

**Rotterdam School of Management  
Erasmus University**

**Bachelor of Science  
International Business Administration**

**Examination Regulations  
2020 – 2021**

**Editor**

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# 1. Teaching and Examination Regulations (TER) of the Bachelor of Science in International Business Administration 2020 – 2021

## Preamble:

Pursuant to Article 7.13 of the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW*), these Teaching and Examination Regulations have been established by the *Dean* RSM after consulting the Faculty Council (FC), the Programme Committee (PC) concerned and the Examination Board RSM – EUR. The FC and PC have given their consent according to their lawful approval rights.

These regulations can be adjusted annually due to new developments and policy changes regarding the teaching and the examinations. In principle, the amendments will have legal effect from the first day of the Academic Year. The unaltered parts of the regulations keep their legal force.

## Section 1 – General

### Article 1.1 – applicability of the regulations

These regulations are applicable to the curriculum and examinations of the bachelor's degree programme BSc in International Business Administration at the Rotterdam School of Management, Erasmus University, hereinafter referred to as the programme.

### Article 1.2 – aims of the programme

The programme is intended to impart knowledge, skills and insight in the area of International Business Administration in such a way that the graduate is capable of scientific and socially responsible professional practice in this area, and is qualified to take any desired advanced programme to become, among other things, a scientific researcher.

### Article 1.3 – definitions

In the regulations, the following words shall have the following meanings:

- a. *Act*: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW*);
- b. *Rules and Guidelines (R&G)*: the rules, guidelines and instructions of the Examination Board as referred to in article 7.12b of the Act;
- c. *Final IBA exam*: the total assessment of the performance of the student for separate examination parts of the programme, as referred to in article 7.10 of the Act;
- d. *Examination part*: a course of the programme;
- e. *Examination*: every course will be assessed by an examination. Each examination includes an investigation into the knowledge, insight and skills of the student, as well as the appraisal of the results of that investigation. An examination may consist of more than one test.
- f. *Test*: In general, a distinction can be made between a written test and other test methods that do not fall under the term written test<sup>1</sup>:
  - A **written test** is a plenary individual test (on campus or remote) whether on paper or digital, within a limited time frame of 3 hrs. maximum, with open and/or multiple-choice questions. During a written test it is not permitted to use any other material, equipment (calculator, phone) or resources (such as books or notes) than the ones the examiner allowed in advance (via Canvas) and that are indicated on the examination cover page;
  - The following tests are **non-written tests**:
    - An individual assignment, for example a case, essay, take home exam or a thesis<sup>2</sup>;
    - A group or team assignment;
    - An internship;
    - An oral test;
    - A presentation;
    - A practical exercise (supervised exercise aimed at acquiring a practical skill, for example communication skills);

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<sup>1</sup> Difference is important for example for resit-possibilities, see Article 3.1 TER and rules of order, see Section 3 R&G.

<sup>2</sup> Assignments with a limited time frame of 3 hrs. or less are written tests.

- Participation performance.
- g. *EC*: abbreviation of “European Credit” which stands for study credit as referred to in Article 7.4 of the Act. One EC represents 28 hours of study;
- h. *Student*: a person who is enrolled at the university in order to pursue the study course and/or to take the tests and examinations of the programme; for the further application of these regulations, this word also means an enrolled ‘extraneous’;
- i. *Examination Board*: the board referred to in article 7.12 of the Act for administering examinations and for organizing and coordinating the examinations of the programme;
- j. *Academic Year*: the academic year runs from 1 September to the following 31 August (inclusive) of the following calendar year;
- k. *Dean*: head of Rotterdam School of Management, Erasmus University;
- l. *Programme Director*: the Dean of Education in the capacity of programme director as laid down in Article 9.17 of the Act and as referred to in Article 7 of the School Regulations 2017;
- m. *Academic Director*: the person who is authorised by the Programme Director to spearhead the bachelor programme and lead the programme in terms of profile, content, quality, delivery and assessment;
- n. *School*: Rotterdam School of Management, Erasmus University;
- o. *Academic personnel*:
  - a. the members of the academic staff of the School,
  - b. the trainee research assistants (PhD candidates) of the School,
  - c. the other academic personnel;
- p. *Academic staff*:
  - a. the professors,
  - b. the associate professors of the School,
  - c. the assistant professors of the School.
- q. *Explanatory feedback session*: in Dutch “nabespreking”, as referred to in Article 7.13, par 2, sub q of the Act. It is an important meeting that gives students the opportunity to learn from their mistakes. They have the opportunity to review the questions and assignments of the exam concerned, along with the answer models and criteria for assessment.
- r. *Perusal*: in Dutch “inzage” as referred to in Article 7.13, par. 2 sub p. of the Act. It is an opportunity for students to peruse their own assessed exam.
- s. *Student Administration*: Student Administration Erasmus University, Team Study Progress & Diploma Administration – RSM.

### Article 1.4 – degree

1. The student who has successfully passed all the examination parts of the programme will obtain the degree of Bachelor of Science in International Business Administration (BScIBA).
2. The obtained degree will be written down on the Bachelor’s degree certificate.

### Article 1.5 – teaching language

1. The language of instruction – teaching and examinations – is English, with the exception of certain courses as may be offered by the student’s exchange school, and which the student may choose to take.
2. In cases, the Examination Board can grant exemption from paragraph 1.

### Article 1.6 – participation educational activities

Students are expected to participate in every educational activity that the school offers regardless whether the activities are compulsory or not. This concerns not only lectures and study visits but also filling out course evaluations.

### Article 1.7 – evaluation of education

1. The Programme Director will be responsible for ensuring the evaluation of education.
2. The Programme Director will inform the Faculty Council and the Programme Committee of the method and frequency with which components of the curriculum are to be evaluated.
3. The Programme Director will inform the Faculty Council and the Programme Committee of the outcomes of the evaluation, the amendments made as a result of this and the effect of the actual amendments.

**Section 2 – Composition of the bachelor’s degree programme**

**Article 2.1 – full-time / part-time**

Within the scope of the law, the programme is only offered full-time.

**Article 2.2 – study load of the programme**

1. The programme has a study load of 180 EC.
2. The study load is expressed in whole EC.

**Article 2.3a – composition of the degree programme new style (student cohort 2019 and later)**

1. With effect from 1 September 2019, a new style bachelor’s degree programme will be rolled out: a new course year – starting with B1 – per every following academic year. Students of cohort 2019 and later must do the new style programme in accordance with this article. Hence, they are not allowed to do old style courses unless explicitly stated in this TER or in special individual circumstances with the approval of the Examination Board.
2. The examination parts of the new style programme are spread over three Academic Years, specified in B1, B2 and B3. Each course year has a study load of 60 EC. The examination parts of B1 and B2 are as follows:

<b>B1</b>	<b>Block</b>	<b>EC</b>
Introduction to Business	1 + 2	5
Professional development and Mentoring	1 – 4	5
Organisational Behaviour	1	4
Marketing Management	1	4
Mathematics	1	2
Accounting	2	4
Philosophy of Science	2	3
Strategic Business Plan	3 + 4	5
Finance	3	4
Economics	3	5
Statistics	3	4
Spreadsheet Modelling	3	3
Business Information Management	4	4
Operations Management	4	4
Quantitative Decision Making	4	4
		<b>60</b>

<b>B 2</b>	<b>Block</b>	<b>EC</b>
Responsible Business Leadership	5	4
Human Resource Management	5	4
Innovation Management	6	4
Corporate Finance	6	4
Business Simulation	6	2
Research Project	5+6+7	10
Business Law	7	4
Supply Chain Management	7	4
Organisational Theory & -Dynamics	8	4
Technology Management	8	3
Management Accounting	8	4
Strategic Management	8	4
Professional Development II	5+6+7+8	4
Entrepreneurship	7+8	5

- The further descriptions of the examination parts referred to in paragraph 2 including obligatory practical examinations, as stated in the Canvas course manuals of the programme, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.

**Article 2.3b – composition of the degree programme old style (student cohort 2018 and previous cohorts)**

- Students, who started the degree programme per Academic Year 2018 – 2019 or before, must do the old style programme. Old style students are not allowed to do new style courses unless explicitly stated in this TER or in individual cases because of special circumstances with the approval of the Examination Board. The opportunity to do examinations for old style courses will be in accordance with article 3.1, par. 2 of this TER<sup>3</sup>.
- The examination parts of the old style programme are spread over three Academic Years, specified in B1, B2 and B3. Each course year has a study load of 60 EC. The examination parts per year are:

B1	EC
Introduction to Business	5
Methodology	3
Organizational Behaviour	6
Quantitative Methods & Techniques: Mathematics	4
Skills 1: IT	2
Operations Management	5
Microeconomics & Markets	5
Strategic Business Plan	6
Quantitative Methods & Techniques: Statistics	4
Skills 2: Effective Business Communication	3
Foundations of Finance & Accounting	6
Macroeconomics & Institutional Context	5
International Business	4
Skills 3: Academic Writing & Critical Thinking	2

B2	EC
Organizational Theory & Dynamics	6
Quantitative Decision Making	6
Philosophy of Science	3
Corporate Finance	5
Applied Business Methods	6
Strategic Management	6
Cross Cultural Management/ International Case	5
Marketing Management	5
International Marketing Research	3
Technology Management	4
Leadership, Sustainability and Governance	5

B3	EC
Human Resource Management	5
Business Information Management	5
Foundations of Business Law	4
Innovation Management	4
Financial Accounting	5
Supply Chain Management	5
Trimester 7 elective options:	20
a choice from following options	
– an international exchange (20 EC);	

<sup>3</sup> Explicit transition rules on course level will be set before the start of Academic Year 2020 – 2021 and published at [www.rsm.nl/transition-iba](http://www.rsm.nl/transition-iba). Those transition rules will be part of this TER.



- or: internship (15 or 20 EC), in case of an internship of 15 EC in combination with either a Language elective, or an Elective approved by the Examination Board (5 EC);
- or: minor (15 EC), in combination with either a Language Elective, or an Elective approved by the Examination Board (5 EC);
- or: 20 EC electives.

Research Training/Bachelor Thesis

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3. The further descriptions of the examination parts referred to in paragraph 2 including obligatory practical examinations, as stated in the Canvas course manuals of the programme, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.
4. The following applies to Trimester 7 elective options as referred to in paragraph 2:
  - a. If a student opts for a minor as referred to in paragraph 2, then the choice is restricted to the authorised minors of the *EUR Minor Overview*.
  - b. The electives mentioned in paragraph 2 may be chosen from internal or external electives only after approval by the Examination Board. The Examination Board will grant their permission if they conclude that the content and level of the elective(s) is of similar university level and supervised and assessed by university examiners. In this context, the Examination Board may establish and publish a Trimester 7 Electives list with approved courses and projects and further policies and approval procedures.
  - c. The courses of Trimester 7 should only have limited overlap at maximum of content with another course of the degree programme: for example it is not allowed to do a second internship as an elective.
  - d. The International Exchange Programme must consist of at least 20 EC. In case the courses of the International Exchange Programme do not add up to 20 EC, the International Exchange Programme will not be registered as part of the degree programme, not as an International Exchange Programme nor as separate electives.
  - e. The maximum amount of credits that can be achieved with a language elective is 5 EC.
  - f. The total size of Trimester 7 should not exceed 20 EC unless the exceeding is caused by the size of one course. If a student chooses to do the International Exchange Programme then this examination part shall take precedence over any other examination part – such as a minor or internship – into the degree programme. In case a student completes more than 20 EC of approved courses counting towards the B3 Trimester 7 elective options (for instance a minor and an internship (or two minors) and a  $\geq 5$  EC elective or a 15 EC approved project and two 5 EC electives), then the student may choose which courses should be on the grade transcript of the programme (and should thus count towards the GPA). The other course(s) will appear on a separate transcript<sup>4</sup>. Students should request which elective they would like to appear on their diploma at least 6 weeks before their last remaining course grade is published in Osiris. Requests can be made via the Examination Board's online request form (<https://request-eb.rsm.nl/>). In case no choice is made, the electives – other than the International Exchange Programme – will be chosen in chronological order.
  - g. The appendix to this Regulation specifies the various combinations possible within Trimester 7.

