

# MSM

MAASTRICHT  
SCHOOL OF  
MANAGEMENT

Revisions in EER  
2019-2020

Online MBA

Working together for better global management

## **Revisions in EER Online MBA program**

The revised “Education & Examinations Regulations” 2019-2020 is divided in 6 Chapters and 8 Appendices. Hereby we summarize the (main) changes in the document. The source of this document is the Education & Examinations Regulations (EER) 2018-2019.

### **Throughout the whole document the following has been changed:**

- The Academic Year has been adjusted from “October 1<sup>st</sup>, 2018 and ending September 30<sup>th</sup>, 2019” to “October 1<sup>st</sup>, 2019 and ending September 30<sup>th</sup>, 2020”.

### **Changes per chapter:**

#### **Chapter 1 General provisions:**

##### **Article 1.1 Applicability of the regulations**

- No adjustments

##### **Article 1.2 Definition of terms**

- In Article 1.2 Definition of terms, the underlined sentence has been added: “**Examiner:** *the person who in accordance with Article 7.12c of the Act/WHW is authorized to administer and conduct assessments and to evaluate and determine (final) assessment results. An examiner is appointed by the MSM Examination Board. Often program lecturers will be the authorized examiner for a particular assessment”.*
- In Article Definition of terms, the definition “*Specializations Admissions Board*” has been added.

##### **Article 1.3 Learning Outcomes of the Online MBA program**

- No adjustments

#### **Chapter 2 Description of the Online MBA Program**

##### **Article 2.1 Content of the Online MBA program**

- No adjustments

##### **Article 2.2 Specializations**

- The Specialization “*Supply Chain Management*” has been added to the list of possible specializations.
- Article 2.2.2 Minimum enrollment has been added.

##### **Article 2.3 Study Load**

- No adjustments

##### **Article 2.4 Duration of the Online MBA program**

- In Article 2.4 Duration of the Online MBA program, the underlined sentence; “*A participant who is unable to complete all degree requirements within the duration of the program of his or her admission to the program, is required to apply for authorization presenting a valid reason to the MSM Examination Board for an extension or deferment of one (1) year, within one (1) month before the duration of the program ends*” has been changed into; “*A participant who is unable to complete all degree requirements within the duration of the program counting from the official start of the program, is required to apply for authorization presenting a valid reason to the MSM Examination Board for an extension or deferment of one (1) year, within one (1) month before the duration of the program ends*”.

##### **Article 2.5 Language of instruction**

- No adjustments

## **Chapter 3 Assessment Requirements**

### **Article 3.1 Participants Obligations**

- No adjustments

### **Article 3.2 – Assessments**

- In Article 3.2.1 Course assignments (First attempt), the sentence; *“However on exceptional cases individual course examiners (lecturers) have authority to deviate from deadlines, one time per participant per course (assignment’s extension), but not later than the course completion date”* has been changed into; *“However on exceptional cases individual course examiners (lecturers) have authority to deviate from deadlines, one time per participant per course (assignment’s extension), but not later than 1 week after the final assignment deadline”*.
- In Article 3.2.1 Course assignments (First attempt), the underlined words have been added; *“Unapproved late submissions and no submission of course assignments (first attempt), after the scheduled submission deadline, will be considered as a re-submission after a “No Pass”. Unapproved late submissions and no submission of resit course assignments (second attempt), after the scheduled re-submission deadline, will imply a “Fail” for the course. Please refer to Article 3.2.3”*.

### **Article 3.3 Special assessments for disabled participants**

- No adjustments.

### **Article 3.4 Assessment periods and dates**

- In Article 3.4.1 Course and Assessment amount periods, the sentence; *“In the Online MBA program courses are taught and (resit) assessments of a course are organized at least once (1) a year”* has been changed into; *“In the Online MBA program courses are taught and (resit) assessments of a course are organized at least once (1) per academic year”*.

### **Article 3.5 Final Online MBA Assessment**

- In Article 3.5.1 Final Online MBA Assessment, the following paragraph has been added to the option Consultancy Project;  
*“Non-disclosure agreement:  
In the case of a confidential Final Assessment a company or participant may request that an agreement is signed between the participant and MSM to assure that no confidential information is disclosed to a third party. A standard NDA can be requested from the MSM Online Education department. MSM will not sign any other agreements besides the standard NDA provided”*.
- In Article 3.5.1.b Final Online MBA Assessment, the underlined words are added; *“The participant is required to submit the (approved) Final Online MBA Assessment before or on the submission deadline scheduled by the Online MBA Academic Committee”*.

### **Article 3.6 Prerequisites**

- No adjustments.

