

# MSM

MAASTRICHT  
SCHOOL OF  
MANAGEMENT



Revisions in EER  
2019-2020

Collaborative Global EMBA

Working together for better global management

## Revisions in EER Collaborative Global EMBA in collaboration with MSM Partner Institutions

The revised “Education & Examinations Regulations” 2019-2020 is divided in 6 Chapters and 7 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 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 1.2 Definition of terms, in the definition Specializations Admissions Board, the reference to “July” has been changed into; “June”.

##### **Article 1.3 Learning Outcomes of the EMBA program**

- No adjustments

#### Chapter 2 Description of the EMBA Program

##### **Article 2.1 Content of the EMBA program**

- No adjustments

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

- In Article 2.2.1 Specializations EMBA program, the specializations offered in the EMBA program in Maastricht are added.

*“Specializations offered in the EMBA program in Maastricht currently include (but are not limited to):*

*Business-related specializations:*

- *Entrepreneurship*
- *International Business and Sustainable Development*
- *Accounting and Finance*
- *The Digital Economy*
- *Supply Chain Management*

*Industry-focused specializations:*

- *Sports Management*
- *Healthcare Management*
- *Public Sector Management*

*Please refer to Article 3.12.5 June Specializations requests to change the specialization to one (1) of the specializations offered in the month June in the EMBA program in Maastricht, after starting the program. Additional fees will be applicable”.*

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

- No adjustments

#### **Article 2.4 Duration of the EMBA program**

- In Article 2.4 Duration of the EMBA program, the duration has been adjusted from “12 to 30 months” to “18 to 30 months”.
- In Article 2.4 Duration of the EMBA 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 – (Resit) Assessments**

- In Article 3.2.2 Course assignments (First attempt), the underlined words have been added; “A participant can only request for an extension with regard to the deadline set for the same course assignment once”.
- In Article 3.2.2 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 3.2.4”.

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

- No adjustments.

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

- No adjustments.

#### **Article 3.5 Final EMBA Assessment**

- In Article 3.5.1 Final EMBA 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 Local Administrator or MSM. MSM will not sign any other agreements besides the standard NDA provided”.*

- In Article 3.5.1.b Final EMBA Assessment, the underlined words are added; “*The participant is required to submit the (approved) Final EMBA Assessment before or on the submission deadline scheduled by MSM and the Local Administrator*”.

### **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 EMBA Assessment, may constitute a precondition for the MSM Examination Board to extend the time frame set for the Final EMBA Assessment with a maximum of three (3) months, in exceptional and individual cases, counting from the official submission deadline scheduled by the MSM Global Education Programs department and the Local Administrator, based on a positive advice from the Local Administrator”.
- 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 3.8.5 Grades Resit Assessment (second attempt), the underlined sentence has been added to the following paragraph; “*The participant is only allowed to resit or re-submit that (those) part(s) of the subject, 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 take a resit written or oral examination or re-submit a course assignment when the participant has already obtained a passing final grade for the subject. The same holds for the Final EMBA Assessment*”.
- In Article 3.8.6 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*”.

### **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 EMBA program**

- In Article 3.11 Failure and Continuation of the EMBA program, paragraph a, has been changed from; “*A participant who obtains a “No Pass” grade for a total of more than two (2) subjects in the entire EMBA program will receive a negative advice of the Local Administrator to pursue the rest of the EMBA program (This includes obtained “Immediate Fail” grades). The MSM Examination Board will decide upon “motivated” written request to continue the EMBA program by the participant, a proposal by the Local Administrator and if applicable the viewpoint and recommendation of the MSM Partner Institution concerned whether or not, and - if so - under which conditions, a participant who has received a negative advice will be allowed to continue the EMBA program. If the participant is allowed to continue the EMBA 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) subjects in the entire EMBA program will receive a negative advice of the Local Administrator to pursue the rest of the EMBA program (This includes obtained “Immediate Fail” grades). The Local Administrator will decide upon “motivated” written request to continue the EMBA 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 EMBA program. If the participant is allowed to continue the EMBA program, (s)he will be placed on academic probation*”.

- In Article 3.11 Failure and Continuation of the EMBA 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 EMBA 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 EMBA 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 EMBA program, in paragraph i, the underlined sentence has been added; *“Participants who are dismissed from the EMBA 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”*.
- In Article 3.12.5. June Specializations request, all references to the month “July” have been changed into; “June”.

### **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.*
- 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 EMBA Degree and Transcript**

- In Article 3.17.1, the underlined words 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 MSM Partner Institutions or in possession of MSM property such as Information Center books or property of MSM Partner Institutions”.
- In Article 3.17.1, 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 EMBA program**

- In Article 4.2.b GMAT, 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: Outline EMBA program – part 1 Curriculum Outline**

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

#### **Appendix I: Outline EMBA program – part 2 Curriculum Structure**

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

#### **Appendix II: Rules of Procedure and Academic Conduct - part 1**

- 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”*.

## **Appendix II: Rules of Procedure and Academic Conduct - part 2**

- In the second paragraph the underlined words have been added in the following sentence; “*Any participant who intentionally damages the MSM property or property of MSM Partner Institutions or the personal property of members of MSM or of MSM Partner Institutions must pay for its repair and will be subject to disciplinary action, decided by the Dean*”.
- 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 EMBA program to the Dean*”.

## **Appendix III: Financial Conditions**

- In section f. Refund policy, the following sentence has been added; “*Participants should contact the Local Administrator regarding the applicable refund policy of the Partner Institution*”.
- 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) or the Partner Institution*”.

## **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: 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.





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