

**Rotterdam School of Management
Erasmus University**

**Bachelor of Science
International Business Administration**

**Examination Regulations
2017-2018**

editor

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Contents

1. EXAMINATION BOARD RSM	4
TASKS	4
COMPOSITION	4
CONTACT	4
REQUESTS AND INFORMATION	5
II. LEGAL PROTECTION: OBJECTIONS AND APPEALS	6
APPEALS PROCEDURE	6
OBJECTIONS PROCEDURE	6
3. TEACHING AND EXAMINATION REGULATIONS (TER) OF THE BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS ADMINISTRATION 2017-2018	8
SECTION 1 – GENERAL	8
Article 1.1 – applicability of the regulations	8
Article 1.2 – aims of the programme	8
Article 1.3 – definitions	8
Article 1.4 – degree	9
Article 1.5 – instructions in connection with the master's degree programme	9
Article 1.6a – teaching language	9
Article 1.6b – the language in which the exams and examinations are held	9
Article 1.7 – participation educational activities	9
Article 1.8 – Evaluation of education	9
SECTION 2 – COMPOSITION OF THE BACHELOR'S DEGREE PROGRAMME	9
Article 2.1 – full-time / part-time	9
Article 2.2 – study load of the programme	9
Article 2.3 – composition of the programme	10
Article 2.4 – exemption from obligatory practical examinations	11
SECTION 3 – TAKING EXAMINATIONS	11
Article 3.1 – time periods and frequency of examinations; examination schedule; re-examinations and extra opportunities to take examinations	11
Article 3.2 – form of the examinations	12
Article 3.3 – oral examinations	12
Article 3.4 – sequence of examinations	12
SECTION 4 – RESULT OF EXAMINATIONS	13
Article 4.1 – determining, announcing and recording results of examinations; marking period	13
Article 4.2 – period of validity of examination components and granted exemptions	13
Article 4.3 – Feedback and Perusal	13
Article 4.4 – Archiving period of written examinations	14
SECTION 5 – EXEMPTION	14
Article 5.1 – exemption from examinations	14
SECTION 6 – RESULT OF THE EXAM	14
Article 6.1 – the result of the exam and active degree granting	14
SECTION 7 – PREVIOUS EDUCATION AND SELECTIVE ADMISSION PROCEDURE	14
Article 7.1 – alternative requirements for deficiencies in previous education; requirements for English language	14
Article 7.2 – equivalent previous education	15
Article 7.3 – colloquium doctum	15
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	15
SECTION 8 – STUDY COUNSELLING	16
Article 8.1 – study counselling and advice	16
SECTION 9 – THE BINDING STUDY ADVICE	16
Article 9.1 – Binding Study Advice (BSA)	16
Article 9.2 – Student counselling and monitoring of students' progress	17
Article 9.3 – Exception to the BSA-norm in case of personal circumstances	17
Article 9.4 – Derogation from the BSA-norm in case of hardship	17

Examination Regulations IBA 2017 - 2018

Article 9.5 – Content and form of the binding study advice	18
SECTION 10 – FINAL AND IMPLEMENTATION PROVISIONS.....	18
Article 10.1 - amendments changes.....	18
Article 10.2 - hardship clause	18
Article 10.3 – announcement.....	18
Article 10.4 – entry into force.....	19
APPENDIX TRIMESTER 7	20
4. RULES AND GUIDELINES (R&G) OF THE BACHELOR OF SCIENCE IN INTERNATIONAL BUSINESS ADMINISTRATION 2017-2018.....	23
SECTION 1 – GENERAL	23
Article 1.1 – applicability of the Rules and Guidelines	23
Article 1.2 – definitions	23
Article 1.3 – day-to-day procedure of the Examination Board	23
Article 1.4 – The authority to examine, the appointment of examiners (BSc programmes).....	23
Article 1.5 – the criteria.....	23
SECTION 2 – EXEMPTIONS	24
Article 2.1 – exemption from practical exercises	24
Article 2.2 – exemption from an examination	24
SECTION 3 – RULES RELATING TO THE EXAMINATION PROCEDURE PROPER	24
Article 3.1 – registration for tests.....	24
Article 3.2 – entering and leaving the room in which the written examination is being held	25
Article 3.3 – general provisions concerning order during the written examination.....	25
Article 3.4 – fraud	26
SECTION 4 – EXAMINING EXAMINATIONS AND EXAMS	26
Article 4.1 – the questions and assignments of the examinations	26
SECTION 5 – THE ASSESSMENT	27
Article 5.1 – assessment criteria	27
Article 5.2 – determining the grades: rounding off, averaging, basic scheme, bonus points.....	27
SECTION 6 – THE FINAL EXAM	28
Article 6.1 – establishment of the result of the final exam.....	28
Article 6.2 – classifications	29
Article 6.3 – the certificate, the transcript and the supplement	29
SECTION 7 – FINAL AND IMPLEMENTATION PROVISIONS.....	30
Article 7.1 – changes in these R&G	30
Article 7.2 – entry into force.....	30

