

MSM MAASTRICHT SCHOOL OF MANAGEMENT	 Maastricht University	Date: 23-09-2025, approved
		Document owner: Senior Secretary Board of Examiners

Conditions and guidelines

Article 4.10 Extra Examination Opportunity

a. Authority

The Board of Examiners is authorized to grant students an Extra Examination Opportunity (i.e., in addition to the regularly planned first sit and resit examination). Requests will be considered and decided upon on a case-by-case basis.

An Extra Examination Opportunity (3rd attempt) request will be considered and decided upon, based on the principles below:

- a. It concerns an examination (component) for a last compulsory course, disciplinary course or compulsory skills training of the curriculum in order to obtain the Master's degree; and
- b. The student attended the regular planned first sit and resit examination of this compulsory course with the study programme enrolled in, unless the student can demonstrate personal circumstances which have prohibited the student from participating in the regularly planned first sit and/or resit examination (EER Article 4.1) or show force majeure for the missed examination (EER Article 17.6); and
- c. The Master's thesis has been submitted and was successfully defended; and
- d. The regular first sit of the examination is not offered within a reasonable time period (e.g. would result in a study delay of at least three (3) months); and
- e. The student needs to have a valid registration for the applicable study programme and have fulfilled all payment requirements.

b. Procedure

Requests can be filed in writing to the Board of Examiners within two (2) weeks after becoming eligible for making such request by filling out the motivation form. Students must motivate in their request that they have a reasonable chance of passing the Extra Examination Opportunity without retaking the course. The motivation form can be sent to MSM-examinationboard@maastrichtuniversity.nl.

c. Restriction

- a. An Extra Examination Opportunity is not offered for a course in which the student committed an irregularity.
- b. An Extra Examination Opportunity can only be offered for individual examination (e.g. no group examinations).
- c. An Extra Examination Opportunity is only offered once per study programme.
- d. An Extra Examination Opportunity does not apply for the Master's thesis.

d. Fees

An Extra Examination Opportunity does not have a financial implication (as long as the total study time of the student stays within the study duration of the programme).

e. Actions if Extra Examination Opportunity granted

- a. The permission is valid for one (1) Extra Examination Opportunity only. This implies, that in case the student does not meet the deadline and/or other requirements that are set by the course examiner or the

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Board of Examiners, the approval is no longer valid and the student is excluded from further participation in this Extra Examination Opportunity.

b. The student has to contact the course examiner within one (1) week after the decision has been communicated by the Board of Examiners.

c. The course examiner will inform the student and the MSM Education office of the modality and date of the Extra Examination Opportunity.

d. The Extra Examination Opportunity has to be taken within a reasonable period after the decision of the Board of Examiners.

e. In case the student is unable to be present for the Extra Examination Opportunity, the student has to inform the course examiner and the MSM Education office at least 24 hours before the Extra Examination Opportunity takes place. In that case, once-only a new date for the Extra Examination Opportunity will be arranged by the course examiner. The new date should also fall within a reasonable period after the decision of the Board of Examiners.

f. Students who do not show up for and/or do not participate in the Extra Examination Opportunity without notifying the course examiner will be excluded from further participation in this Extra Examination Opportunity.