

Minutes MSc PC – 18 December 2025

Online meeting via Teams and T9-67 09:30–11:30 hours

Present	Absent
AL: Annelie van der Leelie (Minutes)	MAN: Maurice Annaars (MScBA AFM)
MS: Maciej Szymanowski (Chair, MM, BAM)	RG: Robin Groen (MScBA P-MiM)
LRS: Lisanne van Rijn-Szewczyk (SCM)	RU: Roos Uijterwaal (POC)
KB: Kathrin Borner (MI, MBI)	TB: Toby Boontjes (SCM)
MA: Moritz Appels (POC)	TM: Tom Mom (MSc BA P-MiM)
JB: Julia Botma (MBI)	IY: Irem Yildirim (MM)
FB: Felix Boesch (MScBA BAM)	LC: Luca Coban (SM)
AT: Alfredo Trovato (PM)	AJ: Amber Jong (MI)
NP: Nirmay Panchal (SE)	
AD: Andreas Distel (SE)	
JS: Jeffrey Sweeney (BIM)	
NN: Natalie Nieuwenhuizen (MScBA MiM)	
LR: Lora Raguz (BIM)	
AH: Anh Hoang (GBS)	
MJ: Mehek Jain (FI)	
MC: Mert Cetin (MScBA MIM)	
RD: Robin Dottling (FI)	
TC: Tony Choi (GBS)	
IS: Isidora Sidorovska (SM)	
SZ: Solomon Zori (MSc BA AFM)	

1. Opening and announcements

The chair welcomes everybody present.

Announcement:

MS informed the Committee about the MSc PC faculty workload.

- 1) Faculty members should devote 0.05 (5%) FTE to the Committee which amounts 2,5 hours a week. MS has calculated that faculty members have time available in addition to preparing for and attending meetings and that they should use this time for the subcommittee work.
- 2) The chair should devote 0,1 FTE to the MSc PC as he/she has the following tasks: a) Preparing and attending meetings, b) Administration meetings, c) Drafting documents for the Committee, d) Maintaining contact with stakeholders and e) MSc PC subcommittee work.
- 3) Faculty members aren't required to record all the hours they spend on the subcommittees. It's to demonstrate that there is also committee work outside the PC meetings.

2. Approval of the Minutes from the MSc PC on 27 November 2025 – see attachment

The Minutes were approved.

3. Vote on the Code of Order

MS updated the Committee on the Code of Order.

- 1) Cluster Lead Director of Educational Excellence Gabi Helfert commented on the Code of Order that some points in the document should be amended to make them clearer.
- 2) Last year, the Faculty Council developed its bylaws and currently the Bachelor Programme Committee (BSc PC) is developing its Code of Order but the BSc PC is using the FC and MSc PC Code of Order documents as an example. Therefore, it would be better to share all the bylaw documents between the different committees for improvement.

The Committee voted on the draft Code of Order document and in a vote thirteen people were in favour and one person voted against the proposal.

4. Legal training feedback

MS informed the Committee about the legal training feedback.

- 1) RSM has received funding for the participatory bodies and the committees would like to use this money to improve the committee training for members. Currently, RSM collaborates with the TAQT company but EUR Central is working with a different training agency but for RSM, there were too many uncertainties to collaborate with this company.
- 2) The Committees will also use the additional money to collaborate with a lawyer who will assist the committees with questions about how the committees should act in certain situations
- 3) MS asked the MSc PC members what they thought of the TAQT training and what could be improved.

Comments of the Committees:

- 1) MA: During the first session, the committee members received important information. However, it would be better to share this information in an on-demand video lecture.
- 2) MA: The evening training session is inconvenient for people with families.
- 3) IS: The training content is useful but could be put in a video lecture. However, it should be considered that the content may change each year but the current training should be improved on the following aspects: a) The structure of the training and b) Providing more detailed and concise information about different organisational bodies, for example, information about their functions and why the bodies exist because during the training there was more conversation than important factual information being provided.
- 4) RD: The training content was useful. However, due to the wrong structure the duration of the training was too long.
- 5) MS: It would be better if the trainer used both terms, i.e., the term used in the law and the term used by RSM, for instance, the terms Director of Educational programmes and the Dean of Education.
- 6) According to FB, the training content could be more concise and it would be better if the discussion focused on practical examples instead of guessing the university/ participatory bodies structure
- 7) FB: For next year, it would be a better idea to combine the two training sessions and shorten the negotiation part.
- 8) IS: In the training, it would be better to focus on a) The roles and functions of the participatory bodies as this would provide more clarity about why committees have rights and obligations and how the committees fit in the university's governance structure and b) Information about the procedures followed by the participatory bodies and how decisions are made by different committees with more attention to the MSc PC role in the structure.

5. Update about the progress of the subcommittees

During the meeting, the following subcommittees provided updates on their progress.

- 1) The Assessment Policy Subcommittee discussed its structural plan and intends to meet before the Christmas break
- 2) A BAO Subcommittee member has already met with stakeholder Executive Director Quality and Innovation Anna de Waard-Leung but the subcommittee itself hasn't yet met.
- 3) The Thesis Subcommittee will start in January as there was insufficient time before the Christmas break.
- 4) The Quality of Education Subcommittee had a meeting and it would like to define the quality of education as seen by the MSc PC because there are other quality of education definitions within RSM due to different goals and roles. In addition, the subcommittee would like to consider what would be a good definition in many ways to structure. The subcommittee would like to use the accreditation reports as source.
- 5) The PC Visibility Subcommittee: MS explained to the Committee that the additional funds for the participatory bodies could also be used to appoint a faculty liaison officer who would act as a link between the MSc PC, the departments and the PACs, thus increasing the visibility of the PC within RSM.
- 6) The PAC Subcommittee held a meeting with Alfredo Trovato to the PAC experience, reviewed the MSc PC annual report 2024-2025 and discussed its upcoming deliverables. The subcommittee will meet again after the exams.
- 7) The Admission Process Subcommittee hasn't yet met.
- 8) The AI Learning Process Subcommittee hasn't yet met.

Comments of the Committee:

- 1) MS had a meeting with Executive Director Quality of Innovation Anna de Waard-Leung and she indicated that it could be a problem that the MSc PC has two subcommittees which will work on topics requested by the Dean of Education. Therefore, it would be better if both subcommittees work on different topics. However, the subcommittees main role is to provide feedback on topics submitted to the MSc PC.
- 2) JS: The accreditation reports could also be a good source for the Thesis Trajectory Subcommittee.

6. Closing remarks

MS wished everyone in the meeting a happy Christmas holiday.

7. Action points

What	When	Who
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9. Next meetings:

- 15-Jan-26, 10.00h
- 12-Feb 26, 10.00h
- 19-Mar-26, 10.00h
- 16-Apr-26, 10.00h
- 28-May-26, 10.00h
- 18-Jun-26, 10.00