-Year MSc Programme Committee (MSc PC), Rotterdam School of Management

Version 1.5 September 2020

This is Code of Order for the One-Year MSc Programme Committee at Rotterdam School of Management, Erasmus University, hereafter MSc PC. The MSc PC operates in accordance to the Dutch Higher Education and Research Act (Wet op Hoger Onderwijs en Onderzoek, hereafter WHW) and the RSM School Regulations.

1. Composition of the MSc PC

1.1. The MSc PC represents the eleven specialised pre-experience master programs offered by Rotterdam School of Management. These include:

- Business Information Management (MSc BIM),
- Finance & Investments (MSc FI),
- Global Business & Sustainability (MSc GBS),
- Human Resource Management (MSc HRM),
- Management of Innovation (MSc MI),
- Marketing Management (MSc MM),
- Organisational Change and Consulting (MSc OCC),
- Strategic Entrepreneurship (MSc SE),
- Strategic Management (MSc SM),
- Supply Chain Management (MSc SCM),

And the four specialisations in Business Administration (MScBA)

- Master in Management (MScBA MiM),
- Part-time Master in Management (MScBA PMiM),
- Business Analytics and Management (MScBA BAM),
- Accounting & Financial Management (MScBA AFM).

1.2. The MSc PC is composed of 28 members; one student member and one faculty member from each of the 11 specialised programmes and four student members and four faculty members for the Business Administration specialisations. Members of the Programme Committee may not simultaneously be Dean, Vice-Dean, Academic Department Chair, Dean of Education, Director of

Doctoral Education, Dean of Executive Education, Dean of Research/, Scientific Director, or Academic Director.

- 1.3. The members of the Programme Committee are nominated by the Programme Committee and appointed by the Dean, after having heard the views of the Dean of Education.
- 1.4. Student member candidates are recommended to the Programme Committee by the relevant Academic Director. Faculty member candidates are recommended to the Programme Committee by the relevant Department Chair.
- 1.5. Student members are nominated by in the first month of the academic year and are appointed for one academic year. Faculty members are appointed for a minimum of 2 years and the replacement is organized immediately after resignation.
- 1.6. The members of the Programme Committee nominate their own Chair, having heard the view of the relevant Dean of Education and, if the Chair is a staff member, also having heard the view of the relevant Academic Department Chair.
- 1.7. The MSc PC is supported by a secretary who is not a member and has no voting rights.

2. About the Code of Order

- 2.1. The code of order will be presented to all members of the MSc PC before the first meeting of the Academic Year,
- 2.2. All members can propose changes to the code of order during any PC meeting.
- 2.3. Changes to the code of order can be approved by voting as specified in the point 7.4 of this code.

3. The tasks and powers of the MSc PC

- 3.1. The tasks of the MSc PC include:
 - a. Providing advice on enhancing and assuring the quality of the programme;
 - b. Having the right of consent regarding the teaching and examination regulations, as described in the Appendix 1 to this Code
 - c. Having the right of advice regarding the teaching and examination regulations, as described in the Appendix 1 to this Code
 - d. The annual assessment of the implementation of the teaching and examination regulations which concerns:
 - The implementation of education: for example, course manuals (study material, information about the course and the exams) and course evaluations, and which actions are taken as a result of course evaluations
 - The curriculum: for example, the coherence between the courses, the distribution of the study load across the study blocks, alignment with RSM's education policy, which actions are taken in response to accreditation panel recommendations;
 - e. Other regulations in the TER: for example, the publication of exam results, feedback and perusal etc.