1. Examination Board RSM

Tasks

The legal framework of the Examination Board is given by Dutch Law, in particular the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek- WHW*). The Examination Board BSc & MSc Programmes has many different tasks. Generally, the following components can be discerned:

1. A *supervisory responsibility* with regard to the final exams, examinations and tests. This responsibility is manifested in the competence of the Examination Board to:
 - a. award the diplomas;
 - b. appoint the examiners;
 - c. supervise the quality of final exams, examinations and tests;
 - d. take disciplinary action in case of fraud;
 - e. supervise the practice of the examination rules with due observance of the common legal principles like equality, legal security, legitimacy, reasonableness, fair play and so on;
 - f. be a mediator or even a defendant in case of disputes or appeals.
2. *Legislation*: the Examination Board makes Rules and Guidelines concerning the examinations, for example rules for enrolment, rules concerning order during examinations, fraud, assessment criteria, classifications (like *cum laude*). Once a year new Rules and Guidelines are drawn up.
3. *To grant exemptions* from the rules in individual cases.
4. *Advisory tasks*: three times a year the Examination Board issues an advice to every first year student concerning his success-rate. Furthermore the Examination Board advises the Dean regarding his Teaching and Examination Regulations.
5. In addition, on behalf of the Dean of the Rotterdam School of Management, the chairman of the Examination Board grants *admission statements* to the MSc-programmes.
6. *Other*, such as delegations in selection committees and the colloquium doctum committee.

Composition

The Examination Board consists of six members of the academic staff and an external member. All members are appointed by the Dean. The Examination Board collectively sets up rules and policy. The Examination Board as a whole meets once a month. Each member has his own portfolio. The Examination Board is supported by the secretary.

Members

Prof. Dr. L.C.P.M. Meijs
Ir. A.J. Roodink (Vice Chairman)
Dr. E.A. van der Laan
Dr. B.H.E. Wempe
Dr. M.B.J. Schauten (external member)
Vacancy member
Vacancy member

Secretary to the Examination Board

Ms. C.M. Dirks - van den Broek LL.M.	managing director/secretary
Ms. I.M. van Essen LL.M.	deputy-secretary
Mr. A. Markus MSc	deputy-secretary
Ms. A.M. Schey MScBA	deputy-secretary

Administration

Ms. D.M. Schonis	team leader
Ms. G.M. den Bakker	assistant
Ms. L. Guo	assistant

Contact

Mandeville Building, Room T5-41
Tel. 010-4081895/88731
E-mail ec@rsm.nl

Requests and information

Information concerning examinations can be found on the website of the Examination Board: www.rsm.nl/examination-board. Please consult these sites before contacting the Examination Board. You may first want to take a look in the [Frequently Asked Questions \(FAQ\) section](#) to see whether you can find an answer to your question there.

Brief general questions can be asked by e-mail to ec@rsm.nl or by phone 010 4088731/1895 during opening hours (09.00 – 12.30 hrs.).

Official requests (e.g. requesting extension of grade validity) must be submitted by the EB's webportal: <https://request-eb.rsm.nl/>.

When submitting the request, please include all relevant documentation. Be explicit in addressing the Examination Board. When a course is involved, mention the course's title, the teacher responsible, and the course's code. When a test or examination is involved, mention the course's title and code, the teacher, and the date. Once again, being explicit and clear in your request helps handling it expediently. Finally, always provide motivation as to why the request is submitted and as to why the request should be granted.

In the event that you are asked to hand in a (certified copy of a) certificate, transcript or diploma, you still have to send/show this document in its original form to the Examination Board for verification. These kind of documents will not be accepted in a digital form.

Please take into account that it may take up to 4 weeks before you receive a reply from the Examination Board.

Postal address

Rotterdam School of Management, Erasmus University
Examination Board BSc & MSc Programmes,
Mandeville Building, room T5-41
PO Box 1738
3000 DR Rotterdam
The Netherlands

Visiting address

Secretariat Examination Board
Mandeville Building, room T5-41
Burgemeester Oudlaan 50
3062 PA Rotterdam

II. Legal protection: Objections and Appeals

If you disagree 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. You 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.

Only an interested party, that is a person whose interest is directly involved in a decision, can lodge the appeal. 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 at legal.protection@eur.nl to the attention of the *CBE-EUR*. For further information check http://www.eur.nl/english/essc/legal_position/objections_and_appeals/ or the Student Information Leaflet "Submitting an appeal with the Examinations Appeals Board" (available at the ESSC (Hall E-Building)).

You can also visit the website of the *CBE-EUR* <http://www.eur.nl/abd/jz/cbe/> (in Dutch), where you can find the *CBE*'s rulings on various disputes.

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 (= 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 (=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, they 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 www.eur.nl/english/essc/legal_position/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.

