Minutes MSc PC – 25 September 2026

Online meeting via Teams and T9-67 10:00–12:00 hours

Present	Absent
MS: Maciej Szymanowski (Chair, MM, BAM)	AL: Annelie van der Leelie (Secretary)
AD: Andreas Distel (SE)	TC: Tony Choi (GBS)
LRS: Lisanne van Rijn-Szewczyk (SCM)	MJ: Mariel Jurriens (MI/ MBI)
MA Moritz Appels (POC)	MC: Mert Cetin (MscBA MIM)
RG: Robin Groen (MScBA P-MIM)	
IT: Irina Timofejeva (MScBA BAM)	
AC: Amalia Capmari (MI/MBI)	
JA: Jasper Asbreuk (SE)	
TM: Tom Mom (MScBA P-MIM)	
RM: Riccardo Migliasso (MScBA AFM)	
JS: Jeffrey Sweeney (BIM)	
LG: Lucia Muniz Gonzalez (POC)	
EC: Emeline Chrobocinski (MScBA MiM)	
NH: Natalie Halaskova (BIM)	
EH: Eszter Horvath (SCM)	
FK: Franz-Josef Knops (FI)	
RB: Rares Brendea (GBS)	
IS: Isidora Sidorovska (SM)	
MA: Martina Arancio (MM)	
SZ: Solomon Zori (MScBA AFM)	
AT: Alfredo Trovato (PM)	
RD: Robin Dottling (FI)	Guests
NJ: Nimrat Jawandha (SM)	

1. Opening and announcements

The chair welcomes everybody present.

Announcements:

1) MS: During the MSc PC meeting in October, the Dean of Education Professor Mirko Benischke will discuss the MSc PC letters and do a Q&A to answer the committee members questions.
2) MS: RSM received a letter from Loket Medezeggenschap addressed to the participatory bodies. This Dutch level organisation provides information about different topics of the participatory bodies for new members. The information could also be found on the website Home - Loket Medezeggenschap.

2. Introduction of the MSC PC members

All MSc PC members introduced themselves during the first meeting of the academic year.

1) Lisanne van Rijn is the faculty representative for the MSc SCM programme,
2) Lucia Muniz Gonzalez is Spanish and studied IBA at RSM. She is the student representative of the MSc POC master,

3) Emiline Chobocinski is the student representative of the MSc BA MIM programme and she obtained her bachelor at the Liberal Arts and Science Erasmus University college in Rotterdam,
4) Nimrat Jawandha is Canadian and she is representing the MSc SM programme,
5) Jasper Asbreuk is from Germany and he is representing the MSc SE master,
6) Irina Timofejeva is the student representative of the MSc BA BAM programme,
7) Martina Arancio is from Italy and she studied Communication and Media at the EUR and she is representing the MSc MM programme,
8) Rares Brendea is representing the MSc GBS programme and obtained his bachelor in Utrecht,
9) Riccardo Migliasso is from Italy and represents the MSc BA AFM programme; he obtained his bachelor diploma in Maastricht,
10) Maciej Szymanowski is the current chair of the Committee and represents the MSc MM and MSc BA BAM programmes,
11) Robin Groen is for the second year the student representative of the MSc BA P-MIM programme. He has a bachelor diploma in psychology,
12) Amalia Capmari is from the Republic of Moldavia and obtained her bachelor IBA at RSM. She is representing the MSc MI and MSc MBI masters in the Committee and was previously a Faculty Council member at RSM.
13) Associate Professor Andreas Distel is the faculty representative of the MSc SE programme,
14) Eszter Horvath is from Hungary and she is representing the MSc SCM programme,
15) Franz-Josef Knops is the student representative of the MSc FI programme,
16) Jeffrey Sweeney is an Assistant Professor in the MSc BIM programme,
17) Isidora Sidorovska is the faculty representative of the MSc SM programme,
18) Moritz Appels is an Assistant Professor and he is representing the MSc POC programme in the PC,
19) Natalie Halaskova is from Czechia and she is representing the MSc BIM master. Prior to this, she studied AI at the Vrije Universiteit,
20) Robin Dottling is an Associate Professor in the MSc FI programme,
21) Solomon Zori is the faculty representative of the MSc BA AFM programme,
22) Tom Mom is a Professor at the Department of Strategy and Entrepreneurship and in the PC he is representing the MSc BA P-MIM master.