### Article 2.4 – exemption from obligatory practical exercises

In exceptional cases such as a functional impairment, the Examination Board can grant exemption from the obligation to take part in a practical exercise. In that case, the Examination Board can decide that the practical exercise should be carried out in another way, to be determined by the Examination Board.

### Article 2.5 – extra-curricular options: RSM Honours Programme; Sandwich Track; Add-on Track

1. Next to the degree programme, the RSM offers the following extra-curricular options:
  - a. *RSM Honours Programme* for outstanding second-year students. The admission to the honours programme is selective. The selection procedure is transparent and published on the

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<sup>4</sup> The student must file a request for this separate transcript at the ESSC



- [RSM's current-students-website](#). Completion of the programme will be awarded with 15 extra-curricular EC. These credits will be listed on a separate certificate.
- b. *RSM Sandwich Track*: students who successfully completed all courses of B1, can opt to do extra-curricular courses such as a minor, an internship, an exchange or other electives, between the B.2 and the B.3 year. For admission to the Sandwich Track specific application procedures are applicable. If the passed Sandwich Track courses add-up to at least 60 EC, and at least two courses belong to the components minor, internship or exchange, and the Sandwich Track courses meet the same requirements as those with respect to the Trimester 7 elective options mentioned in Article 2.3b, par. 4 sub a. – e., these courses will be listed on a separate *Sandwich Track* certificate upon completion of the BSc degree programme.
  - c. *RSM Add-on Track*: students who successfully completed all courses of B1 and obtained at least 105 EC of the degree programme, including the Research Training/Bachelor Thesis, can opt to do extra-curricular courses such as a minor, an internship, an exchange or other electives directly pursuant to the regular programme. For admission to the Add-on Track specific application procedures are applicable. If the passed Add-on Track courses add-up to at least 60 EC, and at least two courses belong to the components minor, internship or exchange, and the Add-on Track courses meet the same requirements as those with respect to the Trimester 7 elective options mentioned in Article 2.3b, par. 4 sub a. – e, these courses will be listed on a separate *Add-on Track* certificate upon completion of the BSc degree programme
2. Extra-curricular courses do not count towards the degree programme and thus will not be stated on the grade list of the degree programme. The grades for these courses thus do **not** count towards the GPA that is listed on the grade list of the degree programme.
  3. In case a student will not finish 60 EC within the Sandwich Track and/or Add-on Track, the student may apply for a separate certificate for the extra-curricular passed courses at the Student Administration Erasmus University (Team Study Progress & Diploma Administration - RSM)<sup>5</sup>.

### Section 3 – Taking Examinations

#### Article 3.1 – time periods and frequency of examinations; written test schedule; re-examinations and extra opportunities to take examinations

1. The opportunity to take written tests (except for bonus tests) belonging to the courses referred to in articles 2.3a and 2.3b is given twice per academic year: the regular test and a re-sit.
2. Examinations that are assessed other than as a written test can be taken at least once per year. However, if an examination part is tested by non-written tests only – thus by tests with a time frame of more than three hrs. – a reasonable improvement option <sup>6</sup>is required.
3. In the event a course for which the instruction is the last to be taught in a specific academic year, the tests belonging to the course will be given in the subsequent Academic Year: written tests at least twice, other tests at least once. Tests that cannot be offered again due to the nature of the test are tested in an alternative manner, taking into account the learning objectives of the examination part.  
Courses that belong to the Trimester 7 elective options are exempted from this rule: there will be no opportunity to re-sit these courses in the following academic year or thereafter.
4. With due observance of the provisions of the first paragraph, the student may retake a passed written test in the same Academic Year if a re-sit opportunity has been scheduled in the official exam timetable. The result for the test is established on the *highest test result* obtained.  
As long as a student has not yet passed all courses of the degree programme, the student may improve the grade of a passed course in a following Academic Year; in that case the student must redo the whole course including all tests. The final result for the course will be established on the *highest result*<sup>7</sup> obtained. If the material to be studied for a course has changed, the subsequent tests will reflect the new material.

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<sup>5</sup> The student must file a request for this separate transcript at the ESSC.

<sup>6</sup> The exact content of the improvement option (for instance rules regarding applicability of option, for failed tests only, minimum grade requirement, cap on the grade, grade reduction) is at the discretion of the examiner. The examiner must include the rules for an improvement option in the course manual.

<sup>7</sup> Final grades from before 1 September 2018 will only change in case a student improves the final grade with a retake of the course *after* September 2018.

5. Without prejudice to applicable regulations regarding a period free of examinations, and with due observance of the other provisions set out in these regulations, and of the R&G established by the Examination Board, the Programme Director establishes a written test schedule before the start of the academic year. In the event of urgent exceptional circumstances, the Programme Director can change the written test schedule during the academic year, provided that the change is announced in good time, and no later than the start of the registration period of the examination period concerned, via appropriate channels such as Sin-Online.
6. In exceptional cases the Examination Board can, at the request of the student, decide that an extra opportunity to take an examination will be offered, in derogation from the written test schedule.
7. If no indication is given in these regulations concerning how many times per academic year an examination can be taken, because that examination relates to an examination part that is not taught in the programme, the provisions on this matter in the relevant Teaching and Examination Regulations are applicable, unless the Examination Board has made a decision in derogation from these, on the understanding that it must be possible to take the examination at least once per academic year.

### Article 3.2 – form of the examinations

1. The examinations of the programme are taken according to the test types described in Article 1.3 sub f. Furthermore, attendance requirements may be set as a prerequisite for assessment, provided that this is well substantiated by the examiner and published in the course manual. At the request of the examiner, the Examination Board may allow deviations from this rule.
2. If the Examination Board decides that the form as referred to in the foregoing paragraph shall be different, it will announce this to the students if possible no later than two months before the examination is to be held.
3. The elaborations in the form of the examinations as referred to in paragraphs 1 and 2, stated in the most recent version of the Canvas course manual for each course, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.
4. In exceptional cases the Examination Board may, at the request of the student, decide to permit derogations from the provisions set out in paragraphs 1 and 2.
5. Students with verifiable physical or mental impairments or specific learning difficulties that could have an effect on the ability to study, are offered the opportunity to take the examinations in a manner adapted as far as possible to their individual situation. The Examination Board will, if necessary, obtain expert advice before making a decision.

### Article 3.3 – oral tests

1. No more than one person will be given an oral test at a time, unless the Examination Board has decided otherwise.
2. An oral examination is public, unless in an exceptional case the Examination Board or the examiner concerned has decided otherwise, or the student has objected to this.
3. An oral test should be assessed by at least two examiners or in the event of only one examiner, the assessment must be video and/or audio recorded. The Examination Board will archive the recorded file for two years after the assessment, or seven years in case of the Research Training/Bachelor Thesis.

### Article 3.4 – sequence of examinations

1. Students may register for a minor as referred to in article 2.3b paragraph 2 if they have obtained at least 60 EC of the programme.
2. Students may register for the internship as referred to in article 2.3b paragraph 2 if they have successfully passed B1.
3. The examinations relating to the examination parts of B2 and B3 may not be taken before the first-year phase (B1) of the programme has been passed, unless and insofar the Examination Board has granted permission to proceed the programme based on article 9.3 and 9.4 TER.
4. Students may start their Research Training/ Bachelor Thesis and electives if they have passed all components of B1.

### Section 4 – Result of Examinations

#### Article 4.1 – determining, announcing and recording results of examinations; marking period

1. The examiner determines the result of an examination/test as referred to in Article 1.3 sub e. and f. as soon as possible. The following deadlines are in place:
  - a. The ultimate deadline for provisional grades is 15 working days after the examination/test for B1 courses and 20 working days for B2 and B3 courses. Provisional grades must be communicated via SIN Online or CANVAS grade centre.
  - b. The ultimate deadline for registration in OSIRIS of the definitive grades is 40 working days after the examination/test.
  - c. In case a resit takes place within a period of 45 working days after the original examination/test, the ultimate deadline for communicating and registration of the definitive grades is ten working days before the resit date.<sup>8</sup>
2. In deviation from paragraph 1 of this article, the examiner(s) determine(s) the result of an oral test immediately and give(s) the student a written notification of the grade.
3. In the event of *force majeure*, the Examination Board can permit derogation from the deadlines mentioned in the foregoing paragraphs.
4. The Student Administration checks compliance with the marking period, and in the event that it is likely to be exceeded, reports this in good time to the Chair of the Examination Board.
5. The examiner reports the result to the Student Administration which then informs the student of this in writing.
6. The Student Administration is responsible for recording the results of exams and examination parts. This Office also records what certificates have been presented to a student. No information about recorded data, with the exception of data about the certificates awarded, is given to anyone other than the student, the Examination Board, the Directors of the programme, the Executive Board, the student advisor, the student counsellor and the Examinations Appeals Board (CBE). With the permission of the student, there may be derogation from the provisions set out in the last sentence.
7. The involvement of the Student Administration as referred to in the previous paragraphs is without prejudice to the provisions in this matter determined by the Executive Board.
8. The written explanation concerning the result of an examination contains information about the way in which the student can lodge an appeal with the Examinations Appeals Board (CBE).

#### Article 4.2 – period of validity of examination components and granted exemptions

1. Unless otherwise mentioned, the term of validity for passed courses – including approved courses of another degree programme – and granted exemptions is in principle unlimited.
2. In derogation from the preceding paragraph and as long as the final IBA exam has not been passed yet, the Examination Board, in consultation with the Academic Director, may declare the term of validity of a course passed more than six years ago, expired if – in its judgement – the knowledge, insights or skills taught during the course have become obsolete. In that case, the Examination Board can impose an additional or alternative course or examination, before the student may pass the final IBA exam.
3. If the examination of a course is composed of more than one test, the term of validity of each test shall be limited to the academic year in which the tests are taken. In exceptional circumstances, upon substantiated request of the examiner, the Examination Board can approve derogation from this rule. Approved derogations must be explicitly mentioned in the course manual.

#### Article 4.3 – explanatory feedback session and perusal

1. As soon as possible but no later than four weeks after the written test, and three weeks in the case of a B1 course due to the binding study advice, the examiner will give explanatory feedback. The examiner will provide information about the content of the written test and the correct answers/answer models in an *explanatory feedback session* or via another approved medium (such as through Canvas). This offers students the opportunity to review the questions and assignments of the exam concerned, along with the answer models and criteria for assessment. The examiner sets the date, time and procedure of the explanatory feedback session. The

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<sup>8</sup> This is the case for the re-sits of B1 block 4: the re-sit dates are 4 weeks after the regular written test dates.

explanatory feedback session must be realistically managed and the use of appropriate media (such as Canvas) is allowed. In view of a good preparation of the explanatory feedback session, the exam questions and answers model(s) need to be posted on Canvas as soon as possible after a written test and no later than one week after the test took place. Although with exception upon the examiner's request, the Examination Board may grant the examiner an exemption from posting the exam question on Canvas in the event of important reasons.

2. As soon as possible – or at the same explanatory feedback session – but no later than four weeks after the explanatory feedback session (three weeks in case of a B1 course due to the binding study advice), students will have the opportunity to peruse their own assessed exam. The perusal takes place in principle on the basis of a (digital) copy only. A paper copy may be charged at cost price. The examiner may determine that the perusal is only for students who registered for it and/or who have attended the explanatory feedback session. The examiner sets the date, time, location and procedure of the perusal. In case of a 100% multiple-choice-test and the questions, answer key and multiple-choice-answer forms are available to the student, the examiner is exempted from organizing the perusal.
3. In the event that a student can demonstrate that he/she was prevented from being present at the assigned location and time for the explanatory feedback session or the perusal due to force majeure, at the request of the student an alternative opportunity will be offered, if possible within the term mentioned in paragraph 2.

### Article 4.4 - archiving period of written tests and final exam

1. The assignments, answers and the assessment of the written tests will be archived (in paper or electronic form) for two years after the assessment.
2. The exam protocol, test key, pass mark, test questions/assignments and evaluation of the written tests are stored (in paper or digital form) for seven years after the examination.
3. The Research Training/Bachelor Thesis and the assessment thereof will be archived (in paper or electronic form) for seven years after the assessment.