Objections Procedure

You 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. You 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, you do not necessarily have to start an appeal or objection procedure if you have a difference of opinion with someone. Talking to the person who took the decision is often enough to resolve the issue.

Examination Regulations IBA 2017 - 2018

The notice of objection should be submitted at legal.protection@eur.nl. In all cases the period of objection is six weeks.

Your notice of objection will first be handled by the Advisory Committee on Objections. This Committee advises the Executive Board about your 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 you disagree with the decision regarding your objection, you can submit an appeal with the Higher Education Appeals Tribunal in The Hague within six weeks of the decision.

You can find more information about this Objection Procedure on [this EUR-website](#).

3. Teaching and Examination Regulations (TER) of the Bachelor of Science in International Business Administration 2017-2018

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. *Law*: 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 law;
- 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 law;
- d. *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.
- e. *Test*: a test may be:
 - A written test (a plenary test, open or closed book with open and/or multiple choice questions);
 - An individual assignment (i.e. a case or a thesis);
 - A group assignment (i.e. a team assignment);
 - An oral test;
 - A presentation;
 - A practical exercise;
 - Participation performance.
- f. *Examination part*: a study unit or course of the IBA programme;
- g. *ECTS*: abbreviation of "European Credit Transfer System". The abbreviation of ects will be used as distinct from the previously used Dutch credits. One ects represents 28 hours of study; one credit 'old-style' represents 40 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 exams 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 law 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);
- k. *School*: Rotterdam School of Management, Erasmus University;
- l. *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;
- m. *Academic staff*:
 - a. the professors,
 - b. the associate professors of the School,
 - c. the assistant professors of the School;

- n. *Academic Director*: the person who is responsible for the general management of the programme.

Article 1.4 – degree

1. Students who have 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 certificate.

Article 1.5 – instructions in connection with the master's degree programme

The final examination of the bachelor's degree programme BSc in International Business Administration provides access to the following master's degree programmes of the School¹:

60644 Business Administration (BA), het Accounting & Financial Management programme (AFM);
60453 Business Information Management (BIM);
60409 Finance & Investments (FI) (specific admission requirement applicable);
60456 Global Business & Sustainability (GBS);
60645 Human Resource Management (HRM);
60458 Management of Innovation (MI);
60063 Marketing Management (MM);
60457 Organisational Change & Consulting (OCC);
60093 Supply Chain Management (SCM);
60455 Strategic Entrepreneurship (SE);
60066 Strategic Management (SM).

Article 1.6a – teaching language

The teaching for the programme is entirely in English. Derogations from this are not permitted.

Article 1.6b – the language in which the exams and examinations are held

The exams and examinations for the programme are held in English. Derogations from this are not permitted.

Article 1.7 – participation educational activities

Students are supposed 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 1.8 – 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 ects. In the event a student passed the Sandwich Year as referred to in article 2.3, paragraph 4, the study load of the degree programme will be 240 ects.
2. The study load is expressed in whole ects.

¹ Disclaimer: These access rights can be adjusted every academic year. It is likely that the programmes are becoming more selective in the near future. Please check RSM master website for the latest admission and selection requirements.

Examination Regulations IBA 2017 - 2018

Article 2.3 – composition of the programme

1. The examination parts of the programme are divided in three years, specified in B1, B2 and B3. Each course year has a study load of 60 ects. The courses per year are:

B1

Subjects	ECTS
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

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

B3

Subjects	ECTS
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:	20
a choice from following options	
• an international exchange (20 ects);	
• or: internship (15 ects), in combination with either a Language elective, or an Elective approved by the Examination (5 ects);	
• or: minor (15 ects), in combination with either a Language Elective, or an Elective approved by the Examination Board (5 ects);	
• or: 20 ects electives.	
Research Training/Bachelor Thesis	12

2. The further descriptions of the examination parts referred to in paragraph 1 including obligatory practical examinations, as stated in the Sin-Online Course Guide and/or the Course Manual of the programme, constitute an integral part of these Teaching and Examination Regulations, without prejudice to the other provisions set out in these regulations.

3. The student chooses a minor as referred to in the first paragraph from the permitted minors of the EUR minor register.
4. The electives mentioned in paragraph 1 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 Elective list with approved courses and projects and further approval procedures.
5. 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.
6. The international exchange and the language elective will only be awarded with a pass or fail. Furthermore, the maximum ects that can be achieved with a language elective is 5 ects.
7. The total size of Trimester 7 should not exceed 20 ECTS 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 has precedence over any other examination part – such as the Interim Project, minor or internship – into the degree programme.
8. The annex to this Regulation specifies the various combinations possible within Trimester 7.
9. With effect from academic year 2018 – 2019, a student may choose to do a RSM Sandwich Year: an additional year to the degree programme between the B.2 and the B.3 year, worth at least 60 ects. The Sandwich Year consists of a free combination of a minor, an internship and/or an exchange. The regular entrance requirements as stated in article 3.4 are applicable. The student may choose additional electives to meet the requirement of 60 ects. The relevant criteria mentioned in paragraphs 3 sub b., c. and d. are applicable. Only passed courses may count to the Sandwich year.
In case a student will not finish the Sandwich Year, the extra passed courses will not count to the degree programme. However, the student may apply for a certificate for the passed courses at the Exam Administration Office.

