

# Postponement of Active Degree Issuance 2022

This document contains important information for the following programmes:  
One-year pre-experience MSc programmes  
MSc International Management/CEMS

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## Required Active Degree Issuance

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 by contacting [SPD](#).

## 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 by postponing issuance of their degree.

Due to the current pandemic, it is also possible to postpone the degree if you are extending your studies with a master exchange.

### General conditions

- You must have completed all curricular components, including the thesis, in the nominal timespan of the programme;
- You must apply for the extension well in advance of the deadline. *You may not apply for postponement retroactively (i.e. after the degree has been granted).*

### Which students CANNOT apply for postponement of issuing the degree?

- Students who have not yet completed all their curricular components (there is no need since your degree has not yet been issued);
- Students who have not studied nominally (you do not meet the general conditions);
- Students who want to improve a sufficient result (this is not a predefined goal).

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

## Master Exchange

### One-year MSc programmes

Master students may go on exchange after completion of their curricular requirements. You will need to remain enrolled as a student at RSM/EUR and will continue to pay tuition to RSM/EUR during your exchange, and will therefore need a postponement of degree issuance.

Due to COVID-19, outgoing MSc students in Fall 2022 or Spring 2023 may request degree postponement (if deferral to Spring 2023 is approved by RSM International Office), unless the student wishes to leave their master free elective open, and therefore postponement is not required. In both cases you will be required to obtain at least 20 EC on your exchange to be eligible for exchange course conversion for purposes of inclusion on your final RSM grade list<sup>1</sup>.

Please note that students who go on exchange and have the master free elective requirement open (to be completed on exchange) 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.

### 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 2022 (or Spring 2023, if your exchange has been deferred due to COVID-19).

### Procedure

- You must meet the conditions above.
- You must submit your Exchange Study Plan in Osiris Case **by 15 June 2022** at the latest. In this Exchange Study Plan you will be asked whether you leave your free elective open or you will give permission to actively postpone your degree issuance. The issuance of your degree will be postponed until **13 August 2023**.
- NB: The option to leave a 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
- 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 wish to graduate earlier than 13 August 2023 must take the following steps after the exchange in Osiris Case:
  1. Complete the post-exchange steps in Osiris Case 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. Send a request to RSM's Examination Board (refer to the contact details at the end of this document) to withdraw your postponement request. Confirmation of a decision by the Examination Board may take up to five weeks. Therefore, it is important to submit a request as soon as possible, but only after your exchange results have been registered

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<sup>1</sup> Please note that exchange results can only be listed as pass/fail and therefore have no influence on your GPA.

in Osiris. If you withdraw too early, your exchange results will not be included in your RSM grade list.

3. Wait for the confirmation of your diploma by SPD to your EUR student e-mail.

### **Unenrolling as a student via Studielink**

Please do **NOT** unenroll from Studielink until you have received (a confirmation of) your diploma, as the diploma can only be issued while you are an enrolled student. Should you unenroll too early, you will be required to re-enrol in order to have your diploma issued and will be required to pay the corresponding tuition fee.

### **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)

Students may pursue an internship following completion of their curricular requirements. The internship does not constitute an official part of the curriculum and will not be displayed on the grade list. However, it may be important to you or your internship employer that you hold student status. For students 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>2</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 2022.

### Procedure

- You must meet the conditions above.
- You must register your internship/your intention to do an internship **by 15 June 2022** at RSM's Career Centre, where you will complete a form indicating permission to postpone issuance of your degree.
- Issuance of your degree will be postponed up to and including **30 September 2022**; this length of extension will ensure that you are able to re-enrol as a student via Studielink for the 2022-2023 academic year.
- You must re-enrol for your MSc programme via Studielink.
- In September 2022, 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>2</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 postpone and your plans change inadvertently, and should you ultimately want to obtain your diploma before 31 August 2022, 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' form before **25 July 2022** at RSM's Career Centre.
2. Wait for (the confirmation of) the diploma by SPD or apply for the diploma directly with SPD via OSIRIS Case.
3. Unenroll as a student via Studielink: please do **NOT** unenroll from Studielink until you have received (a confirmation of) your diploma, as the diploma can only be issued while you are an enrolled student. If you unenroll too early, you will be required to re-enrol in order to have your diploma issued and will be required to pay the corresponding tuition fee.

**After 25 July 2022, cancelation of the postponement of your degree will be no longer possible. You will need to wait until September 2022 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 2022.**

## 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 € 2.209 for the academic year 2022-2023 (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 2022**. This period of validity **CANNOT** be extended, and means that non-EEA students pay a maximum of three months tuition fees, for 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 2022 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.
- The 'Postponement Active Degree Issuance Internship Non-EEA' form and internship proposal, including approval by the academic coach, must be submitted to the RSM Career Centre by **15 June 2022**.
- The supervision fee of €500 is additional to the tuition fee and must be paid before **24 July 2022**. You will receive a payment link from the RSM Career Centre after submitting the form.

## Procedure

- You must meet the conditions above.
- You must register your internship **by 15 June 2022** at [RSM Career Centre](#), where you will submit a form indicating permission to postpone issuance of your degree.
- The issuance of your degree will be postponed until **25 November 2022**. Nevertheless, you may remain an enrolled student till **30 November 2022**, 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 2022**, 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 2022**. If you receive a pass for the report, you will also earn the 5 extracurricular EC.
- At the end of November 2022, you will be notified by SPD about issuance of your degree. Please ensure that you take steps to unenroll via Studielink **before 25 November 2022** to ensure that your enrolment ends by **30 November 2022**. If you do not take action by **25 November 2022**, your enrolment will continue through the month of December 2022, 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> <a href="http://www.rsm.nl/examination-board/">www.rsm.nl/examination-board/</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://student-support.rsm.nl/support/home">https://student-support.rsm.nl/support/home</a> <a href="#">MSc Programme Management contact form</a>