- f. Having the right of advice or to issue proposals to the management of the programme and the Dean, on request or on its own initiative, regarding all matters relating to education in the programmes represented by the Committee.
- 3.2. The MSc PC submits the advice and proposals referred to in the first paragraph of this Article to the Faculty Council for information.
- 3.3. The MSc PC is given the opportunity to consult the Dean of Education or Dean prior to issuing its advice.
- 3.4. The Dean of Education or the Dean informs the MSc PC in writing as soon as possible how the issued advice has been followed up.
- 3.5. If the MSc PC puts forward a proposal, as referred to in point e of the first paragraph, to the Dean of Education or the Dean, the Dean of Education or the Dean shall respond within two (2) months of receiving the proposal.
- 3.6. At least twice (2 times) a year, the MSc PC has the authority to invite the Dean of Education or the Dean to discuss proposed policy on the basis of an agenda prepared by the MSc PC.
- 3.7. The MSc PC is offered the opportunity to discuss the implementation of the teaching and examination regulations with the Dean of Education at least twice (2 times) a year.
- 3.8. The Dean of Education and the Programme Committee meet one another if a substantiated request for such a meeting is submitted by the relevant Dean of Education, the Programme Committee, the faculty representatives of the Programme Committee or the student section of the Programme Committee. The meeting shall be held within three (3) weeks of a written request being submitted to the Chair of the Programme Committee.
- 3.9. Every year, the MSc PC publishes an annual report which is available to the public.
- 3.10. If there is a dispute between the Dean and a Programme Committee, the Dean or the MSc PC shall report this dispute to the Executive Board. The Executive Board shall submit the dispute to the participatory body's Dispute Resolution Committee as intended in the Act, unless the Executive Board is of the opinion that the dispute can be resolved without the intervention of this Committee and that opinion is accompanied by a proposal for the resolution of the dispute which is approved by both the Dean and the MSc PC.

4. Frequency of MSc PC meetings

- 4.1. The MSc PC meets at least ten times each year.
- 4.2. Each member of the MSc PC can propose that more but also less meetings should be scheduled (but no less than six each year).
- 4.3. To increase or decrease the frequency of the MSc PC meetings, a minimum number of four members of the MSc PC must support the proposal to increase or decrease the frequency of these meetings.
- 4.4. The MSc PC will meet in a room that is suitable for a discussion between 24 members plus secretary and possible guests. This room contains equipment that can be used to support the discussion.

5. The agenda of MSc PC meetings

- 5.1. Each member of the MSc PC is entitled to put issues that he/she considers relevant on the agenda of the MSc PC.
- 5.2. The Dean of Education can suggest putting issues that he/she considers relevant on the agenda of the MSc PC.
- 5.3. The agenda of each upcoming MSc PC meeting and all documentation that will be discussed or used as background information will be sent to each member of the MSc PC no later than one week before the meeting is scheduled.
- 5.4. The agenda of each upcoming MSc PC meeting will be sent to the Faculty Council and the Examination Board of RSM before the date at which the meeting is scheduled.
- 5.5. Documents that are not sent in time to all members of the MSc PC will not be discussed during the meeting.

6. Discussion during the MSc PC meetings

- 6.1. The meeting of the MSc PC will cover the points set by the agenda.
- 6.2. The chair ensures that each member of the MSc PC has an opportunity to voice his or her opinion on each point on the agenda.
- 6.3. When making decisions, a realistic effort will be made to reach consensus through group discussion.
- 6.4. If consensus cannot be reached through group discussion, the chair can decide to put the matter to a vote.
- 6.5. The MSc PC can decide to install sub committees to further study specific issues in depth.
- 6.6. The MSc PC can decide to invite guests to be informed about specific topics.
- 6.7. Meetings of the MSc PC are in principle open only to members of the MSc PC, unless explicitly decided otherwise.

7. Advice and consent decisions of the MSc PC

- 7.1. The chair of the MSc PC will write a draft a letter to the dean of education that represents the outcome of the group discussion or the outcome of a vote.
- 7.2. When the Dean of Education asks for an advice or consent, MSc PC's decision can be expected within six weeks.
- 7.3. When the MSc PC's decision results from a vote, the minority opinion(s) will also be expressed in the letter to the dean of education.
- 7.4. When the MSc PC's decision is put to a vote, an unqualified majority (half of the MSc PC members present and voting plus 1) determines if the advice or consent is accepted or rejected.
- 7.5. A member of the MSc PC is allowed to abstain from voting. In that case, this member will be considered absent when counting votes and determining if a minimum number of members is present.

- 7.6. For an advice or consent to be accepted, a minimum of half + 1 of the members of the MSc PC (i.e., 12 members) needs to be present and voting.
- 7.7. If the minimum number of members of the MSc PC is not present for a vote to be accepted, a second round of voting will be held during a subsequent meeting if time permits. If time does not permit, voting will take place in an electronic manner. In this second round, an unqualified majority is sufficient for an advice or consent to be accepted, regardless of the number of votes.
- 7.8. In case of an impending program termination, in line with art. 4 sub 4 and within the timeline specified in art. 6 sub 2, the PC representatives of the program will be granted the right to form a subcommittee, without interference or participation of other PC members, to draw up their own advice on the termination. This advice will be included without textual amendment in a clearly identifiable, separate section of the overall decision of the MSc PC. Because termination of a program also affects the text of the TER, the letter communicating an advice or consent of the MSc PC on the TER involving a program termination will also grant the program subcommittee a separate voice.
- 7.9. Before an advice or consent is sent to the dean of education, all members of the MS PC will have seven days to provide comments on the draft letter.
- 7.10. Any advice or consent to the dean of education will also be forwarded to the faculty council of RSM.