3. Introduction regarding the rights and responsibilities of the MSc PC - Alfredo Trovato

AT informed the committee members about the rights and responsibilities.
The PC is all about quality of education but there are different sources of feedback on the quality of education.

1) Study Evaluation of Teaching the SET are student evaluations at different levels (course level, programme level, master thesis trajectory),
2) After graduation, RSM asks feedback through graduate surveys, course level employer & alumni feedback (CAR)
3) Annual performance reviews of faculty and annual feedback interviews with academic directors,
4) Examination Board and Examination monitor,
5) Accreditation reports, (NVAO, AACSB, EFMD)
6) Programme Committees
7) Faculty Council / University Council
8) International rankings (student, alumni and school surveys).

Explanation about the different Committees:

1) The University Council operates EUR-wide and represents EUR students and staff members on a central level. The University Council meets with the Executive Board to discuss the university's central policy about topics such as education, research, finance, HR and Organisations. The council focusing mainly on university-wide strategy and policy,

2) On school level, there is the Faculty Council which represents the interests of the RSM community and advises or provide consent to the Dean and the RSM management team on topics relating to educational and research activities operation and strategy.
3) The Programme Committees are mainly focused on quality education topics and improvement of education programmes. At RSM, there are the following programme committees: a) The MSc PC for the master programmes, b) The BSc PC for the bachelor programmes, c) A programme committee specifically for IM SEMS programme and d) a programme committee specifically for the executive master in supply chain compliance.
   The tasks of the MSc PC are a) Providing advice on enhancing and assuring the quality of the programme, b) Having the right of consent regarding teaching and examination regulations (TER), c) Providing the annual assessment of the implementation of the TER, d) Providing feedback about other topics relating to the TER for example, publication of exam results, feedback, perusal and other similar topics, and e) Providing solicited or unsolicited proposals to management of the programme or the Dean of Education regarding all matters relating to education within the programme represented by the Committee.
4) The Programme Advisory Committees (PACs) consist of exclusively from students; they are informal committees for individual RSM MSc(BA) programmes. In these PACs the Academic Director and/or instructors, education coordinators and students discuss suggestions and changes relating to the programme itself. One of the students is usually also a member of the MSc PC and acts as a link between the committees.
   In collaboration with the MSc PC, the PACs try to improve their role within RSM. Therefore, a training has developed. The training consists of three meetings per year a) An onboarding meeting in October, b) A midterm meeting where PACs could share their best practises across the different programmes. This meeting is scheduled in March or April and c) The final review meeting in June. Due to the collaboration between the MSc PC PAC subcommittees and the PACs the following improvements have already been implemented: a) Every year there are engaged and committed PACs in the programme, b) Standardising the PACs templates and procedures to align the different workflows of the PACs, c) There is a safe digital environment for the PACs and d) There is a proper storage of documentation to facilitate knowledge transfer from one academic year to the next academic year (the end of the year report)

The Regulatory framework:
1) The Dutch Higher Education Act (WHW) Articles 9.18., Article 7.13. stipulate that the state funded Dutch higher education institutions must have a Programme Committee and TER. This is also described in the RSM faculty regulation in Articles 5.8., 5.9, and 5.10.
2) Article 5.8. about the Programme Committee indicates that the Dean shall establish a programme committee for each programme or group of programmes, as required by the Dutch law.

Recommendations by the Education Inspectorate:
1) The tasks and demarcations should be clear in the Committee.
2) The distribution of roles within the MSc PC and with other committees should be clear.
3) The committee members will be trained about the Programme Committee.
4) Formulate your priorities. Which topics do the PC members consider important to work on this academic year?
5) Be visible: Students and teachers in the programme should know who the MSc PC representatives of the MSc PC are and students should be able to contact the representative.
6) The PC should have a balanced composition: one student and faculty representative of each master programme, thus all MSc (BA) programmes are equally represented.
7) The MSc PC should collaborate with other participatory bodies.

4. PC proceedings and yearly agenda – Maciej Szymanowoski

MS explained different aspects of the Committee.