### **Article 3.7 Personal Circumstances**

- In Article 3.7 Personal Circumstances, the underlined words are added in the following sentence; *“Personal circumstances leading to not meeting the required deadlines and standards for the Final Online MBA Assessment, may constitute a precondition for the MSM Examination Board to extend the time frame set for the Final Online MBA Assessment with a maximum of three (3) months, in exceptional and individual cases, counting from the official submission deadline scheduled by the MSM Online Education department, based on a positive advice from the Online MBA Academic Committee”*.
- In Article 3.7 Personal Circumstances, the following sentence has been added; *“Please refer to Article 3.12.4 Extension requests”*.

### **Article 3.8 Evaluation and notification of (resit) assessment results**

- In Article 3.8.2 Grades Assessments (first attempt) the following sentences have been deleted; *“Individual assessment must be at least 70% of the final grade for a course. This 70% usually consists of various forms of assessment, such as written assignments. The remaining 30% of the final grade for a course can be made up of alternative forms of assessment, such as class participation, and/or group assignments”*.
- In Article 3.8.2 Grades Assessments (first attempt) the following sentences have been added; *“Individual assessment is 100% of the final grade for a course. It consists of a final course assignment (60% of the final grade) and four (4) weekly assignments (each 10% of the final grade)”*.
- In Article 3.8.2 Grades Assessments (first attempt) the following sentence has been deleted; *“At the consent of the Online MBA Academic Committee other weights or assessment forms may be used for course assessments, as long as the minimum of 70% for individual assessment is ensured”*.
- In Article 3.8.3 Grades Resit Assessment (second attempt), the underlined sentence has been added to the following paragraph; *“The participant is only allowed to re-submit that (those) part(s) of the course, for which (s)he obtained a score less than 5.5 and only if the final grade is higher than or equal to 4.0. It is not allowed to re-submit a course assignment when the participant has already obtained a passing final grade for the course. The same holds for the Final Online MBA Assessment”*.
- In Article 3.8.4 Failing Resit Assessments (after second attempt), the sentence; *“Fail: The final course grade is under 5.5 or the written or oral examination or course assignment is under 5.5 (after second attempt)”* has been changed into; *“Fail: The final grade for a subject is under 5.5 and higher or equal than 4.0 or the written or oral examination or course assignment is under 5.5 (after second attempt), but the final grade is higher or equal than 4.0”*.
- In Article 3.8.5 Notification of Results, the timeline for notification of results has been changed from *“three (3)”* to *“two (2)”* weeks.

### **Article 3.9 Validity of the results**

- No adjustments

### **Article 3.10 Right of Inspection**

- In the title of Article 3.10 Right of Inspection, the word “Review” has been added.

### **Article 3.11 Failure and Continuation of the Online MBA program**

- In Article 3.11 Failure and Continuation of the Online MBA program, paragraph a, has been changed from; *“A participant who obtains a “No Pass” grade for a total of more than two (2) courses in the entire Online MBA program will receive a negative advice of the Online MBA Academic Committee to pursue the rest of the Online MBA program (This includes obtained “Immediate Fail” grades). The MSM Examination Board will decide upon “motivated” written request by the participant and a proposal by the Online MBA Academic Committee to continue the Online MBA program whether or not, and - if so - under which conditions, a participant who has received a negative advice will be allowed to continue the Online MBA program. If the participant is allowed to continue the Online MBA program, (s)he will be placed on academic probation”* into; *“A participant who obtains a “No Pass” grade for a total of more than two (2) courses in the entire Online MBA program will receive a negative advice of the Online MBA Academic Committee to pursue the rest of the Online MBA program (This includes obtained “Immediate Fail” grades). The Online MBA Academic Committee will decide upon “motivated” written request to continue the Online MBA program by the participant whether or not, and - if so - under which conditions, a participant who has received a negative advice will be allowed to continue the Online MBA program. If the participant is allowed to continue the Online MBA program, (s)he will be placed on academic probation”*.
- In Article 3.11 Failure and Continuation of the Online MBA program, in paragraph h, the following paragraph; *“Until the Dean of MSM or the Board of Appeal for Examinations (in case of an appeal) has taken a final decision regarding the dismissal recommendation of the MSM Examination Board, the participant is allowed to further participate in the Online MBA program or other school activities. However, the participant is not allowed to take anymore resit assessments (second attempts) until a final decision by the Dean of MSM or Board of Appeal for Examinations has been taken”* has been changed into; *“Until a final decision has been taken by the MSM Examination Board, the Board of Appeal for Examinations or the Dean of MSM, the participant is allowed to further participate in the Online MBA program or other school activities. However, the participant is not allowed to take anymore resit assessments (second*

attempts) or to retake a course after failure of the course until a final decision by the MSM Examination Board, the Board of Appeal for Examinations and the Dean of MSM has been taken”.

- In Article 3.11 Failure and Continuation of the Online MBA program, in paragraph i, the underlined sentence has been added; “*Participants who are dismissed from the Online MBA program will not be allowed to re-enroll into the program or any other MSM program*”.

