

Premaster Media Studies Manual

2023-2024

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 refer to it regularly to
kick-start your time as a Premaster student and make the most out of the programme.

Contact information Media Studies Programme Office

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1. Welcome!

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

This Premaster Manual contains all the information you need to get started with the Premaster Media Studies. For more detailed and up-to-date information, we would like to refer you to the [Current Students website](#), where you can also find an overview of your Premaster [curriculum](#) (Appendix 1).

We wish you all the best for the coming year!

2. Who is Who within Media Studies?

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

Programme Coordinator Media Studies

The Programme Coordinator will serve as one of your primary contacts throughout your time as a student in the Media Studies programme. The Programme Coordinator ensures that everything is prepared and organised for both lecturers and students. Throughout the year, she will send you various messages containing important information or reminders regarding your studies and any necessary actions you may need to take.

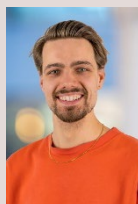


Questions about your schedule, courses, or other programme-related things?

Contact Vera Dullemond (*Programme Coordinator Media Studies*) at 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 related to the study programme. The Student Advisor is also available for consultations concerning personal circumstances which (may) impact your academic progress.



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

Contact Ruben van Gaalen (*Student Advisor Media Studies*) at studentadvisor.master@eshcc.eur.nl.



Make sure to inform the Student Advisor immediately if anything 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 ensure that your registration is complete and that you are fully enrolled as a student of Media Studies. You can verify your registration status by logging into OSIRIS and confirming that the status is set to **complete**. If it is not, you will need to complete the remaining steps in Studielink. If you have any questions regarding your registration, please contact the [Erasmus Student Service Centre \(ESSC\)](#).



If your registration is not in order, your grades cannot be recorded, and your account will be frozen. This means you will be unable to access any online systems at EUR.

The Programme

The Premaster Media Studies programme spans from September to June and is divided into **four** terms. An overview of the academic year can be found in the [academic calendar](#) (MyEUR). During the Premaster year, you will complete nine courses and you will conclude the programme with the Premaster Research Project.

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

For international students, the Dutch grading system may differ from the system they are accustomed to in their home country. Please refer to the explanation of this Dutch grading system provided 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 in the (Pre)master programme are strict. It is not possible to compensate for work submitted *after* the deadline. Also, there are no resit opportunities for work submitted late.

In the Premaster Media Studies, the Programme Coordinator enrolls you in the courses, tutorials, and exams. The Premaster Media Studies programme is a **full-time programme**, and your presence is expected for all programme-related activities. Only in the case of *severe personal circumstances*, you can request a spot in a specific workgroup. You must first schedule an appointment with the **Student Advisor**. Please be aware that conflicts with your side job schedule will not be considered as serious circumstances.

Study progress

Once you have successfully completed all 45 EC of the Premaster, you are eligible to proceed with the *corresponding* Master programme in Media Studies. To do so, you must register for this programme in both Studielink and the EUR Admission Portal. Please keep the [application deadlines](#) in mind!



In order to be admitted to the corresponding Master programme in Media Studies, it is required to have successfully passed all courses of the Premaster.

If you have failed a course or wish to improve your grade, you can use the resit options available. In the case of a final exam, the resit opportunity will take place either in April or during the summer. You can find the specific resit exam date in your timetable. When taking a resit exam, the highest grade will automatically count in OSIRIS.

How to register for a resit exam?

You are **not** automatically registered for a resit of the written examination. It is your responsibility to register for the resit yourself, and you can do so via *OSIRIS Student*. Registration is available from **26 working days up to and including 5 working days** in advance of the resit date. After registering, please double check whether you have received a confirmation email for the resit exam. For more information about resit regulations, please check [this page](#).



You are responsible for registering for a resit exam in a timely and correct manner, otherwise the '[late registration option](#)' applies (including an administrative fee).

If you have not passed a course after the resit exam, it will be necessary for you to **retake the entire course** in the upcoming academic year. Unfortunately, this means that you will not be able to start the Master programme. 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 a maximum of **two years** to complete the Premaster programme. Once completed, 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 note: International non-EU/non-EEA Premaster students must complete [all 45 EC](#) (100%) within **one (1) year** in order to maintain their residence permit. If you face personal circumstances that impact your studies, please contact the student advisor right away!

Attendance

Students are expected to actively participate in all their courses. Attendance in tutorials is mandatory. This means that you can only complete a course, after you have met the attendance and participation requirements of the mandatory classes.



If you are unable to attend a mandatory class, you should inform the lecturer before the class 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 links to the timetables for each course. Additionally, for each course you will be provided with an individual, more detailed Course Guide on [Canvas](#), our online learning platform. The Canvas page for a course will be made available at least three working days prior to the start of the course. On this Canvas page, you will find more detailed information, such as coursework details, assessment criteria, and deadlines. It is important to carefully read the Course Guide for each course and refer to it throughout the duration of the course if you have any questions.

You can check your timetable via <http://timetables.eur.nl>. Here you will find the general timetable for each course within the Premaster programme. Once you are registered for the courses, you will be able to view your personalised timetable.