Summary:

1) The composition: The Committee consists of a) A secretary, b) A chair, c) One faculty and one student member per programme (although a faculty and/or student may sometimes represent two programmes) and d) Different guests such as the Team Leader Educational Coordinator and guests related to specific agenda topics. The contact person of the Committee is the secretary.
2) Other bodies are a) The Bachelor Programme Committee (BSc PC), b) CEMS, the MSc 1,5-year PC, c) The Faculty Council (FC) which deals with topics relating to the budget and recruitment policy, d) The Examination Board (EB) which is appointed by the Dean but the body is independent and is responsible for ensuring that exams are conducted fairly. The topics discussed between the EB and PC mainly concern how education can be made effective and to improved, e) The University Council and f) The department heads, these are important stakeholders because they are assigning work tasks to faculty members meaning that if the MSc PC suggests some changes the department heads should provide consent to it.
3) The work of the MSc PC members consists of two main components a) The PC meetings. During the meeting the PC members represent their programme by reading the shared documents, attending the meetings and talking to the PAC, faculty, Academic Director and the students of their own programme. The main challenges are to maintain contact with the students and b) The subcommittee work. The subcommittee members role is to contribute to the improvement of a specific aspect of RSM by holding subcommittee meetings once a month, taking initiative on what and how to do and helping to draft the subcommittee's output. The biggest challenge is to do little but do it well.
4) The Programme Committee focuses on affecting multiple one-year RSM MSc programmes and the quality of education. Outside the scope of the PC are a) Topics relating to issues concerning a single programme (these topics will be discussed in the PACs), b) Campus facilities topics (which will be discussed in the University Council) and c) Facility employment issues (These topics will be discussed n the Faculty Council)
5) Logistics: a) The MSc PC meetings are held once a month in a hybrid form. However, the chair prefers everyone to be present in the meeting room, as this makes the meeting more productive, b) If a member would like to contact someone about a PC related topic , it would be useful to put the secretary's email address into the cc thus she could monitor the process, c) The MSc PC Teams environment contains all MSc PC documents such as meeting information, subcommittee documents and the MSc PC letters, d) Yearly Agenda: a) On response topics, the MSc PC will be approached by the school for consent or advice. The important topics each year are the TER and curricula changes, and b) The are two types of MSc PC initiatives: Programme Committee priority Issues and ad-hoc issues. The Programme Committee priority Issues are committee-defined focal points of action for the entire year. In October/ November, members scout for important issues in their own programme. Importantly, that those topics should be related to the quality of education and should be relevant to the entire master portfolio. In November, the PC selects the topics and forms subcommittees to work on them. In December/ February, the subcommittees present a draft proposal about their topic and in March/ April the subcommittees will deliver their final outputs. Those outputs can take on different forms, e.g., a report, a presentation, an overview, or a recommendation letter. Examples of subcommittee topics are improving the PC visibility, coordination with other bodies and providing feedback on projects of the Dean of Education. Best practices for subcommittees are 1) To Assign a leader in charge of planning meetings, chairing meetings and assign a secretary in charge of sharing and polishing documents and 2) Identifying relevant stakeholders, identify what is the state of affairs (and how to approach it: build on it, redirect, criticise) and set a modest goal. In addition, the Committee could also bring up ad-hoc issues. These topics should be submitted to the agenda a week before the meeting, e) If absent, a) Notify the secretary and b) Share your input on the agenda topics with the secretary. For faculty: if you are absent more than twice in a row, please find someone to cover for you. If you are more than 1/3 absent, your Head of Department will be approached and f) New MSc PC members should follow the basic training and one of the advanced trainings.

5. Overview of last year subcommittees – Maciej Szymanowoski

MS informed the MSc PC members about how the last year's subcommittees worked and their topics. The topics were a) Assessment Policy Advice, b) Thesis Trajectory, c) Quality of Education, d) BAO Funds Innovation, e) PC Visibility, f) PAC, g) Admission Process and h) AI for Education.

6. Approval of Minutes from the MSc PC meeting on 18 June 2026 – see attachment

The Minutes were approved.

Comments of the Committee:

1) FK: For the secretary, it would be better if those attending the MSc PC meeting in the meeting room saying their names before speaking thus the secretary knows which abbreviation to use in the minutes.

7. Closing remarks

8. Action points

What	When	Who

9. Next meetings:

29-Oct-26, 10.00h
26-Nov -26, 10.00h
17-Dec-26, 10.00h
14-Jan-27, 10.00h
18-Feb 27, 10.00h
25-Mar-27, 10.00h
22-Apr-27, 10.00h
20-May-27, 10.00h
17-Jun-27, 10.00h