### **Article 3.12 Diverse Requests**

- In Article 3.12.1. Exemption requests, paragraph a. Authority, the following sentence has been deleted; “*An Admissions Board acts on behalf of the MSM Examination Board and reserves the right to accept or reject credits earned at other institutions of higher education*”.
- In Article 3.12.3 Deferment requests, in paragraph c. Restrictions, the underlined sentence has been deleted; “*A participant who does not re-enter the program within one (1) year, counting from the day the participant applied for the deferment, is required to apply again for authorization presenting a valid reason to the MSM Examination Board. A participant who does not re-enter the program within one (1) year, counting from the day the participant applied for the deferment, without applying for or an approval from the MSM Examination Board for another deferment, will be considered as having failed the program*”.
- Article 3.12.5. June Specializations request has been deleted as this is not applicable for the Online MBA program as stated in this article.

### **Article 3.13 Rules of Procedure and Academic Conduct**

- No adjustments.

### **Article 3.14 Academic Misconduct**

- In Article 3.14.1. Authority, the underlined words have been added; “*In case of irregularities in an assessment or part(s) thereof, preventing the MSM Examination Board or an examiner from evaluating the participant’s knowledge, or in case of the participant committing academic misconduct or creating the opportunity to commit academic misconduct (including but are not limited to fraud, plagiarism, forgery or academic outsourcing), the MSM Examination Board is authorized to impose sanctions upon the participant*”.
- In Article 3.14.1. Authority, the underlined words have been added; “*If a participant is found guilty of serious or repetition of academic misconduct, the MSM Examination Board may recommend the participants immediate expulsion from the MBA program to the Dean*”.
- In Article 3.14.1. Authority, the following paragraph has been added; “*The MSM Examination Board is authorized to declare an assessment null and void or part(s) of an assessment, in case the MSM Examination Board cannot correctly evaluate the knowledge, insight and skills of a participant or participants with respect to a particular component of the overall assessment and an evaluation thereof (Article 7.12, paragraph 2 of the Act/WHW)*”.
- In Article 3.14.3. Plagiarism, the underlined words have been deleted in the following paragraph; “*Policy in case only one (1) group member objects to detected plagiarism in a group assignment: An individual objection to a group assignment grade or detected plagiarism in a group assignment will be rejected. The MSM Examination Board will judge an objection in case of a group assignment only on group level and not individual level*”.
- In Article 3.14.6. Sanctions, the underlined words have been added in the following paragraph; “*Academic misconduct will have one or more of, but is not limited to, the following consequences. Regarding clause 1 of this article, the MSM Examination Board may reach the decision to impose any of the following sanctions (but are not limited to) or a combination thereof upon the participant, depending on the gravity of the academic misconduct*”.
- In Article 3.14.6. Sanctions, the words “Zero “0” mark” have been changed into; “No Grade” in the following sentence; “*Complete or partial voidance or annulment of the relevant assessment (“No Grade for the respective assessment)”*”.
- In Article 3.14.6. Sanctions, the following sanction has been added; “*Other sanctions, such as repeating the entire course due to the gravity of the academic misconduct*”.

### **Article 3.15 Awarding credits**

- No adjustments.

### **Article 3.16 Fulfillment of all degree requirements**

- In Article 3.16 Fulfillment of all degree requirements, the sentence; “*The decision of the MSM Examination Board that a participant has fulfilled all degree requirements of the various course assessments means that the participant has given evidence of having obtained the general qualities as set out in the aims listed in Article 1.3 of these regulations and the specific qualities as specified by the descriptions of the specific courses, (final) assessments and practicals*” has been changed into; “*The decision of the MSM Examination Board that a participant has fulfilled all degree requirements means that the participant completed/ successfully passed all courses and Final Assessment*”.
- In Article 3.16 Fulfillment of all degree requirements, the underlined sentence; “*The participant is required to complete all degree requirements within five (5) academic years of his or her admission to the program, with the condition to apply for a deferment or extension of the Master Study within one (1) month before the official duration of the program ended*” has been changed into; “*The participant is required to complete all degree requirements within five (5) academic years counting from the official start of the program, with the condition to apply for a deferment or extension of the Master Study within one (1) month before the official duration of the program ended*”.

### **Article 3.17 Online MBA Degree and Transcript**

- In Article 3.17.1 Degree the underlined word have been added in the following sentence; “*The degree and transcript will not be given to the participant until all Peregrine tests are completed, all outstanding invoices have been duly paid and are not in debt to MSM or in possession of MSM property such as Information Center books*”.
- In Article 3.17.1 Degree the following sentence has been deleted; “*A participant who is on academic probation cannot graduate*”.