## Section 5 – Exemption

### Article 5.1 – exemption from examinations

1. The Examination Board can, at the request of the student, grant exemption from an course examination referred to in article 2.3a, paragraph 2 or Article 2.3b, paragraph 2 – with the exception of the Research Training/ Bachelor thesis<sup>9</sup> – on the grounds of:
  - having passed one or more examination(s) belonging to one or more courses of another university programme in the Netherlands, provided that this/these is/are, in the opinion of the Examination Board, equivalent or comparable in terms of content, study load and level; or
  - having passed one or more examination(s) belonging to one or more courses of a higher professional programme in the Netherlands, provided that this/these is/are, in the opinion of the Examination Board, equivalent or comparable in terms of content, study load and level; or
  - having passed one or more examination(s) belonging to one or more courses of a higher education programme outside the Netherlands, provided that this/these is/are, in the opinion of the Examination Board, equivalent or comparable in terms of content, study load and level; or
  - proof of relevant knowledge and experience gained outside the education in the aforesaid categories, provided that this is equivalent or similar in terms of nature, content and level to the examination part of the programme for which exemption is requested; or
  - a combination of the aforesaid categories.The Examination Board may ask the examiner(s) concerned for advice before taking a decision.
2. An exemption can only apply to an entire examination part and not just to a *part* of the course.
3. No exemption will be granted for a course already passed.
4. An exemption once granted shall not be withdrawn.
5. Up to a maximum of 60 EC of the programme will be exempted.

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<sup>9</sup> Bachelor's theses written and assessed at a foreign university on the basis of a double degree agreement with RSM, are exempted from this rule.

### Section 6 – Result of the final exam

#### Article 6.1 – the result of the final IBA exam and active degree granting

1. After all the examination parts of the bachelor's degree programme have been passed or have been exempted, the final IBA exam has been passed, unless the Examination Board decided that the exam also includes its own investigation into the knowledge, understanding and skills of the student.
2. Students who have passed the final IBA exam will be issued the degree Bachelor of Science in International Business Administration (BScIBA).
3. The Head of Student Administration establishes rules and regulations for the application for the final exam. These rules and regulations require the approval of the Examination Board and must be timely and adequately disclosed.

### Section 7 – Previous Education and Selective Admission Procedure<sup>10</sup>

#### Article 7.1 – alternative requirements for deficiencies in previous education; requirements for English language

1. Deficiencies in the previous education with regard to the subject Mathematics are eliminated by one of the following tests:
  - Passing the EUR Mathematics deficiency test level 2, minimum score 7.0 to be taken for this purpose. This test is at the same level as the VWO exams Mathematics A or the International Baccalaureate: Mathematics, standard level (further information regarding the precise subjects are announced at least one month in advance on the [EUR website](#));
  - CCVX exam VWO wiskunde A min score 7.0;
  - VWO wiskunde B min score 6.0;
  - Boswell Beta exam VWO wisk A 7.0 or VWO wisk B 6.0;
  - OMPT-A exam min score 75% (max 2 attempts).All scores must be submitted no later than the 1<sup>st</sup> of April.
2. The requirement concerning mastery of the English language is fulfilled if the candidate has an unrounded grade of 7.0 for English at VWO level by the 31 January application deadline, as demonstrated by supporting documents, or can submit an English proficiency test score report (see article 7.5 for the specific requirements) by the 1<sup>st</sup> of April. However, no further requirements concerning mastery of the English language are imposed for candidates who come from English-speaking countries or in a native-English-speaking country.

#### Article 7.2 – equivalent previous education

1. To those who have diplomas of secondary or pre-university education, whether or not awarded in the Netherlands, which are deemed in ministerial regulations to be at least equivalent to the Dutch diploma of pre-university education, article 7.1 is applicable *mutatis mutandis*.
2. Those who have other diplomas of secondary or pre-university education awarded outside the Netherlands, which in the country of origin give access to university education, can be granted exemption by the Executive Board from the requirements of previous education referred to in article 7.24, paragraph 1 of the Act, provided that they fulfil the requirements stated in article 7.4 of these regulations.

#### Article 7.3 – colloquium doctum

1. For the entrance examination as referred to in article 7.29 of the Act, hereinafter referred to as the *colloquium doctum*, the following requirements are set:
  - **English:**  
Proficiency in English to be proven by:
    - a. TOEFL (iBT): minimum overall score 80, minimum sub-score 18 (Reading, Listening and Speaking) and 21 for Writing.

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<sup>10</sup> **Attention:** This section is about the admission criteria valid for entry September 2020, changes during the academic year will be announced on the admission pages of the [RSM website](#). The admission criteria for Academic Year 2021 – 2022 will be announced in October 2020 on the admission pages on the RSM website. These criteria will be part of the TER. RSM expects that all applicants are aware of the latest content in relation to the admission requirements through the programme specific admission pages on the [RSM website](#) and that they regularly check the content for (unforeseen) changes.



- b. IELTS: minimum overall score 6.5, minimum sub-score 6.0 (Reading, Listening, Speaking and Writing).
  - c. Cambridge: B2 First (FCE) or C1 Advanced (CAE) with minimum overall score of 176 and minimum subscores of 170.
  - d. Cambridge C1 Business Higher (BEC Higher) with minimum overall score 176 and minimum subscores of 170.
  - e. International Baccalaureate Certificate English A SL min. grade 5, English A HL min grade 4 or English B HL grade 5.
- **Mathematics:**
- Knowledge of mathematics, as required for the subject Mathematics A final examination of VWO with an unrounded grade of 7.0 (out of 10) or higher or Mathematics B final examination of VWO with an unrounded grade of 6.0 (out of 10) Knowledge of mathematics, as required for the subject VWO Mathematics A with an unrounded grade of 7.0 (out of 10) or higher or VWO Mathematics B with an unrounded grade of 6.0 (out of 10). These grades should be obtained in the penultimate year for students who have not yet obtained their diploma at the time of application, or on the final exam for students who have earned their diploma. The grades must be made available to the RSM Admissions office by the application deadline as indicated on the RSM website.
  - or the International Baccalaureate: Mathematics, a grade of 5 or higher for Mathematics Standard Level or a grade of 4 or higher for Mathematics Higher Level; For diploma's obtained after 2019: Analysis & Approaches SL minimum grade 5 /Analysis & Approaches HL minimum grade 4 / Applications & Interpretation HL minimum grade 5.
2. The selective admission procedure mentioned in Article 7.5 is in place.
  3. The term of validity for the test results passed is two years.

### **Article 7.4 – entrance requirements for those with a non-Dutch diploma that is not deemed in the ministerial regulations to be equivalent to the Dutch VWO diploma**

Those with diplomas as referred to in article 7.2, paragraph 2 may be admitted to the programme by the Executive Board after they have fulfilled the requirements stated in article 7.3 that are applied within the scope of the *colloquium doctum* with regard to the subjects English and Mathematics.

### **Article 7.5– Numerus Fixus and decentralized selection**

1. With reference to article 7.53 of the Act, a Numerus Fixus with a decentralized selection procedure is in place for the Bachelor programme in International Business Administration. For 2019-2020 the maximum intake will be 650 students.
2. Next to the regular, formal requirements as included in articles 7.1 and 7.2 of the Teaching and Examination Rules of the programme, selection of applicants will take place on following two criteria:
  - the grade point average based on the school report of the penultimate year of secondary education or the grade point average based on final (national) exams for applicants who have completed their secondary education at the time of application;
  - the relevance and quality of a Curriculum Vitae or the answer to a motivation question.
3. Based on the first and second criterion, scores will be awarded. The total score will be decisive for the place on the ranking of the applicant. Applicants receiving a place on the ranking between 1 – 650 will be guaranteed a place in the programme, provided they also meet the remaining formal requirements with regard to the final diploma, the level of English and the level of Mathematics. If a student drops out from the ranking his/her place will be automatically given to the next applicant on the ranking list by Studielink. No places will be made available after in the 7<sup>th</sup> of August 2019.
4. The ranking will be divided into tiers; the top tier is reserved for students who meet the requirements for diploma, English and mathematics. The next tiers will apply to applicants who do not meet the requirements: a grade for English below 7, a grade for Mathematics below 7 (Dutch grading scale or international equivalent), or the diploma is not equivalent to VWO.
5. The grade point average will be scored for applicants with a grade point average of at least 7.0 on the Dutch grading scale, or the international equivalent of this grade and will be scored 0 for applicants with a grade point average below. The grade point average will count for 75% in the final score and will be used in combination with the score for the CV or motivation question to determine placement within a specific tier.

A full overview of equivalent diplomas and grades is provided on [the IBA website on Application & Admission](#).

6. Proficiency in English to be proven by:
  - a. TOEFL (iBT): minimum overall score 80, minimum sub-score 18 (Reading, Listening and Speaking) and 21 for Writing.
  - b. IELTS: minimum overall score 6.5, minimum sub-score 6.0 (Reading, Listening, Speaking and Writing).
  - c. Cambridge: B2 First (FCE) or C1 Advanced (CAE) with minimum overall score of 176 and minimum subscores of 170.
  - d. Cambridge C1 Business Higher (BEC Higher) with minimum overall score 176 and minimum subscores of 170.
  - e. International Baccalaureate Certificate English A SL min. grade 5, English A HL min grade 4 or English B HL grade 5.
7. Relevance and quality of the CV or Motivation question:
  - a. CV should be written in English and will be assessed on qualities such as international experience and extracurricular activities indicated in the admissions rubric.
  - b. Motivation question should be answered in English and will be assessed according to the criteria indicated in the admissions rubric.

The CV or answer to the Motivation question will count for 25% in the final score.
8. The motivation and reflection questions will be published on the RSM IBA website before 1 September each year. Students should apply for the programme in Studielink before January 15 and in the online application form of RSM before 31 January each year, provided they have applied with Studielink before January 15. All required documentation should be uploaded to the online application form by the 31<sup>st</sup> of January. Documents, with the exception of deficiency exams, submitted after the 31 January deadline will not be considered.
9. The selection of applicants will be conducted by the IBA Selection Committee, consisting of staff of RSM's Recruitment & Admissions Office and the Executive Director IBA. Decisions of the IBA Selection Committee are open to objection through the Advisory Committee on Objections of Erasmus University within 6 weeks after the decision has been sent to the applicant. The notice of objection should be submitted through [legal.protection@eur.nl](mailto:legal.protection@eur.nl).

### Section 8 – Study Counselling

#### Article 8.1 – study counselling and advice

1. The Student Administration is responsible, without prejudice to the respective provisions of the Executive Board, for recording the study results in such a way that each student can be given an overview at least once per quarter of the results that he/she has obtained in relation to the study and exam programme of the programme.
2. The Dean is responsible for the study counselling of students who are enrolled for the programme, partly in order to assist their orientation towards possible study paths within and outside the programme.

### Section 9 – The Binding Study Advice

#### Article 9.1 – Binding Study Advice (BSA), BSA-norm

1. On the grounds of article 7.8b, paragraph 3 of the Act, on behalf of the Dean, the Examination Board issues a binding study advice at the end of the study year, as long as the student has not yet passed or has been exempted from the first-year phase (B1) of the programme.
2. Unless otherwise mentioned in these TER, at the end of the first year of enrolment all examination parts of the degree programme of the first year (B1) must have been passed. In this regard, exempted or compensated parts are considered to be passed.
3. When a student fails to comply with the binding study advice norm as referred to in paragraph 2 of this article, he/she will receive a negative binding study advice, which means he/she is prohibited to further studies. This rejection is given only if the student, with due consideration of his/her personal circumstances as referred to in Article 9.3 paragraph 2, is regarded as not suited for the programme. This prohibition is valid for a period of three academic years. If, after the end of this period, an old style programme student re-registers for the programme, in derogation from



Article 2.3b, par. 1 of these TER, he/she must follow the new style programme as from 1 September 2019. The same goes for old style programme students who cancelled their first registration for B1 before 1 February 2019 and who re-register as from 1 September 2019 or later: they too must start the new style programme, in derogation from Article 2.3b, par. 1 of this TER.

4. The binding study advice shall be issued after the last re-examination of the examination parts of the first-year phase (B1) at the end of the academic year, before the start of the new academic year. In case of personal circumstances, the Examination Board may postpone the binding study advice until the end of the second year of enrolment, before the start of the new academic year.