Article 2.4 – exemption from obligatory practical examinations

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

Article 2.5 – RSM Honours Programme

Next to the degree programme, the RSM offers an extra-curricular honours programme for outstanding second-year students. The admission to the honours programme is selective. The selection procedure is transparent and published on the [RSM's current-students-website](#). Completion of the programme will be awarded with 15 extra-curricular ects. These credits will be listed on a separate certificate.

Section 3 – Taking Examinations

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

1. The opportunity to take written examinations (except for practicals and bonus tests) belonging to the examination parts referred to in article 2.3 is given twice per academic year: the common examination during or at the end of the course and one common re-examination at the end of the academic year. However, students may take part in no more than 4 re-examinations of B1 each academic year.
2. In derogation from the provisions set out in paragraph 1, the opportunity to take a written examination belonging to an examination part for which the instruction is the last to be taught in a specific academic year, is given twice more in the subsequent academic year. In case the examination concerned is a bachelor elective, the regulations of the programme that offers the bachelor elective are applicable.
3. Examinations that are taken in a way other than written can be taken at least once per year.
4. The student has a free choice in the number of times that he/she wishes to take a written examination. The result is the last grade obtained. If the material to be studied for an

examination has changed, the new material must be studied. For the examinations of course year B1 applies that once the BSA norm as specified in article 9.1 – whether or not by means of compensation – is met, these examinations may not be retaken.

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 Academic Director establishes an examination schedule before the start of the academic year. In the event of urgent exceptional circumstances, the Academic Director can change the examination 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 Erasmus Magazine, the Current Student Pages and/or 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 examination 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 e. 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. The Examination Board may allow deviations from this rule.
2. If the Examination Board decides that the form as referred to in the foregoing paragraphs shall be different, it will announce this to the students 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 Undergraduate Catalogue for the programme, 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. Physically impaired students or students disabled through the senses are offered the opportunity to take the examinations in a manner adapted as far as possible to their individual handicap. The Examination Board will, if necessary, obtain expert advice before making a decision.

Article 3.3 – oral examinations

1. No more than one person will be given an oral examination at a time, unless the Examination Board has decided otherwise.
2. An oral examination is taken in 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 assessed by one examiner only, will be audio recorded. The Examination Board will archive the audio file for two years after the assessment.

Article 3.4 – sequence of examinations

1. Students may do a minor as referred to in article 2.3 paragraph 1 if they have obtained at least 60 ects of the programme.
2. Students may officially register for the internship as referred to in article 2.3 paragraph 1 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. After an oral examination has been taken, the examiner determines the result immediately, and gives the student a written explanation of this.
2. The examiner determines the result of a written examination as soon as possible, and no later than four weeks after the day on which it was taken. And no later than three weeks in case of first year examinations due to the binding study advice. In the event of *force majeure*, the Examination Board can permit derogation from this period.
3. The Exam Administration RSM checks compliance with the marking period, and in the event that it is likely to be exceeded, reports this in good time to the chairman of the Examination Board.
4. With regard to an examination that is to be taken in a manner other than oral or written, the Examination Board decides in advance in what way and within what period the student will be given a written explanation of the result.
5. The examiner immediately reports the result to the Department for Exam Administration RSM, which then informs the student of this in writing.
6. The Exam Administration RSM 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 Exam Administration RSM 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, unless the examiner explicitly determined otherwise in the course manual.

Article 4.3 – Feedback and Perusal

1. As soon as possible but no later than four weeks after the written test, the examiner will give generic feedback. The examiner will provide information about the content of the written test and the correct answers/answer models in an explanatory session or via another approved medium. 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 feedback. The feedback must be realistically managed and the use of appropriate media (such as BlackBoard) is allowed.
2. As soon as possible – or at the same feedback session – but no later than four weeks after the feedback, students will have the opportunity to peruse their own assessed exam. The examiner may determine that the perusal is only for students who registered for it and/or who have attended the feedback meeting. The examiner sets the date, time, location and procedure of the perusal. In case of a 100% mc-test and the answer key and mc-answer forms are available, 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 feedback 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 examinations

1. The assignments, answers and the assessment of the written examinations will be archived (in paper or electronic form) for two years after the assessment.
2. 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 examination part referred to in article 2.3, paragraph 1 – with the exception of the Research Training/ Bachelor thesis² – on the grounds of:
 - having passed one or more examination(s) belonging to one or more examination part(s) 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 examination part(s) 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 examination part(s) 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 making a decision.
2. Up to a maximum of 60 ects of the programme will be exempted.

