

# Postponement of Active Degree Issuance 2023

This document contains important information for the following programmes:

One-year pre-experience MSc programmes

MSc International Management/CEMS

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## Contents

Active Degree Issuance by default .....	2
Postponement of Active Degree Issuance.....	2
Master Exchange .....	3
60 EC MSc programmes.....	3
MSc International Management/CEMS.....	4
Internship.....	5
One-year MSc programmes (EEA students) .....	5
One-year MSc programmes (non-EEA students).....	6
MSc International Management/CEMS.....	7
Contact.....	8

## Active Degree Issuance by default

As required by Dutch legislation, the university actively issues your MSc degree once all curricular components have been completed in Osiris. Once your last result is recorded you will receive notification from the Study Progress and Diploma (SPD) office informing you that your degree has been issued. Active degree issuance means:

1. No adjustments or additions can be made to the grade list;
2. You may no longer improve an exam result that is (already) sufficient.

For our one-year MSc programmes: please be aware that your degree will be issued as soon as you have passed all your courses in Osiris (including the master thesis trajectory). Once your diploma has been issued, it is no longer possible to improve an already sufficient result for a Block 5 course, even though the formal Block 5 resit period will not yet have taken place. Such can also be the case for a Block 4 course, if the improved result is booked in Osiris after you have received confirmation that you have been awarded your degree.

If an improved course result is recorded in Osiris after your diploma has been issued, the improved course result will *not* be included on your final grade list (and thus will not be counted towards your GPA). However, you may request a separate transcript for this course with your improved result at the [Study Progress & Diploma \(SPD\) office](#).

## Postponement of Active Degree Issuance

Under certain predefined conditions and for certain predefined goals, RSM will accommodate students who wish to extend their studies to complete an **Internship** or go on **Exchange** by postponing issuance of their degree.

Please check the programme and goal specific arrangements in the following sections.

## Master Exchange

### 60 EC MSc programmes

In general, Master students of the one-year MSc programmes may go on exchange by leaving a Master Free Elective open (to be completed on exchange) and when selected for an international exchange by the RSM International Office. These students do *not* need to apply for postponement. In such case, curricular requirements by definition have not yet been completed and hence the degree will not be issued until the student has returned from exchange, having successfully completed the exchange course load as described above, to then be converted toward the open elective requirement.

However, the option to leave the Master Free elective requirement open **DOES NOT APPLY** to students of the following programmes:

- MSc BA Master in Management
- MSc BA Part-time Master in Management
- and MSc BA Business Analytics and Management

These students may want to go on exchange after completion of their curricular requirements. They will need to remain enrolled as a student at RSM/EUR and will continue to pay tuition to RSM/EUR during their exchange, and will therefore need a postponement of degree issuance. The conditions for postponement of degree issuance are the following:

#### Conditions

- You must have completed all curricular components, including your thesis, in the nominal timespan of the programme;
- You must have been selected for an international exchange by the RSM International Office;
- You are only permitted to pursue an exchange during Fall 2023

#### Procedure

- You must meet the conditions above and complete the steps below:

By taking part in the exchange programme, PMiM, MiM and BAM students will receive postponement of active degree issuance. These students will receive confirmation for the postponement of active degree issuance in Osiris Case.

NB: These students will receive postponement of active degree issuance until 12 August 2024

- You must re-enrol for your MSc programme via Studielink.
- Upon your return, the International Office will process your Exchange Study Plan, after which your diploma and grade list will be issued. This process may take up to six weeks.
- Students who received postponement of active degree issuance and wish to graduate earlier than 12 August 2024 must take the following steps after the exchange:
  1. Complete the post-exchange steps in [Selection Online](#) (exchange) as soon as possible, by:
    - a) updating the Exchange Study Plan and having it approved by the Academic Director of your MSc programme, if applicable, and
    - b) submitting the host university's grade transcript and academic study report.
  2. As soon as your exchange result has been registered in Osiris, you may withdraw your postponement active degree issuance in Osiris Case (case name: RSM exchange

postponement active degree issuance). Do not withdraw your postponement of active degree issuance before the exchange result has been registered (your exchange result cannot be included in your RSM grade list if you withdraw too early).

