

# Premaster Media Studies Manual

## 2022-2023



Dear student of the Premaster Media Studies,

Welcome to the Media & Communication community of Erasmus University Rotterdam!  
This is your Premaster Manual. Please read this Manual carefully and check it regularly in order to kick-start your time as a Premaster student and make the most out of the programme.

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## 1. Welcome!

First of all: a warm welcome to Media Studies! We hope you are as excited to start with the Premaster as we are to welcoming you here.

This Premaster Manual includes all you need to know to get started with the Premaster Media Studies. For more extensive and updated information we would like to refer you to the [Current Students website](#), where you can also find a complete overview of your Premaster [curriculum](#) (Appendix 1).

We wish you all the best throughout the coming year!

## 2. Who is Who within Media Studies?

First things first, we - the Programme Coordinator and Student Advisor - would like to introduce ourselves to you!

### *Programme Coordinator Media Studies*

The Programme Coordinator will be one of your main points of contacts during your time as a student at Media Studies. The Programme Coordinator makes sure that everything is ready and in order for teachers and students. She will send you several messages throughout the year with information or reminders regarding your studies and/or in case you are required to take action.



**Questions about your schedule, courses, or other programme-related things?**

Contact Vera Dullemond (*Programme Coordinator Media Studies*) at [mediastudies@eshcc.eur.nl](mailto:mediastudies@eshcc.eur.nl).

### *Student Advisor Media Studies*

You can reach out to the Student Advisor if you need advice regarding your study planning or if you have questions about the rules and regulations concerning the study programme. The Student Advisor is also available for consultations concerning personal circumstances which (may) affect your academic progress.



**Would you like to discuss personal circumstances or your study planning?**

Contact Kees Geluk (*Student Advisor Media Studies*) at [studentadvisor.master@eshcc.eur.nl](mailto:studentadvisor.master@eshcc.eur.nl).



**Make sure to inform the student advisor immediately in case something is affecting your studies. If you neglect or postpone doing so, no personal arrangements can be made anymore.**

### 3. What you should know as a Premaster student

#### *Your registration to Media Studies*

Please make sure that your registration is in order and that you are fully enrolled as a student of Media Studies. You can check your registration by logging into OSIRIS and confirm that the status is set to **complete**. If it isn't, you will need to take the remaining steps in Studielink. For any questions about your registration, please contact the [Erasmus Student Service Centre \(ESSC\)](#).



**If your registration is not in order, your grades cannot be booked and your account will be frozen, meaning you can't access any online systems at the EUR.**

#### *The Programme*

The Premaster Media Studies year runs from September until June and consists of **four** terms. An overview of the entire academic year can be found in the [academic calendar](#) (MyEUR). Within the Premaster year, you will take nine courses, and you will round off the programme by doing a Research Project.

The Premaster programme consists of **45 EC**. By passing a course with a final grade of a 5.5 or higher, you obtain 5 EC per course. If you pass the Premaster Research Project with a sufficient grade, you obtain 10 EC.

For international students, the Dutch grading system might differ from the system they are used to in their home country. Please find an explanation of this Dutch grading system below, and look for more information on [this](#) website.

Grade	Meaning
6	You performed as required.
7	You performed above expectations.
8	You performed far above expectations.
9	You achieved the level of a professional.
10	You achieved the level of an expert.



**Deadlines are strict in the (Pre)master program. It is not possible to compensate for work submitted after the deadline. Also, there is no resit for work submitted after the deadline.**

Within the Premaster Media Studies, the Programme Coordinator registers you for the courses, tutorials, and exams. The Premaster Media Studies is a **full-time programme**, and you are expected to be available for all activities that are part of the programme. Only in case of *serious, personal circumstances*, you can request a spot in a specific workgroup. You would need to make an appointment with the **Student Advisor** first. Please note that conflicts with your side job schedule are not considered as serious circumstances.

## Study progress

Once you have obtained all 45 EC of the Premaster, you can continue with the corresponding Master programme in Media Studies. You should register to this programme in both Studielink and the EUR Admission Portal. Also, please keep the [application deadlines](#) in mind.