Section 6 – Result of the Exam

Article 6.1 – the result of the exam and active degree granting

1. After all the examination parts of the bachelor's exam have been taken, the 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 exam will be issued the degree Bachelor of Science. (BSc).
3. The head of the Department for Exam Administration RSM 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

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 passing the Mathematics deficiency test to be taken for this purpose. This test is at the same level as the VWO exams Mathematics A or B (VWO new system), Mathematics A1,2 or B1

² 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.

(VWO old system) or the International Baccalaureate: Mathematics, standard level. The precise subjects are announced at least one month in advance.

2. The requirement concerning mastery of the English language is fulfilled if the candidate has either passed the final examination in English at VWO level, or can submit TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0, or a similar result on a test that can be equated with these, or passes the English deficiency test organized by the institution; however, no further requirements concerning mastery of the English language are imposed for candidates who come from English-speaking countries or who have taken English-language secondary education in the Netherlands or abroad.

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 law, 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 law, hereinafter referred to as the *colloquium doctum*, the following requirements are set:
 - **English:**
 - TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0;
 - **Mathematics:**
 - Knowledge of mathematics, as required for the subject Mathematics A or B, A1,2 or B1 final examination of VWO with a grade of 7.0 (out of 10) or higher,
 - 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;
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 law, a Numerus Fixus with a decentralized selection procedure is in place for the Bachelor programme in International Business Administration. For 2017-2018 the maximum intake will be 575 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 three criteria:
 - the grade point average based on the school report of the penultimate year of secondary education;
 - the relevance and quality of a Curriculum Vitae;
 - the relevance and quality of the answers on five essay questions with regard to motivation for the programme.
3. Based on these three criteria, 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 – 575 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 given to the next applicant on the ranking list. No places will be made available after August 11 each year.
4. Applicants with a grade below 7.0 (Dutch grading scale, or international equivalent) for Mathematics will be put in the lowest tier of the ranking.

Examination Regulations IBA 2017 - 2018

5. The grade point average will be scored from 1 to 5 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 50% in the final score.
A full overview of equivalent diplomas and grades is provided on [the IBA website on Application & Admission](#).
6. The required level of English is either TOEFL 80 with no sub scores below 20 or IELTS 6.0 with no sub scores below 6.0.
7. Relevance and quality of the CV will be assessed on criteria as indicated below:
 - international background: nationality, place of birth, place of residence
 - international education
 - international experience
 - international extra-curricular activitiesThe applicants should provide the programme with evidence of activities undertaken. The relevance and quality of the CV will be scored 1 to 5.
The CV will count for 25% in the final score.
8. The essay questions are:
 - **Question 1:**
Please describe a situation in which you worked with people from different backgrounds and what you learned from that experience.
 - **Question 2:**
Briefly describe a time in which you had to step out of your comfort zone and what you learned from that experience.
 - **Question 3:**
How do you plan to integrate with students from other countries and cultures?
 - **Question 4:**
*What proves your sincere interest in an international programme like IBA?*Relevance and quality of the answers to the question will be scored 1 to 5.
The answers on the essay questions will count for 25% in the final score.
9. Students should apply for the programme at Studielink before January 15 and at RSM before February 15 each year, provided they have applied with Studielink before January 15.
10. The selection of applicants will be conducted by the Selection Committee IBA, consisting of staff of RSM's Recruitment & Admissions Office and the Executive Director IBA.
The Committee will assess applicants first on their CV and their answers on the essay questions and will then assess applicants on their grades.
Decisions of the Selection Committee are open to appeal at the Examinations Appeals Board of Erasmus University within 6 weeks after the decision has been sent to the applicant.

Section 8 – Study Counselling

Article 8.1 – study counselling and advice

1. The Department for Exam Administration RSM 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)

1. On the grounds of article 7.8b, paragraph 3 of the law, 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.

Examination Regulations IBA 2017 - 2018

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, is not regarded as suitable for the programme. This prohibition is valid for a period of three academic years.
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.
5. Once the binding study advice has been issued, students may no longer retake any B1 courses.

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 (after the first and after the second term) a provisional binding study advice regarding continuation of studies to those students who, on the grounds of the obtained number of ects, 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 Catalogue 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 ects 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 (School) Board 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 article 9.3 is not applicable but 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 unsuitable 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 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 B1 has been completed.

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 ects 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 law;
- 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 changes

1. Amendments to these regulations will be adopted by the dean RSM 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 RSM is responsible for an appropriate announcement of these regulations and of amendments to these documents.

Examination Regulations IBA 2017 - 2018

Article 10.4 – entry into force

These regulations enter into force on 1 September 2017.