### Article 9.2 – student counselling and monitoring of students' progress

1. During the first year of enrolment, the Examination Board issues on at least two occasions – from which at least one occasion before 1 February – a provisional binding study advice regarding continuation of studies to those students who, on the grounds of the number of passed courses, are not expected to fulfil the norm stated in article 9.1, paragraph 2 of these regulations.
2. The further regulation of student counselling and monitoring of students' progress during the first-year phase (B1) is described in the Undergraduate Course Guide for the programme.

### Article 9.3 – exception to the BSA-norm in case of personal circumstances

1. On behalf of the Dean, the Examination Board can adjust the norm as referred to in article 9.1, paragraph 2, on the base of an individual study plan, provided that the student must pass all examination parts of the degree programme of the first year (B1) at the end of the second year of enrolment.

The Examination Board shall decide as soon as possible, but in any case, within four weeks after submission of the individual study plan, taking into account the circumstances, the study delay and the possibility of the student to continue the programme. In case the development of the personal circumstances gives cause to, the Examination Board can adjust the individual study plan and the norm on motivated request of the student and after consultation with the student adviser.

The adjusted norm will be expressed in whole EC credits or number of courses, specifying the period within which the adjusted norm must be met.

2. The personal circumstances that are taken into consideration when the recommendation regarding the continuation of studies is issued are:
  - disease, sickness, handicap, disability or pregnancy of the student concerned;
  - special family circumstances;
  - membership of the University Board, the Faculty Council or the Programme Committee;
  - other circumstances as referred to in article 2.1 of the Implementation Decree of the Higher Education and Research Act (*WHW*).
3. A student who, as a result of personal circumstances, can reasonably be expected to incur prolongation of the programme must report this in good time to the student adviser. The purpose of this report is to restrict the prolongation of the programme as a result of the circumstances and, if necessary in the opinion of the student adviser, to formulate an individual study plan. The report is made in good time if it is made within four weeks of the commencement of the circumstances. If the circumstances are such that the student or the manager of his/her affairs does not have the opportunity to report this within four weeks, the reporting in good time or otherwise will be assessed in the light of those circumstances.

If the individual study plan also implies that the first year (B1) cannot be completed within the first year of enrolment, then the individual study plan needs to be submitted to the Examination Board for approval no later than two weeks before the end of the first academic year.

### Article 9.4 –derogation from the BSA-norm in case of hardship

1. In case a student fails to comply with the binding study advice norm as referred to in Article 9.1, paragraph 2 and Article 9.3 is not applicable, but at the same time application of the norm as referred to in article 9.1, paragraph 2, would be onerous because it cannot be sustained that the student must be regarded as unsuited for the programme, the Examination Board can derogate from the norm on behalf of the Dean. For the purpose of this hardship exemption, the Examination Board will take all students (freshmen only) with one non-compensable insufficient grade or two fails into consideration at the end of the academic year, but no later than the start of the new academic year. Decisive factors for application of the hardship exemption are:

- the student must have participated in all exam opportunities,
  - the average grade, and
  - the overall picture of the study performance of the student.
2. If application of the rules of this Section result in any other way in unreasonable or unfair situations with respect to the student or a group of students, the student or group of students concerned may submit a written and reasoned and substantiated request for derogation from the said rules to the Examination Board. On behalf of the Dean and after consultation with the student adviser, the Examination Board can derogate from these rules in favour of the student or group of students.
  3. Students who may continue their study on the basis of hardship will receive a definitive binding study advice at the end of the first year of enrolment, before the start of the new academic year. However, they still must complete B1 before they may pass the final exam (with the application of the compensation rule). In derogation of Article 9.1, paragraph 5, after having received the binding study advice they may retake the *failed* B1 courses until the B1 programme has been completed by passing all B1 examination parts or compensating one B1 examination part as referred to in Article 6.1, paragraph 2 of the Rules and Guidelines of the Examination Board.

### Article 9.5 – content and form of the binding study advice

The binding study advice is issued by e-mail (student account address) and contains:

- a. the norm that applies for the student concerned, expressed in the number of EC and/or courses of the first-year phase (B1) to be obtained;
- b. the number of credits and/or courses of the first-year phase (B1) obtained;
- c. if the norm has not been met, the personal circumstances that have been taken into consideration;
- d. whether a rejection has been asserted (i.e. negative binding study advice), as referred to in article 7.8b, paragraph 3 of the Act;
- e. in case of a negative binding study advice:
  - the information that the student may not enrol as a student or external student for the programme for the next three academic years,
  - advice about continuation of studies within or outside the Erasmus University Rotterdam;
- f. the possibility to lodge an appeal to the Examination Appeals Board (CBE) and the period within which the appeal must be lodged.

## Section 10 – Final and Implementation Provisions

### Article 10.1 - amendments

1. Amendments to these regulations will be adopted by the dean through a separate decree.
2. No amendments will be made that are applicable to the current academic year, unless the interests of the students are, in reason, not thereby prejudiced.
3. Moreover, amendments must not influence, to the detriment of the students any other decision, which has been taken with respect to a student by the Examination Board by virtue of these regulations.

### Article 10.2 - hardship clause

In very exceptional individual circumstances, in which application of one or more of the provisions set out in these regulations leads to evidently unreasonable and/or unfair situations with regard to a student, a student can submit a request in writing, and with reasons, for derogation from the said provision(s) to the Examination Board. The Examination Board may, after consulting the relevant examiner(s) and the student advisor or student counsellor, derogate from the said provision(s) in favour of the student. A decision to reject the student's request will not be made by the Examination Board until the applicant has been given the opportunity to present his or her case, if this is requested.

### Article 10.3 – announcement

The dean is responsible for an appropriate announcement of these regulations and of amendments to these documents.

**Article 10.4 – entry into force**

These regulations enter into force on 1 September 2020.

Appendix Trimester 7

1. These are the standard Bachelor 3 Trimester 7 elective options (see article 2.3b, paragraph 2)

EXCHANGE 20 EC

The BSc exchange is worth 20 EC. All grades for courses completed on exchange are listed as *pass*. The grades for these courses thus do **not** count towards a student's GPA.

MINOR 15 EC

LANGUAGE ELECTIVE OR ELECTIVE 5 EC

An Internship or Minor can be combined with the 5 EC Language Elective or an Elective  $\geq$  5 EC.

INTERNSHIP 15 EC

LANGUAGE ELECTIVE OR ELECTIVE 5 EC

All electives require approval from the Examination Board before the start of the course.

Please refer to the Examination Board's website for information about the requirements and further procedures (<http://www.rsm.nl/examination-board/>).

ELECTIVE(S) 15 EC

LANGUAGE ELECTIVE

ELECTIVES 20 EC

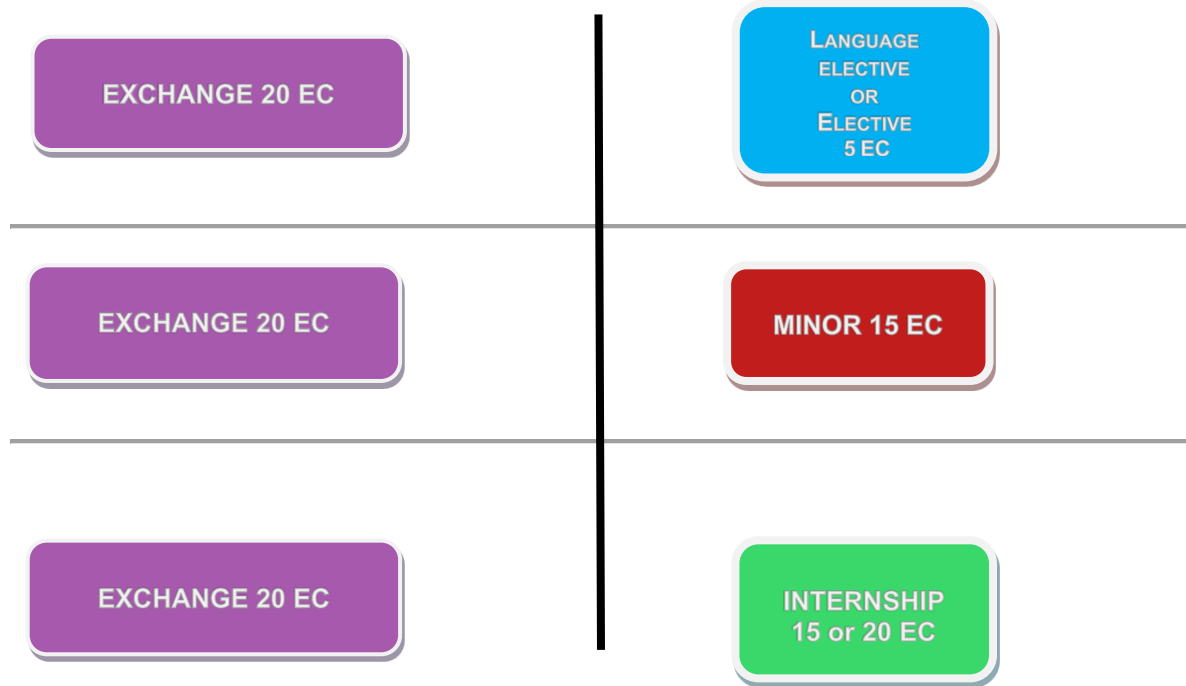
INTERNSHIP 20 EC

2. More than 20 EC (see article 2.3b, paragraph 4 sub f.):

If a student goes on exchange then the exchange credits must be used to fill the 20 EC mandatory Bachelor 3 elective area. Internships, minors, electives will appear on a separate transcript and thus not be taken into account for GPA calculations.

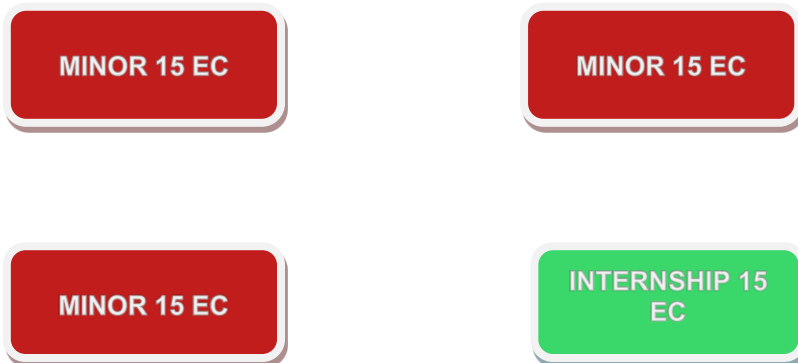
Bachelor 3 Trimester 7 elective options (mandatory):

Separate transcript:



Or:

If a student does both a Minor and an Internship (15 EC) (or two Minors) and no other electives then both 15 EC courses will appear under Bachelor 3 courses on the diploma and will thus count towards the GPA.