**You must have passed all courses of the Premaster in order to be admitted to the corresponding Master programme in Media Studies.**

Have you failed a course, or do you want to improve your grade? You can then use the resit options. In case of a final exam, the re-sit opportunity will take place either in April or in the summer. You can find the exact re-sit exam date in your timetable. When taking a resit exam, the highest grade automatically counts in OSIRIS.

You can only take a resit exam if you are registered for it. You should register 26-5 workdays in advance of the resit date. *Please note: no timely registration = no resit!*

1. *Have you failed the course?* Then you will be automatically registered for the re-sit exam. Please note that it is your own responsibility to carefully and timely check if you are indeed registered for the re-sit. If you are not, please register yourself via OSIRIS (see instructions below).
2. *Have you passed the course, but do you want to improve your grade?* You can take a resit to try to improve your grade. The highest grade automatically counts in OSIRIS. In this case you must register for a re-sit exam via OSIRIS yourself (see instructions below). *Please note: No timely registration = no access to the re-sit exam.*

### How to register for a resit exam?

To register yourself for a re-sit exam, please go to **OSIRIS Student > Enrol > Test**. Make sure you take note of the deadlines; you should register 26-5 workdays in advance of the resit date. Please double check whether you have received a confirmation email upon registering for the resit exam.



**You are responsible for a timely and correct registration for a resit exam. There is no late registration (i.e., missing the deadline means no resit)!**

In case you still don't pass the course after the re-sit exam and thus do not obtain all 45 EC within one year, you **have to retake the entire course again next year**. You cannot start with the Master programme yet. Make sure to [re-enrol](#) to the Premaster programme and – in order to be placed on the enrolment list for a course again next year – to fill out the **Course Retake Form** before the end of the current academic year. You can find the Retake Form on OSIRIS > Case.

EU students have **two years** to complete the Premaster programme. After completion, you need to start with the Master programme within **another two years** (please also refer to the information in the Teaching and Exam Regulations).



**Important:** International non-EU/non-EEA Premaster students need to obtain [all 45 EC](#) (100%) within **one (1) year** in order to keep their residence permit and to be able to continue with the Premaster programme.

### *Attendance*

Students are expected to actively participate in all their courses. Attendance is mandatory for all tutorials. This means that an examination for a course can only be successfully passed once all the tutorials have been attended. Any additional requirements in this respect are defined in the Course Guide on Canvas.



**If you are unable to attend a tutorial, you should inform the lecturer before the tutorial takes place.**

### *Course information, Timetable & Writing Guide*

In the [Erasmus University Online Course Guide](#) you can find descriptions and general information about the courses you will be taking, including a link to the timetable for each course. In addition, each course will have an individual, more detailed Course Guide provided to you on [Canvas](#), our online learning environment. The Canvas environment of a course will be published at least three working days before the course starts. On this Canvas page, you can find more detailed and specific information, like coursework, assessment criteria and deadlines. Make sure to carefully read the course guide of each course and to consult it throughout the course in case any questions arise.

You can check your timetable via <http://timetables.eur.nl>. Here you will find the general timetable of each of the courses within the Premaster programme. Once you have been registered to the courses and workgroups, you will only see your personal timetable.

For more information, please check the [MyEUR manual](#) on the Current Students website of the Premaster Media Studies.

All your assignments have to be written in accordance with the [Writing Guide](#). Moreover, the Erasmus University Rotterdam sets high quality standards and [fraud and plagiarism](#) is an offense. Please note that the University Library offers [online tutorials](#) to improve your information skills.



**The University Library offers [online tutorials](#) to improve your information skills.**

### *Personal circumstances*

If you are experiencing difficulties during your studies or if personal circumstances are holding you back in your study progress, it is essential to contact the Media Studies Student Advisor *immediately*. Please do not wait to seek help or advise. Together with the Student Advisor you can discuss your study planning and, if required, options for preventing or minimizing study delay (e.g., individual arrangements). Please note that personal circumstances sometimes should be supported by evidence, such as: a medical statement, hospital appointment card, obituary notice, or other documentary evidence.