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

Please note that all your assignments must adhere to the guidelines provided in the [Writing Guide](#). Moreover, the Erasmus University Rotterdam maintains high quality standards, and any instances of [fraud or plagiarism](#) are considered serious offenses.



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

Personal circumstances

If you are facing challenges during your studies or if personal circumstances are affecting your study progress, it is crucial to contact the Media Studies Student Advisor *immediately*. Please do not wait to seek help, guidance, or advice. Together with the Student Advisor you can discuss your study planning and explore options to prevent or minimize study delay (e.g., making individual arrangements).

Be aware that certain personal circumstances may require supporting documentation that provides evidence of your situation. Examples of such documentation include a medical statement, hospital appointment card, obituary notice, or other relevant documentary evidence.

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

It is important to note that Erasmus University Rotterdam provides a variety of student support services to assist you. These services include personalised help, group workshops, and resources dedicated to mental health and overall wellbeing. You can find more information on the [Student Wellbeing Platform](#).



All matters discussed with the Student Advisor are treated as confidential unless otherwise agreed upon with you. If necessary, the Student Advisor may refer you to other resources or individuals for further help.

Need help?

If you would like more information on how to maximize your studies or need guidance on specific situations, there are several resources available to assist you. Please visit the [Current Students website \(MyEUR\)](#) or reach out to the [Media Studies Staff](#) for further assistance.

When contacting the university via email, it is important to use your student email address (@student.eur.nl) and to include Student ID. Please note that, due to privacy regulations, responses cannot be provided to emails sent from personal email accounts. Additionally, make sure to send your email to the general ESHCC inboxes listed on the [Current Students website](#) (e.g., mediastudies@eshcc.eur.nl, studentadvisor.master@eshcc.eur.nl), instead of personal email addresses of staff members. This ensures that your inquiry can be addressed, even if someone is on vacation. Lastly, please refrain from sending emails to multiple recipients. If necessary, we will ensure that your email is forwarded to the appropriate office.

Certain inquiries are handled by the [Erasmus Student Service Centre \(ESSC\)](#). Please 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, you have been assigned to a Master Mentor.



A Master Mentor is a current student of the Master Media Studies who has successfully completed the Premaster programme in the previous year.

The Master Mentor has gone through the same experience as you and is excited to assist you in adjusting to the Premaster programme, the Erasmus University and Rotterdam. Participating in this initiative is a valuable opportunity for all new Premaster students, as it allows you to connect with fellow students and to feel right at home, here at EUR!

This initiative is offered to all incoming Premaster Media Studies students. The main objective is to familiarise new students with the programme, facilitate a quicker adjustment, and enhance academic performance. Specifically, the goals of this initiative are:

1. Practical aims:

- Sharing experiences related to transitioning from previous education to EUR.
- Providing information about the university, Premaster programme and Rotterdam.
- Benefiting from the Master Mentor's practical experiences regarding the study.
- Learning to balance academic life ('work') and student life ('play').

2. Social aims:

- Building connections among students (peer-to-peer).
- Creating a supportive environment.
- Getting to know a student from the Master Media Studies programme.
- Developing a stronger sense of belonging within the Master Media Studies community.

Why should you participate in the Master Mentor programme?

By participating in the Master Mentor programme, you will gain valuable insights about the programme, the Erasmus University and Rotterdam. Since you need to obtain all EC in order to be admitted to the corresponding Master programme in Media Studies, making a strong start is crucial. The Master Mentor programme is designed to help you in achieving this goal. Additionally, it provides an excellent opportunity 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 highly encourage all Premaster students to maximise their experience in the Premaster programme, and we believe that active participation in the Master Mentor program is the ideal way to begin.

Participation in the Master Mentor programme is optional. However, we strongly emphasize the value of the programme. It is highly endorsed by the Media & Communication management, teaching, and support staff, as well as the Mentors who were Mentees themselves in the previous year.

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 excited about starting the programme, while others may feel overwhelmed or stressed. If you are part of an international programme, it is important to ensure that everyone feels welcome by communication exclusively in English. Treat others with the same respect and consideration that you would expect for yourself.

Remember that the role of the Master Mentor is to provide support and advice regarding the studies, the university, and the city of Rotterdam. However, it is not the Master Mentor's responsibility to solve all issues faced by their Mentees. Nevertheless, they are enthusiastic and willing to assist, provide guidance and direct you to the appropriate offices within the University.



All Master Mentors have been participating in a training session to prepare them for their role as Mentors.

Set-up of the Master Mentor Programme

During the summer, you were matched with your Master Mentor, who introduced themselves via email. During this Introduction Week, you will have the chance to get to know your Master Mentor and fellow students, and you are encouraged to ask any questions you may have.

Throughout the year, Mentors maintain communication with their Mentees and arrange a few informal check-in sessions with their group.



Your Mentor plays a confidential role, meaning they treat the information you share with them in a confidential manner.

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).

Appendix 3 - Academic Calendar 2023-2024

You can find the Academic Calendar of 2023-2024 on [this website](#).

ACADEMIC CALENDAR 2023-2024

Erasmus School of History, Culture and Communication (ESHCC)

All programmes, **EXCEPT BA1 History**

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