3. Once all your results have been registered in Osiris, you must also request the termination of your enrolment via Studielink and DUO, for the reason of graduation (instructions [here](#)). Once your graduation has been confirmed, the deregistration will be processed by the team Enrolment, Deregistration and Funding (EDF).
4. Wait for the confirmation of your diploma by SPD to your EUR student e-mail.

### **MSc International Management/CEMS**

Postponement of degree issuance for the purpose of exchange does not apply to IM/CEMS students. The CEMS exchange constitutes a required element of the IM/CEMS programme and students by definition do not qualify for graduation from the programme until they have completed the exchange as well as all other curricular requirements.

## Internship

### One-year MSc programmes (EEA students)

It is possible to do an internship after completing your required curriculum when you register your internship/ intention to do an internship by 15 June 2023 via RSM Career Centre. The internship does not constitute an official part of the curriculum and will not be displayed on your grade list. However, it may be important to you or your internship employer that you hold student status. To be able to re-enrol after 1 September of each year (thus maintaining student status into a new academic year), it is necessary to postpone issuance of the degree<sup>1</sup>.

Please note that being enrolled as a student requires payment of tuition fee for as long as you are enrolled as a student.

### Conditions

- You must have completed all curricular components, including your thesis, in the nominal timespan of the programme.
- You must have arranged, or be in the process of arranging, an internship following completion of the one-year degree programme.
- The internship, or the intention to do an internship, must have been registered with RSM's Career Centre well in advance of the deadline and the 'Postponement Active Degree Issuance Internship EEA' form must have been completed and submitted by 15 June 2023.

### Procedure

- You must meet the conditions above.
- You must register your internship/your intention to do an internship **by 15 June 2023 at the RSM Career Centre** through [Osiris Case](#), where you will indicate permission to postpone issuance of your degree.
- Issuance of your degree will be postponed up to and including **30 September 2023**; this length of extension will ensure that you are able to re-enrol as a student via Studielink for the 2023-2024 academic year.
- You must re-enrol for your MSc programme via Studielink.
- In September 2023, you will be notified by SPD about issuance of your degree. Nevertheless, you may remain enrolled as a student through the end of the academic year.
- Following completion of your internship, you will be able to terminate your enrolment yourself via Studielink. Please ensure that you unenroll before the 24<sup>th</sup> of the month in which your internship ends, such that your unenrolment goes into effect by the first of the following month. Should your unenrolment not be complete by the end of the given month, you will be responsible for payment of tuition for the following month, and until such time as your unenrolment is complete.

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<sup>1</sup> For EEA students, if you have been issued your MSc diploma and you want to subsequently re-enroll as a student, you will no longer be eligible for any Dutch government subsidy on tuition and will instead be responsible for tuition at a significantly higher, unsubsidized tuition fee, as you will now be technically pursuing a 'second programme' at the master level.

## Change of plans

Should you have submitted a request for postponement and your plans change inadvertently, and should you ultimately want to obtain your diploma before 31 August 2023, you must take the following steps:

1. Withdraw the postponement of active degree issuance by requesting the withdrawal on the 'Postponement Active Degree Issuance Re. Internship' through Osiris Case before **25 July 2023**.
2. Wait for (the confirmation of) the diploma by SPD or apply for the diploma directly with SPD via OSIRIS Case.
3. Request deregistration from the programme via Studielink, for reason of graduation. Once your graduation has been confirmed, the deregistration will be processed by the team Enrolment, Deregistration and Funding (EDF).

**After 25 July 2023, cancelation of the postponement of your degree will be no longer possible. You will need to wait until September 2023 to be able to receive your diploma and terminate your enrolment as a student, i.e., you will be responsible for paying tuition fees for at least September 2023.**

## One-year MSc programmes (non-EEA students)

Non-EEA students may pursue an internship in the Netherlands following completion of their curriculum. As regulated by Dutch law, you must hold student status and the internship must be related to your studies. In order for students to maintain their student status and to be able to re-enroll after 1 September of each year, it is necessary to postpone the issuance of the degree.