Examples of personal circumstances are acute or prolonged health problems (physical or mental), physical, sensory, or other disabilities, pregnancy, exceptional family circumstances, playing professional sports and/or membership of a university participation body.

Please know that the EUR offers a wide range of student support services, such as personalized help, group workshops, and tools and resources for your mental health and overall wellbeing. You find more information on the [Student Wellbeing Platform](#).



**All matters discussed with the Student Advisor remain confidential, unless otherwise agreed upon with you. If necessary, you may be referred to others for further help.**

### *Need help?*

If you want to know more about getting the most out of your studies or how to deal with specific situations, there are several people who can help you. Please check out the [Current Students website \(MyEUR\)](#) and/or contact the [Media Studies Support Staff](#).

Make sure to always use your student email (@student.eur.nl) when emailing university and to mention your Student ID. Due to privacy regulations, we are not allowed to respond to emails sent from personal email accounts. Furthermore, please always send your email to the general ESHCC addresses shown on the [Current Students website](#) (e.g. [mediastudies@eshcc.eur.nl](mailto:mediastudies@eshcc.eur.nl), [studentadvisor.master@eshcc.eur.nl](mailto:studentadvisor.master@eshcc.eur.nl)), and not to personal email addresses of staff members. This is to ensure that your question can be handled even when someone is on vacation! Lastly, we kindly request you to refrain from sending your email to multiple recipients; we will make sure to forward your email to the right person, if necessary.

Some questions are handled by the [Erasmus Student Service Centre \(ESSC\)](#), see the list below for more information:

- [Find the answer to frequently asked questions by using ASK Erasmus](#)
- [Appointments with the university psychologist](#)
- [Appointments with career advisors](#)
- [Change of address](#)
- [Information about grants](#)
- [Official language courses](#)
- [Registration at EUR](#)
- [Statements of EUR](#)
- [Studielink](#) and [DUO](#)
- [International Faculty Association ACE](#)

## 4. The Master Mentor programme

### *What is the Master Mentor programme?*

Together with a small group of fellow students of your Premaster Media Studies track, you have been assigned to one Master Mentor.



**A Master Mentor is a current student of the Master Media Studies, who successfully completed the Premaster the year before.**

The Master Mentor has been in your shoes last year and is very enthusiastic to help you to adjust to the Premaster programme, as well as to assist you in your transition to the Erasmus University and Rotterdam. Being part of this initiative is a great opportunity for all new Premaster students and will help you to get to know fellow students and to feel right at home, here at EUR!

The initiative is offered to all incoming Premaster Media Studies students. The overall goal is to make new Premaster students more familiar with the ins and outs of the programme, feel at home quicker and perform better academically. More specifically, the aims of the initiative are:

1. Practical aims:

- Sharing experiences related to the transition from previous education to EUR;
- Sharing information about the university, Premaster programme and the city;
- Profiting from the Master Mentor's practical experiences related to the study.
- Learning to balance study life ('work') and student life ('play').

2. Social aims:

- Getting to know each other (student-student);
- Creating a context for mutual support.
- Getting to know a student from the Master Media Studies.
- Feeling more connected to the Master Media Studies.

### *Why should you participate in the Master Mentor programme?*

By participating in the Master Mentor programme, you will get inside information about the programme, the Erasmus University and Rotterdam. As you need to obtain all EC in order to be admitted to the corresponding Master in Media Studies, it is crucial that you make a good start. The Master Mentor programme will help you in achieving this goal. In addition to that, it is a great way to meet new people. You can also find out more on what's ahead in the Master Media Studies from the perspective of a current Master student. We encourage all our Premaster students to get the most out of the Premaster programme and wholeheartedly believe that there is no better way to start than by actively participating in the Master Mentor programme.

Participation in the Master Mentor programme is voluntary. However, the value of the Master Mentor programme is highly emphasized by the Media & Communication management, teaching and support staff, as well as the Mentors, who have been a Mentee in the previous year. If you decide to participate, we expect you to attend all sessions of the Master Mentor programme.