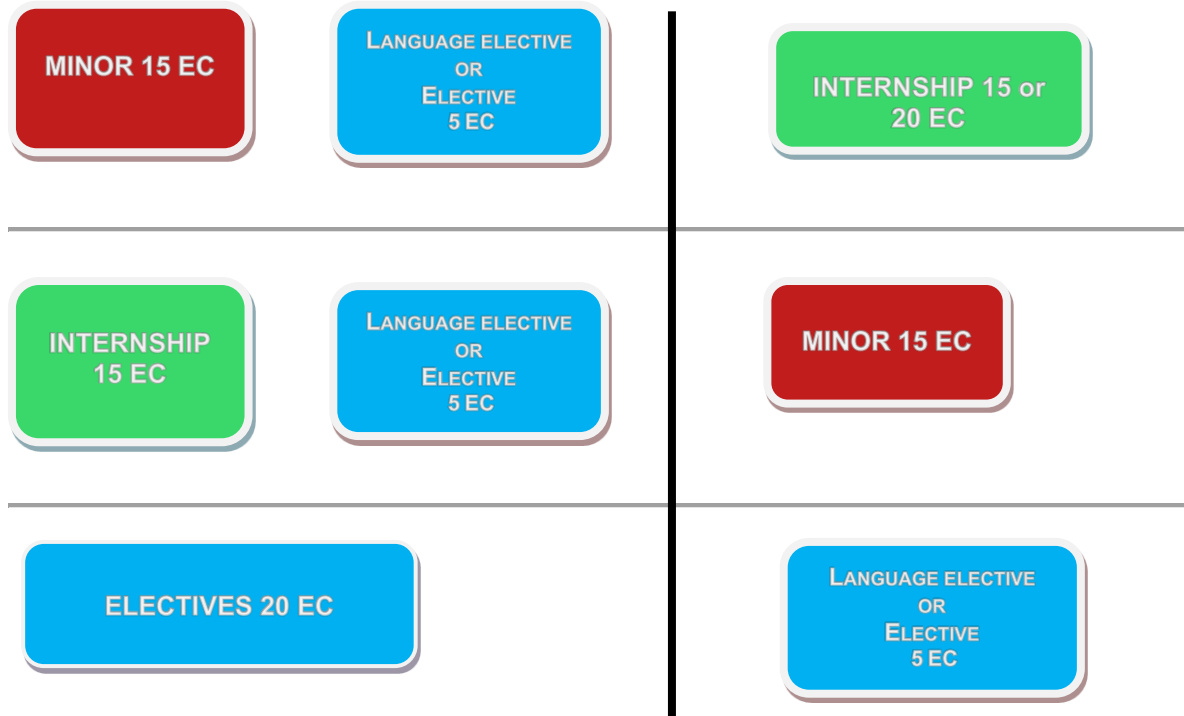


Or:

In case a student completes more than 20 EC of approved courses counting towards the B3 Trimester 7 elective options (for instance a minor and an internship (or two minors) and a ≥5 EC elective or a 15 EC approved project and two 5 EC electives), then the student may choose which courses should be on the grade transcript (and should thus count towards the GPA). The other course(s) will appear on a separate transcript. Students should request which elective they would like to appear on their diploma at least 6 weeks before their last remaining course grade is published in Osiris. Requests can be made via the Examination Board's online request form (<https://request-eb.rsm.nl/>). In case no choice is made, the electives – other than the International Exchange Programme – will be chosen in chronological order.

**Bachelor 3 Trimester 7 elective options (mandatory):**

**Separate transcript:**



**It is not possible to do two internships (15 or 20 EC)!**



## 2. Rules and Guidelines (R&G) of the Bachelor of Science in International Business Administration 2020 – 2021

### Preamble:

Pursuant to Article 7.12b of the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW*), these Rules and Guidelines (R&G) are established by the Examination Board RSM – EUR within the framework of the Teaching and Examination Regulations of the bachelor's degree programme BSc in International Business Administration. These R&G contain guidelines and instructions for the examiners appointed by the Examination Board, to assess and determine the results of the examination parts and the final exam, and rules with regard to safeguarding the quality of the examinations and the final exam, procedural rules with regard to the granting of exemptions, procedural rules with regard to suspected fraud and the measures to be taken in the event of fraud.

### Section 1 – General

#### Article 1.1 – applicability of the Rules and Guidelines

These Rules and Guidelines (R&G) are applicable to the examinations and the final exam of the bachelor's degree programme BSc in International Business Administration at the Rotterdam School of Management, Erasmus University, hereinafter referred to as the programme.

#### Article 1.2 – definitions

1. Unless differently mentioned, in these R&G, the same definitions will be used as formulated in article 1.3 of the Teaching and Examination Regulations.
2. Fraud: the action or negligence of a student as a result of which it is impossible, entirely or partially, to form a correct judgment about the knowledge, insight and skills of him/her or another student.<sup>11</sup>

#### Article 1.3 – tasks of the Examination Board

1. Based on the law, the Examination Board has the following tasks and responsibilities:
  - a. *A supervisory responsibility with regard to the quality assurance of the tests and final exam.* This responsibility is manifested in the competence of the Examination Board to:
    - award the degree certificate;
    - appoint the examiners (see Article 1.5 of these R&G);
    - supervise the quality of final exams, examinations and tests (verification of required exit qualifications);
    - take disciplinary action in case of fraud (see Article 3.6 of these R&G);
    - supervise the implementation and execution of the examination regulations with due observance of the common legal principles such as equality, legal security, legitimacy, reasonableness, fair play and so on;
    - act as mediator or as the defendant in case of disputes or appeals.
  - b. *Regulatory tasks:* The Examination Board sets rules and gives instructions to the examiners. These rules have been laid down in these R&G as well as in the Examination Manual for examiners. These rules concern matters such as order during examinations, fraud, assessment criteria, compensation rules, classifications (such as (summa) cum laude).
  - c. *Tasks that are further defined in the TER.* This concerns the granting of exemptions from the TER in individual cases due to personal circumstances or on grounds of the hardship clause (if a rule in an individual case leads to unreasonable consequences). A few examples are: the granting of exemptions for courses, the interim advice within the framework of the binding study advice, the adjustment of the norm of the binding study advice in the case of personal circumstances, granting extra examination opportunities.
  - d. *Advisory tasks:* The Examination Board advises the Dean regarding the TER.
  - e. *Mandate:* The Examination Board has been mandated by the Dean to establish the final BSA.

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<sup>11</sup> Students can also commit fraud as a co-perpetrator. This is especially the case with students who make their work available to someone else for plagiarism.



2. In the event that the quality of a test cannot be guaranteed due to serious irregularities prior to or during the test (for example, because a considerable part of an old test was reused or a technical defect occurred during a digital test or because the assessment is incompatible with the law, the TER or these R&G), the Examination Board may declare the test invalid. In that case, students must be given the opportunity to take a new test as soon as possible or – if applicable – a reassessment should be carried out.

### Article 1.4 – rules of procedure and working method

1. The Examination Board establishes Rules of Procedure in which its working method is laid down as well as the division of portfolio of tasks between the members of the Examination Board for handling the day-to-day affairs with regard to those tasks.
2. Requests to the Examination Board must be submitted via the [Online Request Form](#) or via Osiris Zaak (for example, a request for special facilities for students with a disability). A request must be fully motivated and include all relevant documents. Any (certified copies of) diplomas, transcripts, certificates, etc. may not be submitted digitally, but must be shown in original form at the secretariat of the Examination Board. The Examination Board will take a decision within four weeks of receiving the complete request and informs the student about this via the ERNA account e-mail address or via Osiris Zaak.

### Article 1.5 – the authority to examine, the appointment of examiners (BSc programmes), Examination Manual

1. For the purpose of conducting examinations and establishing the results thereof, the Examination Board appoints the examiners in compliance with the following rules:
  - a) At the start of the Academic Year the Examination Board appoints the examiners for the duration of that year;
  - b) Tenured and tenure track RSM academic staff (assistant professors, associate professors, endowed and full professors) as well as tenured RSM lecturers will be appointed as examiner for the teaching within their discipline;
  - c) At the request of the Department, other members of the RSM academic personnel (e.g. untenured lecturers, researchers, PhD-candidates) may be appointed as an examiner for a specific course (e.g. thesis trajectory);
  - d) At the request of the Department, a former member of the RSM academic staff or a (former) member of academic staff of another School of the EUR or any other research university may be temporarily appointed as an examiner for a specific course (e.g. thesis trajectory). This person must meet the following requirements: a completed PhD, or a university master's degree with demonstrable extensive experience in performing scientific research. Furthermore, a hospitality agreement is required;
  - e) A UTQ (University Teaching Qualification, in Dutch BKO) or equivalent is preferable;
  - f) An examiner who is appointed for the first time shall be mentored by an experienced examiner from the relevant Department.
2. In case of special circumstances, the Examination Board may grant exceptions to the above rules.
3. The examiners provide the Examination Board with the information requested.
4. All appointed examiners shall be registered in the RSM's Examiners Register.
5. The Examination Board can suspend or withdraw the appointment as examiner if the person concerned persistently fails to comply with the applicable examination regulations or fails to deliver examinations that meet the minimum quality standards. The Examination Board will not do so until the person concerned in all fairness has had a chance to conform to the relevant rules.
6. The examiners shall comply with the binding rules the Examination Board has set regarding examinations. These rules shall be included in the Examination Manual.

### Article 1.6 – the criteria

In the decision-making process the Examination Board employs the following criteria as a guideline, and in case of contrariety of criteria weighs the importance of employing one against another:

- the preservation of the quality and selection criteria of each examination;
- the efficiency criteria, for example, expressed in terms of aiming to limit loss of time (wherever possible) for students who make rapid progress with their studies when preparing for examinations;

- motivating students to interrupt their studies as soon as possible in cases where it is very unlikely that they will pass their examinations;
- protecting students from taking on too large a study load;
- tolerance towards students who, through circumstances beyond their control, have encountered delays during their studies.

### Section 2 – Exemptions

#### Article 2.1 – exemption from practical exercises

A request for exemption from the obligation to take part in practical exercises, as referred to in article 2.4 of the Teaching and Examination Regulations, should be submitted by the student in writing, with reasons and supported by documentation, to the Examination Board at least four weeks before the practical exercise for which exemption is requested is scheduled to begin. In exceptional cases, the Examination Board may permit derogation from the period stated in the last sentence.

The Examination Board decides within four weeks of receiving the request. The student is informed immediately of the decision.

#### Article 2.2 – exemption from a course examination

1. A request for exemption from a course examination, in keeping with legal requirements, should be submitted in writing to the Examination Board along with an explanation of the reasons and documentation. The Examination Board can establish additional regulations regarding the procedure. These regulations will be published on the Examination Board website.
2. With due observance of the provisions set out in Section 5 of the Teaching and Examination Regulations, the Examination Board takes a motivated decision within four weeks after the request has been lodged. The student will be informed immediately of the decision.
3. If a student already has exemption under the provisions of or by virtue of the law for one or more examination parts, he/she should report this to the Examination Board.
4. The exemption is indicated on the grade transcript with 'EXEMPT'. An exempted examination part is not taken into consideration when determining the classification of the final exam.

### Section 3 – Rules of order regarding tests and final exams and fraud

#### Article 3.1 – general rules of order regarding written tests in the shared facilities on the Woudestein campus

To ensure that written tests that are taken in the shared facilities on the Woudestein campus, such as the examination hall in the Van der Goot-building, are administered in a similar manner, general agreements and rules have been made with the Examination Boards of Erasmus University Rotterdam with regard to order during written tests in the facilities concerned. The general rules of order rules are available on the [Erasmus University website](#).

If the general rules of order deviate from the rules of order as laid down in this R&G, the rules of order in this R&G will prevail, unless the Examination Board decides otherwise in a specific case.

#### Article 3.2 – registration for examinations and written tests

1. A student who is registered for a course in Osiris will be automatically registered for all of that course's tests except for the re-sit, if applicable. Registration for a re-sit is possible via Osiris during the registration period starting 26 working days before the test and expiring five working days before the test. During this period, registration is also possible at the ESSC.
2. In any one-examination period, the student may register for no more than 8 examinations.
3. The Head of the Student Administration can, with the approval of the Examination Board, establish specific rules for properly registration in examinations, by virtue of the Teaching and Examination Regulations of the programme and the R&G of the Examination Board. These specific rules will be announced in a proper manner in sufficient time.
4. After the official registration deadline, students can still register for a test – except for a remote test – at the ESSC counter up to two working days before a test, for an administrative fee of € 20,00 per test. Students will receive a receipt which they should take to the test as proof of registration for the test. In case this late registration period of two working days of the ESSC has expired, RSM students can still register, but only after paying € 20,00 administration fee (non-

refundable) via the online EBS paying system via this link: <https://lateregistration.rsm.nl>. This fee has to be paid on the day of the examination at the latest. As soon as the payment has been made, the student will receive a confirmation on the student e-mail account. In addition, the Examination Board will inform the Student Administration and the Programme Manager that the grade for the test can be registered in Osiris.

5. Anyone who has not registered for a final exam or examination in accordance with the provisions of or by virtue of these R&G may not take part in the final exam or examination concerned. If, notwithstanding the foregoing, the student nevertheless takes part in the final exam or examination, the examiner or the Examination Board will not establish a grade.
6. Students who received a campus ban from the Executive Board of the EUR, may not participate in the tests in the designated examination rooms and halls of the Woudestein-complex of the EUR during the ban.