Appendix Trimester 7

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

EXCHANGE 20 ECTS

The BSc exchange is worth 20 ECTS. 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 ECTS

**LANGUAGE ELECTIVE
OR
ELECTIVE
5 ECTS**

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

INTERNSHIP 15 ECTS

**LANGUAGE ELECTIVE
OR
ELECTIVE
5 ECTS**

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

ELECTIVE(S) 15 ECTS

**LANGUAGE ELECTIVE
OR
ELECTIVE
5 ECTS**

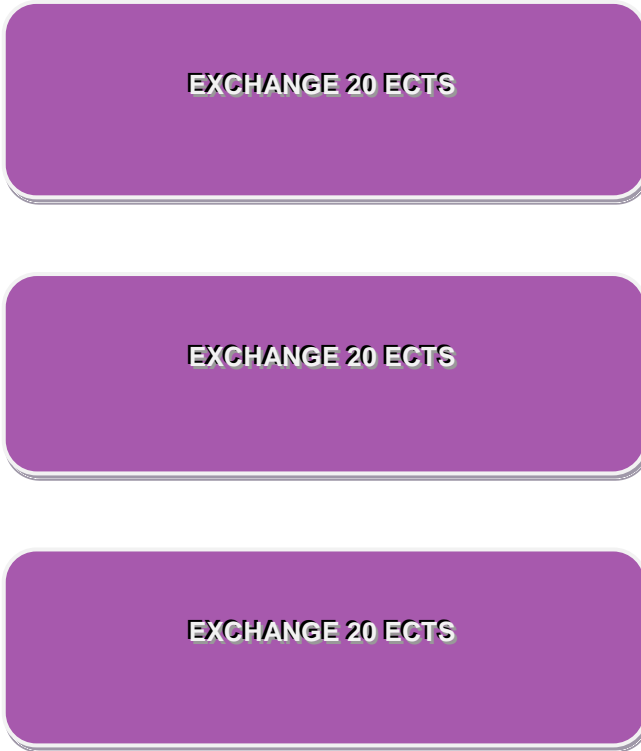
Please refer to the Examination Board's website for information about the requirements and further procedures (<http://www.rsm.nl/examination-board/>).

ELECTIVES 20 ECTS

2. More than 20 ECTS (see article 2.3, paragraph 7):

If a student goes on exchange then the exchange credits must be used to fill the 20 ECTS 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 profiling (mandatory):

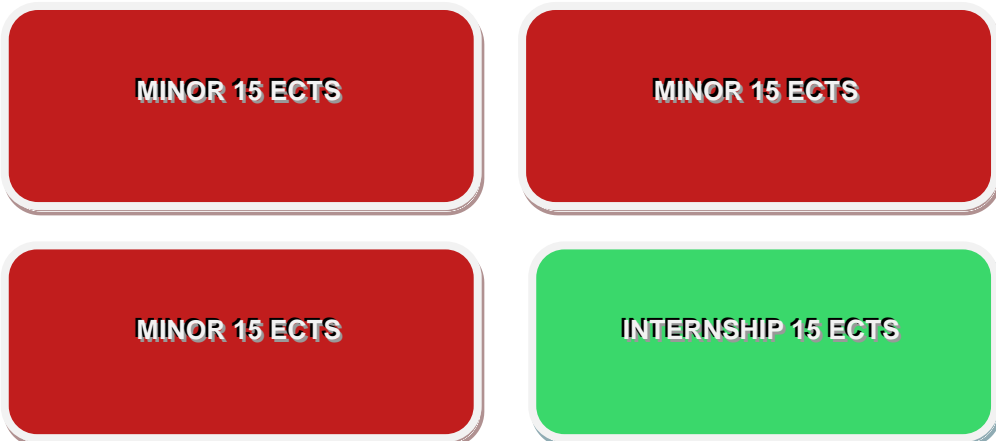


Separate transcript:



Or:

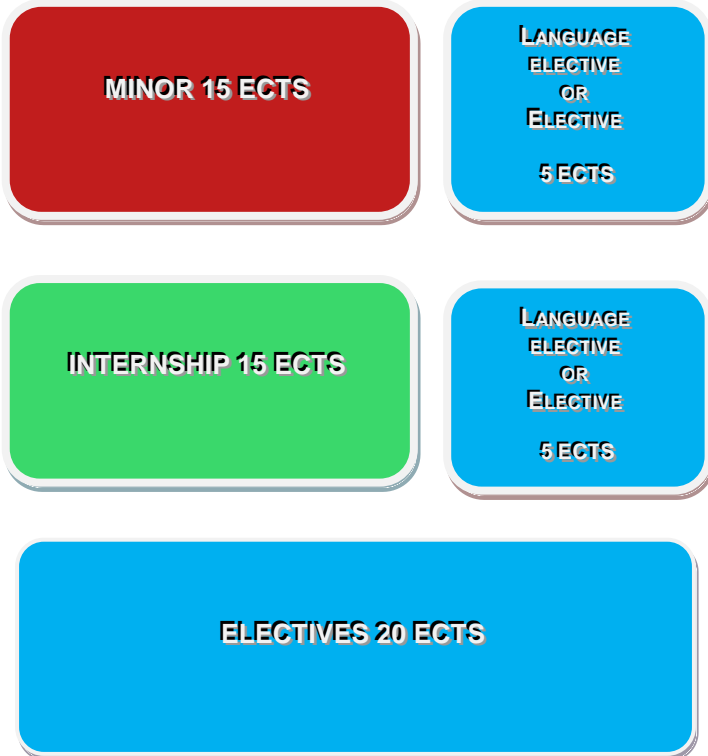
If a student does both a Minor and an Internship (or two Minors) and no other electives then both 15 ECTS courses will appear under Bachelor 3 courses on the diploma and will thus count towards the GPA.