### *Your role and that of the Master Mentor*

Please remember that the Master Mentor programme is a group activity. Some new Premaster students may be very enthusiastic about starting with the Premaster programme, others may feel stressed about what is confronting them. Especially with an international group of students, everyone will be busy accommodating themselves to this diverse group of people. If you are part of an international programme, please make sure that everybody feels welcome by communicating in English only. Treat others in the same way that you would like to be treated.

Keep in mind that the Master Mentor is there to offer support and advice related to the studies, university, and city of Rotterdam. The Master Mentor does not have the responsibility to solve all problems experienced by their Mentees. However, they are very enthusiastic and willing to assist, give advice and direct you to the right persons within the University.



**All Master Mentors have been participating in a training session, preparing them for their role as Master Mentors.**

### *Set-up of the Master Mentor Programme*

During the summer you will be connected to your Master Mentor, who will introduce him- or herself via email. They would love to receive a reply from you in order to get to know you and the other Mentees! Of course, during the summer you can also contact your Mentor (online) in case of any questions or concerns.

You will personally meet your Mentor during the Introduction Week. He or she will welcome you on campus and will take you to the general introduction session, during which you will learn everything the Premaster Media Studies. Of course, you will also get to know your Mentor and fellow students during this week!

Throughout the year Mentors keep in touch with your Mentees and meet with their Master Mentor group informally several times.



**Your Mentor has a confidential role. This means that they treat the information you share with them with confidence. However, if you feel that there are issues you would like to talk about, but do not feel comfortable in discussing these with your Master Mentor, please do not hesitate to contact the [Media Studies Student Advisor](#).**

## ***Appendix 1 – Premaster Media Studies Programme Overview***

### *Premaster Media & Business (45 EC)*

#### **Term 1**

Media & Communication Theory	CM0004
Introduction to Social Science Research	CM1002
Academic Skills	CM1003

#### **Term 2**

Introduction to Statistical Analysis	CM1005
Qualitative Methods in Media and Communication	CM2005

#### **Term 3**

Communication and Organisations	CM1014
Premaster Research Project (proposal)	CM0060

#### **Term 4**

Premaster Research Project (paper)	CM0065
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### *Premaster Media & Creative Industries (45 EC)*

#### **Term 1**

Media & Communication Theory	CM0004
Introduction to Social Science Research	CM1002
Academic Skills	CM1003

#### **Term 2**

Introduction to Statistical Analysis	CM1005
Qualitative Methods in Media and Communication	CM2005

#### **Term 3**

Media Systems in Comparative Perspective	CM1008
Premaster Research Project (proposal)	CM0060

#### **Term 4**

Premaster Research Project (paper)	CM0065
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### *Premaster Media, Culture & Society (45 EC)*

#### **Term 1**

Media & Communication Theory	CM0004
Introduction to Social Science Research	CM1002
Academic Skills	CM1003

#### **Term 2**

Introduction to Statistical Analysis	CM1005
Qualitative Methods in Media and Communication	CM2005

#### **Term 3**

Communication as a Social Force	CM1009
Premaster Research Project (proposal)	CM0060

#### **Term 4**

Premaster Research Project (paper)	CM0065
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### *Premaster Media & Journalistiek (45 EC)*

#### **Term 1**

Media & Communication Theory	CM0004
Introduction to Social Science Research	CM1002
Academic Skills	CM1003

#### **Term 2**

Introduction to Statistical Analysis	CM1005
Qualitative Methods in Media and Communication	CM2005

#### **Term 3**

Media Systems in Comparative Perspective	CM1008
Premaster Research Project (proposal)	CM0060

#### **Term 4**

Premaster Research Project (paper)	CM0065
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## ***Appendix 2 - Where to study, get online & print on campus***

At Erasmus University Rotterdam you can [study](#) at different locations, for instance:

- University Library
- Polak Building
- G Building

You can quickly check which study spaces are available with the EUR Study Rooms app, by downloading it for your [Android](#) phone or [iPhone](#). You can reserve a study place in the Polak Building and Sanders Building via the system on [this website](#).