### **Article 3.3 – entering and leaving the room in which the written test is being held**

1. Only a student who has registered on time and correctly for the written test may take part in the examination concerned and will be admitted to the room where the written test is being held.
2. Admission to the hall where a written test is organized is declined fifteen minutes after the start of the written test concerned. A student who is admitted to the hall after the start of the examination concerned must ensure that he/she causes as little disturbance as possible to the students already present.
3. A student taking part in the test may not leave the room earlier than one hour after the start of that test. A student who leaves the test before the end of the test concerned should ensure that he/she causes as little disturbance as possible to the students still present.
4. Students may not visit the toilet during the first and last half hour of a test except in extremely exceptional medical or other circumstances; the student must inform the invigilator of these circumstances in advance. Each student may visit the toilets once during the test, and only one person from each section shall be given permission at any one time. Students must notify the invigilator that they have to use the toilet and the invigilator's instructions must be complied with fully.
5. Personal belongings such as coats, bags, mobile phones, watches and other items that are not allowed to be used during the written test are not allowed to be brought into the hall where the test is held. These must be placed outside the test room in lockers, if available. If no lockers are available, coats must be placed over the chair. Bags must be closed and out of reach of the student. Watches, mobile phones and such must be switched off and out of reach of the student.
6. Scrap paper, examination questions, answers and other examination-related documents may not be taken from the room during and after the examination. Only when clearly indicated on the front page of the test paper, scrap paper may be taken by the student after the official examination time has elapsed.

### **Article 3.4 – general provisions concerning order during the written (online) test**

1. On behalf of the Examination Board, the invigilators appointed for this purpose are charged with maintaining order during the written test. An examiner may act as invigilator.
2. Every student must comply with the instructions of the invigilator. If a student does not comply with the instructions and/or requests of the invigilator, the invigilator may exclude him/her from taking further part in the test, with the consequence that no result will be established.
3. During the written test, the student must, at the request of the examiner or the invigilator, prove his/her identity with a valid proof of registration (student card) or another legally valid proof of identity.
4. Only a valid proof of registration (student card), another legally valid proof of identity, the registration verification, the exam paper and answer sheet, writing materials and a ruler may be placed on the student's desk. No study material such as a (graphical) calculator, literature or other sources of information may be placed on the student's desk unless explicitly authorized by the examiner in advance and stated on the front page of the test paper. These study aides (without any notes on them) are solely for the student's own use. During the examination the student is not allowed to make use of a dictionary. In addition, a maximum of one cold snack and one bottle of non-alcoholic drink are allowed for the student's own use. The use of food and drink should not in any way cause inconvenience, at the discretion of the principal invigilator.
5. A student taking part in the test is obliged, on request of the invigilator, to show, and if requested, to hand over, the materials that he/she has with him/her.

6. Only the paper provided by EUR is to be used for the written test. The use of the student's own paper is not permitted.
7. A student taking part in the written test should write his/her name, signature and student /examination number on each sheet of paper that is handed in. The invigilator checks whether this has been done correctly before the test is handed in to him/her.
8. For tests with online supervision (online proctoring), further rules may also apply regarding the room in which the student takes the exam, the procedures for logging in and identification, and toilet visits. These additional rules will be announced within a reasonable time before the test.

### **Article 3.5 – cancellation of examinations in the event of an emergency**

1. If an emergency (an unintended or unexpected event that can lead to disruptions on the EUR campus) is expected prior to the commencement of an examination, the Examination Board may cancel the examination in consultation with the Student Administration. Any such cancellation will be announced on the EUR website index page, the ESSC and Student Administration's news pages and on SIN-online.
2. If an emergency occurs or is expected during an examination, those present must leave the examination hall immediately on the instruction of the person bearing responsibility (i.e. an (coordinating) invigilator or a Student Administration's employee), leaving behind their answer sheets.
3. As soon as possible after the cancellation of the examination, the examiner will determine whether a grade for the written test can be reasonably determined on the basis of the answers already completed and/or the answer sheets submitted. If the examiner concludes that a grade cannot be determined, he/she shall inform the Examination Board.
4. Following such an examination cancellation, the Examination Board will consult with the responsible examiners and Programme Director to set a new date for the cancelled examination as soon as possible, preferably within two weeks of the original examination date. The new examination date shall be published on SIN-online and on the Student Administration website.

### **Article 3.6 – fraud**

1. If in the matter of taking an examination, fraud – within the meaning of article 1.2, paragraph 2 – is detected or suspected, this is established in writing as soon as possible by the invigilator or the examiner whom he/she must call in. The invigilator or the examiner may ask the student to make available any items of evidence. A refusal to do this is recorded in the written report. The student is given the opportunity to add written comments to the written report of the invigilator or examiner. The written report and any written comments are handed over to the Examination Board as soon as possible.
2. The Examination Board or the examiner may exclude a student who has committed fraud from further participation in the examination during which the irregularity was detected, and/or take other appropriate measures. The exclusion has the consequence that no result will be established for the examination concerned. Before the Examination Board decides to make the exclusion, it gives the student the opportunity to give his/her account.
3. The other appropriate measures as referred to in paragraph 2 may consist of, among others, the following sanctions:
  - a. reprimand;
  - b. invalidation of the examination concerned;
  - c. exclusion from one or more examinations;
  - d. exclusion from one or more examination periods;
  - e. a combination of the above measures to a maximum of exclusion for at most one year;
  - f. in a serious case of fraud the Examination Board may advise the Executive Board to end the enrolment for the programme of the person concerned once and for all.

## **Section 4 – The examinations, tests and assessments of the courses**

### **Article 4.1 – the questions and assignments, assessment plan, peer review protocol and publication exam questions**

1. The form of the examination of a course as mentioned in article 3.2 of the Teaching and Examination Regulations will be announced in the course manual.

In case of a remote (proctored or not) individual test such as a written test, an essay, a take home exam, an individual assignment, the test must be as fraud resistant as possible which in most cases will mean an 'open book' test form.

2. The examination of a course must meet the following conditions: valid, reliable, transparent and efficient. These conditions are detailed in the RSM's testing policy document.
3. At least 60% of the examination part must be individually assessed, unless the Examination Board granted exemption from this rule.
4. The questions and assignments of the examination of a course do not go beyond the sources announced in advance from which the examination material is derived. These sources need to be announced in the course manual before the start of the course.
5. The examination of a course is representative of the learning objectives of the course in terms of content and form and in line with the end terms of the degree programme. This is documented in a course assessment plan that will be published in the course manual.
6. The questions and assignments of an examination are clear and unambiguous, and are asked in such a way, or contain such instructions, that the student can know how comprehensive and detailed the answers must be.
7. Well in advance of a written test being held, the examiner gives the students the opportunity, if possible, to peruse a written sample of a similar examination, and also the model answers and the norms on the basis of which the assessment was made.
8. The duration of the examination is such that examinees have sufficient time, measured according to reasonable criteria, to answer the questions.
9. In advance of the test concerned being held, the examiner asks a colleague to check the test on the instructions mentioned in this article. The Examination Board may prescribe a peer review protocol.

### Section 5 – The Assessment

#### Article 5.1 – assessment criteria

1. Wherever possible, assessment of written tests, takes place based on previously established model answers and criteria, which can possibly be modified as a result of correcting the tests.
2. The assessment method is sufficiently transparent that the examinees can see how the results of the tests were established.
3. In cases of tests of an examination given and assessed by more than one examiner, the Examination Board ensures that the examiners' assessment is based on the same criteria. If necessary, it shall appoint a supervising examiner for conducting the tests.

#### Article 5.2 – determining the grades: absolute cut-off score, rounding off, averaging, passing, grade floor, bonus assignments

1. Course examinations and tests are assessed with grades on the scale 0.0 - 10.0, accurate to one decimal point.
2. The lowest passing grade for an examination or a test is 5.5. This grade is determined according to the absolute cut-off score, wherein the number of points for a sufficient grade is established ex-ante.
3. In derogation from paragraph 1, sufficient results of language electives and courses taken (whether or not in the context of an international exchange programme) at a foreign university will be registered as a 'pass'. Furthermore, practical tests such as practical exercises, presentations or participation performance, may be assessed with a 'pass' or 'fail'. Tests assessed with a 'pass' or 'fail' cannot be averaged nor included in the GPA calculation as referred to in article 6.2, paragraph 1.
4. To encourage students to study, bonus assignments can be assigned to a course. Participation is not mandatory. Bonus tests cannot be retaken. Passed assignments can be awarded with bonus credits up to a maximum of 1.0. Bonus credits are only valid if the final grade of the course is  $\geq 5.5$  (bonus credits not included). The term of validity of the bonus credits is limited to the academic year in which the bonus assignment is taken. In Bachelor year 1 bonus credits should be valid in addition to the regular exam as well as the resit. If the course concerned is part of both the BA and IBA programme, the bonus assignment should be implemented in both programmes. Examiners may stipulate that bonus credits are only valid in addition to the regular exam and not the resit (only an option in Bachelor 2 and/or 3). Additional rules to bonus credits must be explicitly



announced in the course manual. The Examination Board may stipulate further rules concerning bonus assignments.

5. If grades must be rounded off and averaged – within a course, or between courses or to determine the GPA or the classification – the following rules apply by default:
  - Unless otherwise stated in the Undergraduate Catalogue or the relevant course manual, grades are averaged according to the weighted average of the credits, where the average is rounded off to the nearest decimal place. For example, if rounded off to one decimal place, 5.450 is rounded to 5.5, and 6.9449 is rounded to a 6.9. If rounded off to two decimal places (for example to calculate the overall GPA or a cum laude) an 8.2449 is rounded to an 8.24 and an 8.2450 is rounded to a 8.25, etc.;
  - In case the assessment of a course is based on more than one test, then the rule applies that the separate tests are rounded off at one decimal place and the final grade is rounded to one decimal place. All intermediate computations are not rounded off. The same applies if the assessment of one test in fact consists of two parts (such as partly multiple-choice questions and partly open questions): both parts must be considered as separate tests. For example:

weighing factor	Grade per test unrounded	Grade per test	correct is	incorrect is
20%	6.32	6.3	1.26	1.3
80%	5.58	5.6	4.48	4.5
<b>final grade:</b>			<b>5.74</b>	<b>5.8</b>
			<b>5.7</b>	<b>5.8</b>

6. If the examination of a course is assessed on the basis of more than one test, no final grade for the examination will be calculated if one of the test grades is lower than a 4.5 (= minimum grade requirement). Tests that can be taken only once per academic year, most likely practical exercises, presentations, participation performance and team or individual assignments, are exempted from this rule.
7. Additional examiners' rules regarding the assessment (e.g. regarding the weighting of examination parts and/or regulations on the minimum grade requirement) must be:
  - approved in advance by the Examination Board, and
  - announced at least two months before the examination is held, by means of a written announcement to the Student Administration, and by means of publication in the obligatory study material and/or in the Sin-Online Course Guide and/or in Canvas and/or on SIN-online.

Rules that do not comply with these conditions are null and void and have no legal force.

8. Multiple-choice tests must be assessed by Risbo<sup>12</sup> on the basis of an answer model of the examiner.

For the establishing of grades for a multiple-choice test the following principles apply:

- a. No wrong answers in the test counts as a 10.0.
- b. All questions incorrect up to and including the number of correct answers that correspond with the random guessing counts as a 0.0 This means that the '0.0' amounts to: (the number of multiple-choice questions)/(the number of response alternatives). For instance, 40 questions and 4 response possibilities:  $40 / 4 = 10$ : 10 answers correct counts as a 0.0.
- c. Each question has equal weight. The weight per correct answer above the random selection then is in case of for example 40 four choice questions: 30 (40 – 10) questions make the difference between a 0.0 and a 10.0 (so 10 points): so, each question is worth  $10 / 30 = 1/3$  points.
- d. The standard cut off score for pass/fail is set on 5.5. In case of for example 40 four choice questions the cut off score is at 27 correct answers, rounded off ( $40 / 4 + (5.5/ 1/3)$ ). The grade will be a 5.7.

If an examiner concludes that a multiple-choice question is incorrect after the examination, this question should be excluded. Consequently, the multiple-choice test will have fewer questions, and this can affect the cut score of the examination as well as the weight of each correct answer in the grade of a student. Examination questions can only be dropped with the approval of the Examination Board.

<sup>12</sup> Online multiple-choice tests will be assessed via Remindo (link naar tool).

If the multiple-choice question in itself is correct but has more than one correct answer, it remains part of the multiple-choice test unless all answers are considered correct: in that case the multiple-choice question does not assess anything i.e. has no value, and will therefore not count as part of the examination and should be removed with the approval of the Examination Board. Examiners may only derogate from these instructions with the approval of the Examination Board.