### **Article 3.18 Passing “With Distinction”**

- No adjustments.

## **Chapter 4 Admission to the Online MBA program**

- In Article 4.2.a Language requirement, the entire English language requirement has been changed.
- In Article 4.2.b GMAT/Leveling Courses, the following sentence has been added; “*Leveling courses need to be completed two (2) weeks before the start of the program*”.
- In Article 4.2.d First Degree, the underlined sentence has been deleted; “*Applicants must hold at least a Bachelor’s degree from a recognized university, preferable with a foundation in economics and management*”.
- In Article 4.2.f Motivation letter, the link to the motivation letter has been updated.

## **Chapter 5 Advice and Guidance**

- No adjustments

## **Chapter 6 Final provisions**

- In Article 6.6 Time constraint for decisions of the MSM Examination Board, Section 1, the underlined words have been added in the following sentence; “*The MSM Examination Board aims to take a final decision and responds in writing within six (6) weeks after receipt of the written “motivated” reaction or request of the participant and within six (6) weeks after receipt of the judgment of the Board of Appeal for Examinations*”.

- In Article 6.7.1 Right of objection, the following sentences have been added; *“The motivation should relate to the substance of the assessment and/or address the way in which the assessment has been graded by the examiner(s). The motivated arguments put forward in an objection should convince the MSM Examination Board whether there is a reason to believe that the grade is not correct”*.
- In Article 6.7.2 Right of appeal, Section 1 Subjects of appeal, the following sentence; *“decisions regarding exemptions and transfer of credits among programs as mentioned in these regulations”* has been replaced by the following sentence; *“decisions regarding requests for exemption, extension, deferment and transfer of credits among programs as mentioned in the EER”*.
- In Article 6.7.2 Right of appeal, Section 2 Legality of decisions, the following sentence has been added; *“If the appeal is accepted by the Board of Appeal for Examinations, but a final judgment is not yet communicated by the Board of Appeal, the Final Decision from the MSM Examination Board is binding, until a final judgment has been sent”*.
- In Article 6.7.2 Right of appeal, section 5 has been added.

### **Appendix I: MBA Curriculum Outline and Structure**

- No adjustments

### **Appendix II: Rules of Procedure and Academic Conduct**

#### Part 1: Regulations during written examinations (only in case of following a specialization at MSM Maastricht)

- In Part 1: Regulations during written examinations, the words “Fail” (zero “0” mark) have been changed into; *“No Grade”* in the following sentence; *“Any reported cases of unethical behavior, including cheating or attempts to cheat will result in a “No Grade” for the respective written examination or may result in a removal from the program”*.

#### Part 2: Participant Code of Conduct

- In the section Non-Academic Misconduct, the following examples have been added; *“inappropriate social media behavior, alcohol abuse and inappropriate behavior during company visits or other educational or extra curricula activities”*.
- In the section Disciplinary Actions, the underlined words have been added in the following paragraph; *“Academic or non-academic misconduct will have one or more of, but is not limited to, the following consequences. The MSM Examination Board may reach the decision to impose any of the following sanctions (but are not limited to) or a combination thereof upon the participant, depending on the gravity of the academic misconduct”*.
- In the section Disciplinary Actions, the words “Zero “0” mark” have been changed into; *“No Grade”* in the following sentence; *“Complete or partial voidance or annulment of the relevant assessment (“No Grade for the respective assessment)”*.
- In the section Disciplinary Actions, the following sanction has been added; *“Other sanctions, such as repeating the entire course due to the gravity of the academic misconduct”*.
- In the section Disciplinary Actions, the underlined words have been added; *“If a participant is found guilty of serious or repetition of academic misconduct, the MSM Examination Board may recommend the participants immediate expulsion from the Online MBA program to the Dean”*.

### **Appendix III: Financial Conditions**

- In section d. Application fee, the application fee has been changed from “75” to “95” euro.
- In section f. Refund policy, the application fee has been changed from “75” to “95” euro.
- In section f. Refund policy, the following paragraph has been added; *“Please note that dismissal from the program or withdrawing from the program does not excuse a participant from any financial or other obligation (s)he may still have towards MSM (Maastricht)”*.

**Appendix IV: Diverse Matters**

- No adjustments.

**Appendix V: In- and Outbound Tests**

- No adjustments.

**Appendix VI: Mission, Vision and Core Values**

- No adjustments.

**Appendix VII: Regulations for the use of IT Facilities at MSM in Maastricht**

- No adjustments.

**Appendix VII: Access to the MSM Information Center Portal, Moodle and MSM Alumni library**

- There were some minor changes to the section MSM Information Center Portal and MSM Alumni Library.



Maastricht School of Management  
Endepolsdomein 150,  
6229 EP Maastricht, The Netherlands  
T: +31 43 387 08 08  
E: info@msm.nl