Or:

If a student does both a Minor and an Internship (or two minors) and a 5 ECTS elective then the student may choose which 15 ECTS course should be on the diploma (and should thus count towards the GPA). The other course 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/>). This also applies to students who complete one 15 ECTS elective and two 5 ECTS electives.

Bachelor 3 profiling (mandatory):



Separate transcript:



It is not possible to do two internships!



4. Rules and Guidelines (R&G) of the Bachelor of Science in International Business Administration 2017-2018

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 in part, to form a correct judgment concerning his/her knowledge, insight and skills.

Article 1.3 – day-to-day procedure of the Examination Board

The Examination Board may assign tasks to its members for taking care of daily procedures.

Article 1.4 – The authority to examine, the appointment of examiners (BSc programmes)

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.

Article 1.5 – 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 trying to take 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 makes a decision within four weeks of receiving the request. The student is informed immediately of the decision.

Article 2.2 – exemption from an examination

1. A request for exemption from taking an 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 makes a motivated decision within four weeks of receiving the request. The student is 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. When the result of the examination is established, an exemption is not taken into consideration; the exemption is indicated on the list of grades with an 'E'.

Section 3 – Rules relating to the examination procedure proper

Article 3.1 – registration for tests

1. A student who is registered for a course in Osiris will be automatically registered for all of that course's tests with the exception of the re-sit, if applicable. Registration for a re-sit is possible via Osiris during the registration period starting 35 days before the test and expiring seven 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 department 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 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, students from RSM can still register, but only after paying € 20,00 administration fee (no refund possible) 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. If the payment is done, the student will receive a confirmation on the student e-mail account. In addition, the Examination Board will inform the Exam 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 3.2 – entering and leaving the room in which the written examination is being held

1. Only a student who has registered on time and correctly for the written examination may take part in the examination concerned, and will be admitted to the examination room.
2. Admission to the examination room is possible until fifteen minutes after the start of the written examination concerned. A student who is admitted to the examination room after the start of the examination concerned should ensure that he/she causes as little disturbance as possible to the students already present.
3. A candidate in the written examination may not leave the room earlier than one hour after the start of that examination. A student who leaves the examination room before the end of the examination concerned should ensure that he/she causes as little disturbance as possible to the students still present.
4. A candidate in the examination may, on request and with the permission of the examiner or the invigilator, leave the examination room for a while to use the toilet as from one hour after the start of the examination until half an hour before the end of the examination. This permission is granted only to one student at a time. In exceptional cases, the examiner or invigilator may derogate from these rules in favour of the student.
5. Personal belongings such as coats, bags, mobile phones, watches and other items that are not allowed to be used during the examination are not allowed to be brought into the examination room. These must be placed outside the examination 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 candidate. Watches, mobile phones and such must be switched off and out of reach of the candidate.
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 cover of the test paper, scrap paper may be taken by the student after the official examination time has elapsed.
7. The head of the department Student Administration can, with the approval of the Examination Board, establish specific rules concerning entering and leaving the room in which the written examination is being held, 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.

Article 3.3 – general provisions concerning order during the written examination

1. During the written examination, at least one examiner is present in the room where the written examination is being held.
2. On behalf of the Examination Board, the invigilators appointed for this purpose are charged with maintaining order during the written examination. The invigilators should comply with any instructions given by the examiner. The examiner may also be an invigilator.
3. Every candidate in the examination should comply with the instructions of the examiner or the invigilator. If a candidate in the examination does not comply with the instructions of the examiner or the invigilator, or does not obey his/her request, the examiner may exclude him/her from taking further part in the examination, with the consequence that no result will be established.
4. During the examination, the candidate in the examination must, on 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.
5. 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 candidate's desk. No study material such as a (graphical) calculator, literature or other sources of information may be placed on the candidate's desk unless explicitly authorized by the examiner in advance and stated on the front page of the exam paper. These study aids (without any notes on them) are solely for the candidate's own use. During the examination the candidate 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 own use. The use of food and drink should not in any way cause inconvenience, at the discretion of the principal invigilator.