### Section 6 – The Final IBA Exam

#### Article 6.1 – establishment of the result of the final IBA exam

1. Students have passed the final IBA exam when they have taken all examination parts, with pass grades or exemptions.
2. As an exception to the first paragraph, students may pass the exam with a 4.5 or higher for one examination part of the course year B1, provided that all components of course year B1 were passed, with the exception of the component with the 4.5 or higher, and this insufficient grade is compensated for by at least one rounded 7 or higher for another component of B1.
3. In addition, students may pass the final exam with compensation of one failed course under the following conditions:
  - it concerns a course of the year B2 or B3 with the exception of trimester 7 courses with a value more than 7,5 EC and the Research Training/Bachelor Thesis, and
  - the grade of the failed course is between 4.5 – 5.5, and
  - the grade point average mentioned in article 6.2 paragraph 1 is at least 7.0 (including the grade for the to-be compensated course).This compensation rule will only be applied by the Examination Board upon the student's request.
4. On behalf of the Examination Board the Head of the Student Administration establishes the results of the final exam, in accordance with the Teaching and Examination Regulations of the programme and the R&G of the Examination Board.

#### Article 6.2 – GPA calculation, (summa) cum laude classification

1. The grade point average (GPA) is the average grade for all of the examination parts weighted on the basis of the credits and rounded to the nearest tenth of a decimal (hence, a 5.45 will become a 5.5). The GPA will be recorded on the transcript that accompanies the certificate.
2. If the examinee has shown exceptional skill while taking the examination, this may be stated on the certificate with the classification '*cum laude*' or '*summa cum laude*' in accordance with the following rules:
  - The classification '*cum laude*' will be awarded if the student has fulfilled at least the following criteria:
    - the average of the rounded grades (to the first decimal) for the examination parts, as referred to in article 2.3 of the Teaching and Examination Regulations, calculated on the basis of the credits is an 8.25 or higher, in addition to which
    - no rounded grade for an examination part may be lower than a 5.5, and
    - no more than two examinations have been taken more than once (this criterion applies from cohort 2014-2015).
  - The classification '*summa cum laude*' will be awarded if the student has fulfilled at least the following criteria:
    - the average of the rounded grades (to the first decimal) for the examination parts, as referred to in article 2.3 of the Teaching and Examination Regulations, calculated on the basis of the credits is a 9.0 or higher, in addition to which
    - no rounded grade for an examination part may be lower than a 5.5. in addition to which
    - no examination has been taken more than once.
  - For the establishment of a classification, exemption has been granted for no more than 40 EC of B2/B3 examination parts and a minimum of 120 EC of the total required EC of the programme needs to consist of examinations taken in the programme of RSM Erasmus University.
3. In addition to the previous paragraphs: exemptions and results of examinations that are awarded with a pass/fail, for example examinations taken in the context of an international exchange programme at a foreign university, are not included in the determination of the classification.
4. The GPA referred to in paragraph 1 can be converted to internationally current (number or letter) grades according to the GPA transformation table set out in the Annex to these Rules and



Guidelines. On the Osiris study progress report the international GPA on the four-point scale is listed in accordance with the said Annex, in addition to the GPA referred to in the first paragraph.

### **Article 6.3 – the degree certificate, the grade transcript and the diploma supplement**

1. To show that the final IBA exam has been passed, the Examination Board awards a degree certificate, after the Executive Board has stated that the procedural requirements for the issuance have been met.
2. On a grade transcript, which constitutes a part of the degree certificate, the examination parts belonging to the final IBA exam are stated.
3. The degree certificate is accompanied by a diploma supplement in accordance with the agreed European standard format.
4. The degree certificate, the transcript and the diploma supplement are signed by the chair or the substitute chairman of the Examination Board.
5. On behalf of the Examination Board, the Head of the Student Administration shall be responsible for issuing the degree certificate, the grade transcript and the diploma supplement to the student in person, unless the student opts for receiving the documents from the Examination Board at the official graduation ceremony.

### **Section 7 – Final and implementation provisions**

#### **Article 7.1 – changes in these R&G**

No changes will be made that are applicable to the current academic year, unless the interests of students or examinees are, in reason, not thereby prejudiced.

#### **Article 7.2 – entry into force**

These R&G enter into force on 1 September 2020.

**Annex GPA-transformation table**  
(as referred to Article 6.2, par. 4 R&G)

RSM grades from	Up to and including	International GPA	Letter grade
10	10	4	A+
8.00	9.99	4	A
7.99	7.99	3.99	A-
7.98	7.98	3.98	A-
7.97	7.97	3.97	A-
7.96	7.96	3.96	A-
7.95	7.95	3.95	A-
7.94	7.94	3.94	A-
7.93	7.93	3.93	A-
7.92	7.92	3.92	A-
7.91	7.91	3.91	A-
7.90	7.90	3.90	A-
7.89	7.89	3.89	A-
7.88	7.88	3.88	A-
7.87	7.87	3.87	A-
7.86	7.86	3.86	A-
7.85	7.85	3.85	A-
7.84	7.84	3.84	A-
7.83	7.83	3.83	A-
7.82	7.82	3.82	A-
7.81	7.81	3.81	A-
7.80	7.80	3.80	A-
7.79	7.79	3.79	A-
7.78	7.78	3.78	A-
7.77	7.77	3.77	A-
7.76	7.76	3.76	A-
7.75	7.75	3.75	A-
7.74	7.74	3.74	A-
7.73	7.73	3.73	A-
7.72	7.72	3.72	A-
7.71	7.71	3.71	A-
7.70	7.70	3.70	A-
7.69	7.69	3.69	B+
7.68	7.68	3.67	B+
7.67	7.67	3.66	B+
7.66	7.66	3.65	B+
7.65	7.65	3.63	B+
7.64	7.64	3.62	B+
7.63	7.63	3.61	B+
7.62	7.62	3.59	B+
7.61	7.61	3.58	B+
7.60	7.60	3.57	B+
7.59	7.59	3.55	B+

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7.58	7.58	3.54	B+
7.57	7.57	3.53	B+
7.56	7.56	3.51	B+
7.55	7.55	3.50	B+
7.54	7.54	3.49	B+
7.53	7.53	3.47	B+
7.52	7.52	3.46	B+
7.51	7.51	3.45	B+
7.50	7.50	3.43	B+
7.49	7.49	3.42	B+
7.48	7.48	3.41	B+
7.47	7.47	3.39	B+
7.46	7.46	3.38	B+
7.45	7.45	3.37	B+
7.44	7.44	3.35	B+
7.43	7.43	3.34	B+
7.42	7.42	3.33	B+
7.41	7.41	3.31	B+
7.40	7.40	3.30	B+
7.38	7.39	3.29	B
7.37	7.37	3.28	B
7.36	7.36	3.27	B
7.34	7.35	3.26	B
7.33	7.33	3.25	B
7.32	7.32	3.24	B
7.30	7.31	3.23	B
7.29	7.29	3.22	B
7.28	7.28	3.21	B
7.26	7.27	3.20	B
7.25	7.25	3.19	B
7.24	7.24	3.18	B
7.22	7.23	3.17	B
7.21	7.21	3.16	B
7.20	7.20	3.15	B
7.18	7.19	3.14	B
7.17	7.17	3.13	B
7.16	7.16	3.12	B
7.14	7.15	3.11	B
7.13	7.13	3.10	B
7.12	7.12	3.09	B
7.10	7.11	3.08	B
7.09	7.09	3.07	B
7.08	7.08	3.06	B
7.06	7.07	3.05	B
7.05	7.05	3.04	B
7.04	7.04	3.03	B

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7.02	7.02	3.02	B
7.01	7.01	3.01	B
7.00	7.00	3.00	B
6.99	6.99	2.99	B-
6.98	6.98	2.98	B-
6.97	6.97	2.97	B-
6.96	6.96	2.96	B-
6.95	6.95	2.95	B-
6.94	6.94	2.94	B-
6.93	6.93	2.93	B-
6.92	6.92	2.92	B-
6.91	6.91	2.91	B-
6.90	6.90	2.90	B-
6.89	6.89	2.89	B-
6.88	6.88	2.88	B-
6.87	6.87	2.87	B-
6.86	6.86	2.86	B-
6.85	6.85	2.85	B-
6.84	6.84	2.84	B-
6.83	6.83	2.83	B-
6.82	6.82	2.82	B-
6.81	6.81	2.81	B-
6.80	6.80	2.80	B-
6.79	6.79	2.79	B-
6.78	6.78	2.78	B-
6.77	6.77	2.77	B-
6.76	6.76	2.76	B-
6.75	6.75	2.75	B-
6.74	6.74	2.74	B-
6.73	6.73	2.73	B-
6.72	6.72	2.72	B-
6.71	6.71	2.71	B-
6.70	6.70	2.70	B-
6.69	6.69	2.69	C+
6.68	6.68	2.67	C+
6.67	6.67	2.66	C+
6.66	6.66	2.65	C+
6.65	6.65	2.63	C+
6.64	6.64	2.62	C+
6.63	6.63	2.61	C+
6.62	6.62	2.59	C+
6.61	6.61	2.58	C+
6.60	6.60	2.57	C+
6.59	6.59	2.55	C+
6.58	6.58	2.54	C+
6.57	6.57	2.53	C+

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6.56	6.56	2.51	C+
6.55	6.55	2.50	C+
6.54	6.54	2.49	C+
6.53	6.53	2.47	C+
6.52	6.52	2.46	C+
6.51	6.51	2.45	C+
6.50	6.50	2.43	C+
6.49	6.49	2.42	C+
6.48	6.48	2.41	C+
6.47	6.47	2.39	C+
6.46	6.46	2.38	C+
6.45	6.45	2.37	C+
6.44	6.44	2.35	C+
6.43	6.43	2.34	C+
6.42	6.42	2.33	C+
6.41	6.41	2.31	C+
6.40	6.40	2.30	C+
6.38	6.39	2.29	C
6.37	6.37	2.28	C
6.36	6.36	2.27	C
6.34	6.35	2.26	C
6.33	6.33	2.25	C
6.32	6.32	2.24	C
6.30	6.31	2.23	C
6.29	6.29	2.22	C
6.28	6.28	2.21	C
6.26	6.27	2.20	C
6.25	6.25	2.19	C
6.24	6.24	2.18	C
6.22	6.23	2.17	C
6.21	6.21	2.16	C
6.20	6.20	2.15	C
6.18	6.19	2.14	C
6.17	6.17	2.13	C
6.16	6.16	2.12	C
6.14	6.15	2.11	C
6.13	6.13	2.10	C
6.12	6.12	2.09	C
6.10	6.11	2.08	C
6.09	6.09	2.07	C
6.08	6.08	2.06	C
6.06	6.07	2.05	C
6.05	6.05	2.04	C
6.04	6.04	2.03	C
6.02	6.03	2.02	C
6.01	6.01	2.01	C

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6.00	6.00	2.00	C
5.98	5.99	1.99	C-
5.97	5.97	1.98	C-
5.96	5.96	1.97	C-
5.94	5.95	1.96	C-
5.93	5.93	1.95	C-
5.92	5.92	1.94	C-
5.90	5.91	1.93	C-
5.89	5.89	1.92	C-
5.88	5.88	1.91	C-
5.86	5.87	1.90	C-
5.85	5.85	1.89	C-
5.84	5.84	1.88	C-
5.82	5.83	1.87	C-
5.81	5.81	1.86	C-
5.80	5.80	1.85	C-
5.78	5.79	1.84	C-
5.77	5.77	1.83	C-
5.76	5.76	1.82	C-
5.74	5.75	1.81	C-
5.73	5.73	1.80	C-
5.72	5.72	1.79	C-
5.70	5.71	1.78	C-
5.69	5.69	1.77	C-
5.68	5.68	1.76	C-
5.66	5.67	1.75	C-
5.65	5.65	1.74	C-
5.64	5.64	1.73	C-
5.62	5.63	1.72	C-
5.61	5.61	1.71	C-
5.60	5.60	1.70	C-
5.59	5.59	1.68	D+
5.58	5.58	1.66	D+
5.57	5.57	1.64	D+
5.56	5.56	1.62	D+
5.55	5.55	1.60	D+
5.54	5.54	1.58	D+
5.53	5.53	1.56	D+
5.52	5.52	1.54	D+
5.51	5.51	1.52	D+
5.50	5.50	1.50	D+
5.49	5.49	1.48	D+
5.48	5.48	1.46	D+
5.47	5.47	1.44	D+
5.46	5.46	1.42	D+
5.45	5.45	1.40	D+