As RSM acknowledges the importance of an internship, the student will be offered a tuition fee discount. The student will pay the statutory fee of € 2.314 for the academic year 2023-2024 (ultimately the student will only be required to pay tuition for the months they are enrolled). The residence permit for non-EEA students is valid until **30 November 2023**. This period of validity **CANNOT** be extended and means that non-EEA students pay a maximum of three months tuition fees, from September through November.

**NOTE:** Application for an orientation/"search year" (Dutch, "zoekjaar") is not possible during your postponement. Your residence permit will be valid until 30 November 2023 if a postponement is issued (this rule cannot be circumvented). Students who would like to benefit from an orientation year are thus urged to make appropriate arrangements early. For more information contact the RSM Career Centre at [careercentre@rsm.nl](mailto:careercentre@rsm.nl).

## Conditions

- You must have completed all curricular components, including your thesis, in the nominal timespan of the programme.
- You must have arranged an internship in the Netherlands. The internship must be approved by an academic coach.
- You must register your internship/your intention to do an internship **by 15 June 2023 at the RSM Career Centre** through [Osiris Case](#), where you will indicate permission to postpone issuance of your degree. You then upload the approved signed internship proposal, a copy of your residence permit and the Nuffic agreement filled out and signed by you and the company. The RSM Career Centre will give the final sign-off for your agreement within a couple of working days.

- The supervision fee of €500 is additional to the tuition fee and must be paid before **24 July 2023**. You will receive a payment link from the RSM Career Centre after submitting the case in Osiris Case.

### Procedure

- You must meet the conditions above.
- You must register your internship **by 15 June 2023** at RSM Career Centre through Osiris Case. The issuance of your degree will be postponed until **25 November 2023**. Nevertheless, you may remain enrolled as a student till **30 November 2023**, which corresponds to the expiration date of your student visa.
- You must re-enrol for your MSc programme via Studielink.
- If you have not completed all curricular components **before 20 August 2023**, you may not make use of the postponement and will not receive the tuition fee waiver.
- You must submit a mid-term report to your academic coach **before 15 October 2023**. If you receive a pass for the report, you will also earn the 5 extracurricular EC.
- At the end of November 2023, you will be notified by SPD about issuance of your degree. Please ensure that you take steps to unenroll via Studielink **before 25 November 2023** to ensure that your enrolment ends by **30 November 2023**. If you do not take action by **25 November 2023**, your enrolment will continue through the month of December 2023, you will be responsible for tuition in that month, however, does not mean that you may continue your internship through December.

### MSc International Management/CEMS

MSc IM-CEMS students may pursue an internship following completion of the IM curriculum. The internship does not constitute an official part of the IM curriculum and will not be displayed on the grade list. The internship does however constitute a requirement of the CEMS-MIM curriculum. Please consult [RSM Career Centre](#) for the visa requirements for your internship.

It may be necessary for you or your company that you maintain fee-paying student status. You may retain your student status by simply remaining enrolled as a student in Studielink for the remainder of the academic year, even after your IM degree has been issued.

Please note that you will be responsible for tuition fees while being enrolled as a student.

## Contact

International Office	Mandeville, T5-14/-18/-22 <a href="mailto:msc.conversion@rsm.nl">msc.conversion@rsm.nl</a> <a href="http://www.rsm.nl/international-exchange/">www.rsm.nl/international-exchange/</a>
Examination Board	Mandeville, T5-41 Exam Board's Online Request Form: <a href="https://verzoek-ec.rsm.nl/">https://verzoek-ec.rsm.nl/</a>
Career Centre	Mandeville, T5-03 <a href="mailto:careercentre@rsm.nl">careercentre@rsm.nl</a> <a href="https://www.rsm.nl/career-centre/about/">https://www.rsm.nl/career-centre/about/</a>
Study Progress & Diploma (SPD)	Sanders Building, L3-033 <a href="http://www.eur.nl/english/essc/student_administration/about_us/">http://www.eur.nl/english/essc/student_administration/about_us/</a> <a href="mailto:spd.rsm@eur.nl">spd.rsm@eur.nl</a>
MSc Programme Management	Mandeville, T5-23/-25/-27/-29  <a href="https://master-services.rsm.nl/support/tickets/new">https://master-services.rsm.nl/support/tickets/new</a>