Examination Regulations IBA 2017 - 2018

6. A candidate in the examination is obliged, on request of the examiner or the invigilator, to show, and if requested, to hand over, the materials that he/she has with him/her.
7. Only the paper provided by EUR is to be used for the written examination. The use of the candidate's own paper is not permitted.
8. A candidate in the examination should write his/her name, signature and student /examination number on each sheet of paper that is handed in. The examiner or the invigilator checks whether this has been done correctly before the examination is handed in to him/her.
9. The head of the department Student Administration can, with the approval of the Examination Board, establish specific rules concerning the order during the written examination in the M-building, 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.

Article 3.4 – 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 set down 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 – Examining Examinations and Exams

Article 4.1 – the questions and assignments of the examinations

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.
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. 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.
4. 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.
5. 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.
6. 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.
7. The duration of the examination is such that examinees have sufficient time, measured according to reasonable criteria, to answer the questions.

Examination Regulations IBA 2017 - 2018

8. 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.
9. The examiner will post the examination questions and (model) answers on Blackboard right after the exam so that students can check which questions they have answered (in)correctly. If a student lodges a complaint to the Examination Board then this information should be included to substantiate the complaint.
Upon the examiner's request the Examination Board may grant the examiner an exemption from posting the answers on Blackboard in the event of important reasons.

Section 5 – The Assessment

Article 5.1 – assessment criteria

1. Wherever possible, assessment of written examinations (possibly based on correcting of exams), takes place on the basis of previously established model answers and criteria.
2. The assessment method is sufficiently transparent that the examinees can see how the results of their examinations were determined.
3. In cases of examinations given and assessed simultaneously 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 giving examinations.

Article 5.2 – determining the grades: rounding off, averaging, basic scheme, bonus points

1. Examinations are assessed with grades on the scale 0.0 – 10.0, accurate to one decimal place, where a 5.5 is the lowest pass grade. Practical tests may be assessed with a 'pass' or 'fail'. Language electives and sufficient results of examinations taken in the context of an international exchange at a foreign university will be displayed with a pass. Tests assessed with a 'pass' or 'fail' cannot be averaged nor included in the GPA calculation as mentioned in article 6.2, paragraph 1.
2. To encourage students to study, bonus assignments can be assigned to a course. Participation is not mandatory. Passed assignments can be awarded with bonus credits up to a maximum of 1.0. 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 can stipulate additional rules to bonus credits like for instance bonus credits are only valid if the final grade is ≥ 5.5 or 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.
3. The final grade of an examination part will be determined on one or more examinations. The final grade is assessed with grades on the scale 0.0 – 10.0, accurate to one decimal place, where the lowest pass grade is a 5.5.
4. If grades have to 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) a 8.2449 is rounded to a 8.24 and a 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.

Examination Regulations IBA 2017 - 2018

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
final grade:			5.74	5.8
			5.7	5.8

5. If the examination part is assessed on the basis of more than one examination, no final grade for the examination part will be calculated if one of the examination grades is lower than a 4.5. Examinations that can be taken only once per academic year, most likely practicals such as case reports and team assignments, are exempted from this rule.
6. Additional rules of examiners concerning the assessment (e.g. with regard to the weighting of examination parts and/or regulations on lower limits 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 Exam Section International Business Administration of the Department for Exam Administration RSM, and by means of publication in the obligatory study material and/or in the Sin-Online Course Guide and/or in the Erasmus Magazine and/or on SIN-online.

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

7. 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 score for pass/fail is set on 5.5. In case of for example 40 four choice questions the cut score is at 27 correct answers, rounded off ($10 + 5.5/ 0.33$). 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 dropped. 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 good answer in the grade of a student.

Only if the exam question in itself is correct but has more than one correct answer, it remains part of the multiple-choice test. If all answers to a question are considered correct, it does not assess anything i.e. has no value, and will therefore not count as part of the examination and should be removed.

Examiners may only derogate from these instructions with the approval of the Examination Board.

Section 6 – The Final Exam

Article 6.1 – establishment of the result of the final exam

1. Students have passed the final 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:

Examination Regulations IBA 2017 - 2018

- it concerns a course of the year B2 or B3 with the exception of trimester 7 courses with a value more than 7,5 ects, the Research Training/Bachelor Thesis and the courses that are part of the Sandwich Year (if applicable), 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.

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 Department for Exam Administration RSM 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 words '*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 ECTS of B2/B3 examination parts and a minimum of 120 ects of the total required ects 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 certificate, the transcript and the supplement

1. To show that the exam has been passed, the Examination Board awards a certificate, after the Executive Board has stated that the procedural requirements for the issuance have been met.
2. On a transcript, which constitutes a part of the certificate, the examination parts belonging to the exam are stated.
3. The certificate is accompanied by a supplement in accordance with the agreed European standard format.
4. The certificate, the transcript and the supplement are signed by the chairman or the substitute chairman of the Examination Board.
5. On behalf of the Examination Board, the head of the Department for Exam Administration RSM shall be responsible for issuing the certificate, the transcript and the supplement to the student

Examination Regulations IBA 2017 - 2018

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 2017.

Made by decree of the Examination Board RSM, Erasmus University on 26 June 2017.