8. Meeting minutes

- 8.1. Minutes will be kept of each meeting of the MSc PC. The level of detail of the minutes should be sufficient to reconstruct the ongoing discussion.
- 8.2. The minutes of an MSc PC meeting will always be sent along with the agenda of the next MSc PC meeting.
- 8.3. The accepted minutes are public, but confidential information (e.g., relating to specific persons) will be left out of the public version.
- 8.4. The faculty council and the Examination Board will receive the public version of the minutes of the MSc PC meetings.

9. Programme Advisory Committees

- 9.1. Each programme represented in the MSc PC is encouraged to establish a programme specific Advisory Committee (PAC), consisting of students in the programme. The respective student member of the MSc PC is encouraged to join the PAC.
- 9.2. The PACs discuss programme-specific topics with the Academic Director and/or instructors in the programme in irregular intervals/ when necessary.
- 9.3. The MSc PC student member is encouraged to consider the outcome of discussions in their PAC for discussions and votes in the MSc PC, as well as for advice to the Dean.

Appendix 1

Overview of the rights of approval

Section 7.13, subsection 2, Higher Education and Research Act	Powers of the Faculty Council (unaltered)	Powers of the Programme Committee
In the Teaching and Examination Regulations , the applicable procedures, rights and obligations regarding teaching and examinations are set out per programme or group of programmes, without prejudice to that which is provided for in this Act. This shall include at a minimum:		
a. the content of the programme and examinations	Option of providing unsolicited advice ¹	² Right to be consulted
a1 evaluation method	Option of providing unsolicited advice	Right of approval
b. the content of the specialisation	Option of providing unsolicited advice	Right of approval
c. the qualities in the area of knowledge, understanding and skills which the student must have acquired by the end of the study	Option of providing unsolicited advice	Right of approval
d. the organisation of practical exercises	Option of providing unsolicited advice	Right of approval
e. the study load of the programme and of each separate course	Option of providing unsolicited advice	Right of approval
f. binding study advice	Option of providing unsolicited advice	Right to be consulted
g. the study load of the master's programmes	Option of providing unsolicited advice	Right of approval
h. the number and sequence of the examinations and the times when these can be taken	Right of approval	Right to be consulted
i. structure of a full-time, part-time or dual study programme	Right of approval	Right to be consulted
j. the sequence, the periods of time and the number of times that examinations are held	Right of approval	Right to be consulted
k. rules concerning the potential restriction of the validity of examinations where a passing grade was obtained	Right of approval	Right to be consulted
l. whether the examinations are to be taken orally, in written form, or in another manner;	Right of approval	Right to be consulted

¹ The option of providing unsolicited advice means that the Faculty Council can provide the Dean with advice regardless of whether the Dean has requested it.

² The right to be consulted means that the Dean is obliged to consult with the relevant parties.

m.	the way in which students who have a physical disability, or impaired vision or hearing, can sit for examinations	Right of approval	Right to be consulted
n.	the public nature of oral examinations	Right of approval	Right to be consulted
o.	the period within which the results of examinations must be announced	Right of approval	Right to be consulted
p.	how and when students who have sat a written examination are permitted to inspect their assessed work	Right of approval	Right to be consulted
q.	permission to inspect assessment of questions and assignments of examinations	Right of approval	Right to be consulted
r.	the grounds on which the Examination Board can grant students exemption from taking one or more examinations	Right of approval	Right to be consulted
s.	where necessary, the stipulation that having passed examinations is a mandatory condition for participation in other examinations	Right of approval	Right to be consulted
t.	where necessary, the mandatory participation in practical exercises in order to be admitted to sit certain examinations	Right of approval	Right to be consulted
u.	the monitoring of students' progress and individual student counselling	Right of approval	Right to be consulted
v.	where applicable: the manner in which the selection of students is carried out for a special track within the study programme	Option of providing unsolicited advice	Right of approval
x.	the actual structure of the curriculum	Right of approval	Right to be consulted



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