If you want to use WiFi on campus, just use your Erna ID and password. You can [also print, scan or copy](#) from any mobile device to any of the MultiFunctionals on campus via [MyCampusPrint](#). If you have any questions or have issues with your (ERNA) account, please contact the [IT Service Desk](#) (mail to: [it.servicedesk@eur.nl](mailto:it.servicedesk@eur.nl)).

## Appendix 3 - Academic Calendar 2022-2023

You can find the Academic Calendar of 2022-2023 on [this website](#).

### ACADEMIC CALENDAR 2022-2023

Erasmus School of History, Culture and Communication (ESHCC)

All programmes, EXCEPT BA1 History

Calendar week	Term week	Period	Activity
<b>Term 1</b>			
35	0	29-08-22 until 02-09-22	Introduction new students
36	1	05-09-22 until 09-09-22	Lectures
37	2	12-09-22 until 16-09-22	Lectures
38	3	19-09-22 until 23-09-22	Lectures
39	4	26-09-22 until 30-09-22	Lectures
40	5	03-10-22 until 07-10-22	Lectures
41	6	10-10-22 until 14-10-22	Lectures
42	7	17-10-22 until 21-10-22	Lectures
43	8	24-10-22 until 28-10-22	Lectures
44	9	31-10-22 until 04-11-22	Study / Exams / Assignments
<b>Term 2</b>			
45	1	07-11-22 until 12-11-22	Lectures
46	2	14-11-22 until 18-11-22	Lectures
47	3	21-11-22 until 25-11-22	Lectures
48	4	28-11-22 until 02-12-22	Lectures
49	5	05-12-22 until 09-12-22	Lectures
50	6	12-12-22 until 16-12-22	Lectures
51	---	19-12-22 until 23-12-22	Winter Holiday
52	---	26-12-22 until 30-12-22	Winter Holiday
1	---	02-01-23 until 06-01-23	Winter Holiday
2	7	09-01-23 until 13-01-23	Lectures
3	8	16-01-23 until 20-01-23	Lectures
4	9	23-01-23 until 27-01-23	Study / Exams / Assignments
<b>Term 3</b>			
5	1	30-01-23 until 03-02-23	Lectures
6	2	06-02-23 until 10-02-23	Lectures
7	3	13-02-23 until 17-02-23	Lectures
8	4	20-02-23 until 24-02-23	Lectures
9	5	27-02-23 until 03-03-23	Lectures
10	6	06-03-23 until 10-03-23	Lectures
11	7	13-03-23 until 17-03-23	Lectures
12	8	20-03-23 until 24-03-23	Lectures
13	9	27-03-23 until 31-03-23	Study / Exams / Assignments
14	10	03-04-23 until 07-04-23	Study / Exams / Assignments <i>no class on Friday (Good Friday)</i>
<b>Term 4</b>			
15	1	10-04-23 until 14-04-23	Lectures <i>no class on Monday (Easter Monday)</i>
16	2	17-04-23 until 21-04-23	Lectures
17	3	24-04-23 until 28-04-23	Lectures <i>no class on Thursday (Kings Day)</i>
18	4	01-05-23 until 05-05-23	Lectures <i>no class on Friday (Liberation Day)</i>
19	5	08-05-23 until 12-05-23	Lectures
20	6	15-05-23 until 19-05-23	Lectures <i>no class on Thursday (Ascension Day)</i>
21	7	22-05-23 until 26-05-23	Lectures
22	8	29-05-23 until 02-06-23	Lectures <i>no class on Monday (Whit Monday)</i>
23	9	05-06-23 until 09-06-23	Lectures
24	10	12-06-23 until 16-06-23	Study / Exams / Assignments
<b>Resit Period</b>			
25		19-06-23 until 23-06-23	Study / Assignments / Resits term 1, 2, 3
26		26-06-23 until 30-06-23	Study / Assignments / Resits term 1, 2, 3
27		03-07-23 until 07-07-23	Assignments/Resits term 1, 2, 3, 4 /Resits minors <i>(subject to change)</i>
<b>Summer Recess</b>			
28-35		10-07-23 until 03-09-23	