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5.44	5.44	1.38	D+
5.43	5.43	1.36	D+
5.42	5.42	1.34	D+
5.41	5.41	1.32	D+
5.40	5.40	1.30	D+
5.36	5.39	1.29	D
5.33	5.35	1.28	D
5.30	5.32	1.27	D
5.27	5.29	1.26	D
5.25	5.26	1.25	D
5.21	5.23	1.24	D
5.18	5.20	1.23	D
5.15	5.17	1.22	D
5.12	5.14	1.21	D
5.09	5.11	1.20	D
5.06	5.08	1.19	D
5.03	5.05	1.18	D
5.00	5.02	1.17	D
4.97	4.99	1.16	D
4.94	4.96	1.15	D
4.91	4.93	1.14	D
4.88	4.90	1.13	D
4.85	4.87	1.12	D
4.82	4.84	1.11	D
4.79	4.81	1.10	D
4.76	4.78	1.09	D
4.73	4.75	1.08	D
4.70	4.72	1.07	D
4.67	4.69	1.06	D
4.64	4.66	1.05	D
4.61	4.63	1.04	D
4.58	4.60	1.03	D
4.55	4.57	1.02	D
4.51	4.54	1.01	D
4.50	4.50	1.00	D
0	4.49	0	F



### 3. Legal protection: Appeals, Objections and Complaints

If a student disagrees with a decision by a university body such as the Executive Board, the Dean, the Examination Board or an examiner, there are legal redress possibilities. A student can submit an objection or lodge an appeal against this decision. Which procedure should be followed is specified by law and depends on the type of decision involved. All decisions should include an appeals clause, which refers to the appropriate legal process. Both procedures are briefly described as follows.

#### Appeals procedure

A student who objects to a decision of an examiner (e.g. assessments) or the Examination Board may lodge an appeal with the Examination Appeals Board (in Dutch College van Beroep voor de Examens (*CBE*)) of Erasmus University Rotterdam. In urgent cases, the chair of the *CBE* can be requested to make provisions.

The appeal has to be lodged within six weeks of the announcement of the disputed decision. If the appeal concerns a decision that was not made on time, it must be submitted within a reasonable period of time.

The appeal should be submitted to [legal.protection@eur.nl](mailto:legal.protection@eur.nl) to the attention of the *CBE-EUR*. For further information check the EUR website [Objections and Appeals](#) or the Student Information Leaflet "Submitting an appeal with the Examinations Appeals Board" (available at the ESSC (Sanders Building, ground floor). Information on the *CBE*'s rulings on various disputes can be found on the [website of the CBE-EUR](#).

Before the *CBE-EUR* deals with the appeal, there is a settlement phase, in which the Examination Board concerned attempts to settle the lawsuit amicably (i.e. "formal amicable settlement attempt").

The *CBE-EUR* assumes that the complainant him/herself will first have made contact with the examiner concerned or with the Examination Board, in order to try to reach agreement (i.e. "material amicable settlement attempt"). Account should be taken of the fact that meanwhile the period of six weeks for lodging an appeal with the *CBE-EUR* continues to run. In view of this, a provisional appeal can be lodged for the interim.

If the settlement attempt fails, parties will be invited to a sitting of the Examination Appeals Board. The sitting is in Dutch. Foreign students are recommended to take an interpreter with them to the sitting.

If a student disagrees with the decision of the *CBE-EUR* regarding their objection, he/she can submit an appeal to the Higher Education Appeals Tribunal in The Hague within six weeks of the decision.

#### Further information

For further information check the EUR website [Objections and Appeals](#).

Further information about the procedure can also be obtained from the Secretary of the *CBE-EUR* by e-mail to [cbe@eur.nl](mailto:cbe@eur.nl).

#### Objections Procedure

Students can submit a notice of objection against decisions by or on behalf of the Executive Board. This mainly concerns decisions on enrolment as a student, decentralised selection, termination of enrolment, payment or refund of tuition fees, financial aid and having been barred entry to the university's buildings, premises or facilities. Students can also submit an appeal against the written refusal to make a decision or if a decision is not taken in a timely manner.

Of course, it is not mandatory to start an appeal or objection procedure in case of a difference of opinion with someone: talking to the person who took the decision is often enough to resolve the issue.

The notice of objection should be submitted at [legal.protection@eur.nl](mailto:legal.protection@eur.nl). In all cases the period of objection is six weeks.

The notice of objection will first be handled by the Advisory Committee on Objections. This Committee advises the Executive Board about the objection, after which the Executive Board reconsiders the case and makes a decision regarding your objection. Before issuing its advice, the Committee will also investigate whether an amicable settlement between parties is possible. The Executive Board shall decide on the objection no later than 10 weeks after receipt of the notice of objection.

If a student disagrees with the decision regarding the objection, he/she can submit an appeal with the Higher Education Appeals Tribunal in The Hague within six weeks of the decision. More information about this Objection Procedure can be found on [this EUR-website](#).

### Student complaints procedures for teaching and examinations

RSM is committed to high quality education and examinations and intends to improve these continuously. Therefore, we need feedback from our students on the quality of our courses and examinations. If students experience dissatisfaction related to the teaching or examinations, it is important that they inform relevant staff members as soon as possible. To that end, RSM and EUR have established the following complaints procedure.

Students considering making a complaint can consult a **student adviser** or a **student counsellor**. They can provide support and advice and may take a mediatory role if required.

#### 1. *Complaints regarding the teaching, teacher or organization of a course:*

In general, complaints about the *content* or *organization* of the programmes can be reported through the various [course evaluations](#) that are sent to students at the end of the block/trimester/semester. The course coordinator/examiner concerned will receive the evaluation feedback of the participating students.

During the block/trimester/semester, [urgent complaints](#) about the *content of a course* should be reported to the **course coordinator** via the designated channels, such as Canvas and/or email.

High-priority or urgent issues with the *organization* of the programme can be reported to the relevant **programme manager**. For contact information, please refer to the [RSM Website](#).

#### 2. *Complaints regarding the examination of a course*

There are four main ways to file a complaint regarding the *examination* of a course:

- a. Course evaluations;
- b. Complaints via the Student Representation RSM;
- c. Individual complaints via the Examination Board;
- d. The EUR legal protection facility.

##### a. Complaints via course evaluations

In general, complaints about the *examination* of a course can be reported through the **course evaluations** that are sent to students after the examination. The examiner concerned, as well as Programme Management and the Examination Board, will receive the evaluation feedback of the participating students.

##### b. Complaints regarding a bachelor course via the Student Representation RSM

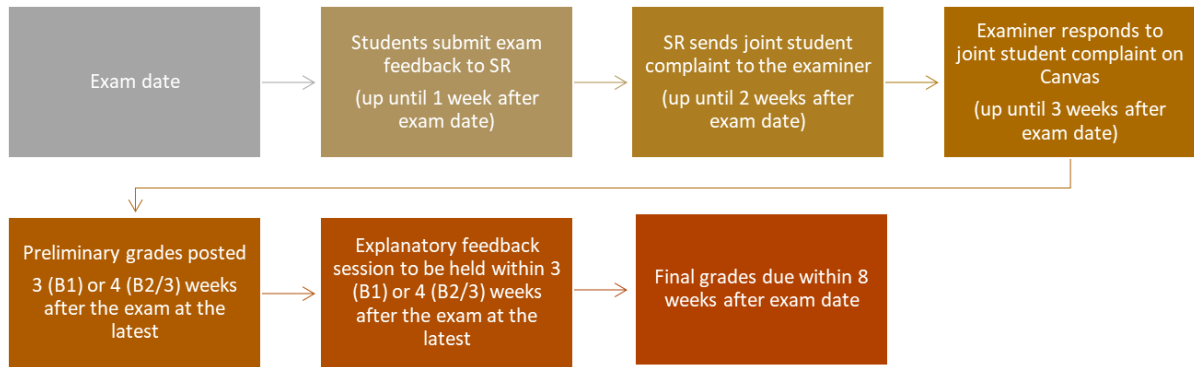
Individual bachelor students may file individual complaints regarding an examination with the Examination Board as described below in item c.

Complaints regarding issues that concern all students (such as disturbances during an examination, a missing page in the exam paper, exam paper lay out, examination format being out of accordance with the relevant material laid out in the course manual and other errors in the questions and/or answer possibilities), a specific protocol is applicable to ensure that the complaints can be dealt with in an *efficient and effective* manner. These complaints that regard all students must be submitted through the **Student Representation RSM**. The procedure is as follows:

- In response to the examination in question and the corresponding examination questions and answer models (if already available) published on Canvas, students must submit their motivated reaction of dissatisfaction within one week via [feedbackBA@rsmsr.nl](mailto:feedbackBA@rsmsr.nl) or [feedbackIBA@rsmsr.nl](mailto:feedbackIBA@rsmsr.nl). After this period, new comments will no longer be up for consideration;
- SR collects and groups the comments and sends these to the examiner no later than two weeks after the exam date;
- The examiner/course coordinator shall respond to the received SR comments on Canvas within one week and no later than three weeks after exam date;

- Before the explanatory feedback session, the examiner will post the preliminary grades, 4 weeks after the examination (or 3 weeks in case of B1 course), at the latest;
- Within 4 weeks after the examination (or 3 weeks in case of B1 course) the explanatory feedback session takes place. In the event that the examiner is considering deviating from the assessment ruling as a result of the explanatory feedback session, approval of the Examination Board is required. If the Examination Board approves, the examiner may proceed and set the final grades.

### Flowchart regarding complaints via Student Representation



If, after the explanatory feedback session the SR believes that the problem has not been resolved in accordance with expectations, the SR may submit a complaint to the Examination Board via the [web portal](#).

The Examination Board will investigate the complaint filed, based on the submitted documents, and will conduct its own research in conjunction with these. In all cases, both the SR and the examiner will be heard. Within six weeks of lodging the complaint, the Examination Board will inform the complainant of its subsequent findings and any conclusions that may have been reached. In general, such findings and conclusions drawn by the Examination Board are not appealable.

#### c. Complaints directly via the Examination Board

If a student has a complaint regarding the *organization of the examination* (e.g. a student has been barred from entering the examination hall), the complaint may be filed with the **Examination Board** via its [web portal](#). All relevant documents, such as the examiner's or invigilator's response, must be attached to this submission. The complainant will receive an automatic confirmation of receipt. The Examination Board will investigate the complaint on the basis of the submitted documents and additionally will conduct its own research. Both the complainant and the involved examiner or invigilator will be heard in the following investigation. Within six weeks of lodging the complaint, the Examination Board will inform the complainant of its subsequent findings and any conclusions that may have been drawn. In general, such findings and conclusions drawn by the Examination Board are not appealable.

Please note that a complaint cannot concern an *individual decision*, such as the grade awarded by the examiner. If a student disagrees with his/her final grade after the examiner's feedback and the perusal, the student may lodge an appeal with the **Examination Appeals Board** via the EUR Legal Protection Facility: [legal.protection@eur.nl](mailto:legal.protection@eur.nl). The appeal must be made within six weeks of the announcement of the grade. The Examination Board will not take complaints regarding examinations into consideration if the student concerned could have lodged an appeal. Therefore, complaints submitted after the period of six weeks (commencing on the day following the day of the decision's announcement) will *not* be taken into consideration.

#### d. EUR Legal Protection Facility

In addition to the RSM complaints procedures as described above, students can submit a formal complaint with the EUR central facility to which all complaints and notices of appeal and objection can be submitted via e-mail: the **EUR Legal Protection Facility** via [legal.protection@eur.nl](mailto:legal.protection@eur.nl). Complaints can also be submitted via post to the EUR Legal Protection Facility, room A2-07D, Post

box 1738, 3000 DR Rotterdam. If a student does not wish to use this particular facility, he/she may also submit a complaint in person to a **student counsellor**. An appointment with a student counsellor can be made via de [EUR website](#).