

# MSM

MAASTRICHT  
SCHOOL OF  
MANAGEMENT



Revisions in EER  
2019-2020

DBA program

Working together for better global management

## Revisions in EER DBA 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 definition "DBA Dissertation Approval Committee" has been added.
- 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*".

##### **Article 1.3 Aims of the DBA program**

- No adjustments

#### Chapter 2 Description of the DBA program

##### **Article 2.1 Content and delivery of the DBA program**

- In Article 2.1.1 DBA program segments, phase 2, "Associate Dean Research" has become "DBA Dissertation Approval Committee" in the following sentence; "After a final evaluation by the DBA Dissertation Approval Committee, the MSM Research department organizes the Research Proposal Seminar in which the participant can present and defend the (revised) Research Proposal to the Research Proposal Seminar Committee".
- In Article 2.1.1 DBA program segments, phase 3, "Associate Dean Research" has become "DBA Dissertation Approval Committee" in the following sentence; "After the final approval of the supervisor, the co-supervisor, two (2) external examiners, and a final evaluation by the DBA Dissertation Approval Committee, the MSM Research department organizes the DBA Dissertation Defence in which the participant can present and defend the (revised) DBA dissertation to the DBA Dissertation Defence Committee".

##### **Article 2.2 Study Load (Applicable to RMS (blended) training program only)**

- No adjustments

### **Article 2.3 Duration of the DBA program**

- In Article 2.3 Duration of the DBA program, the underlined sentence; *“A participant who is unable to complete all (diploma or 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 Director DBA School for an extension or deferment, within one (1) month before the duration of the program ends”* has been changed into; *“A participant who is unable to complete all (diploma or 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 Director DBA School for an extension or deferment, within one (1) month before the duration of the program ends”*.

### **Article 2.4 Language**

- No adjustments

## **Chapter 3 Assessment Requirements**

### **Article 3.1 Participant’s Obligations (Applicable to RMS training program on-campus only)**

- In Article 3.1.3 Evaluation subject module, the sentence; *“The Director DBA School will communicate evaluations to the Associate Dean of Research for his or her consideration and performance management system as well as to the Academic Coordinator of the DBA program to improve the course curriculum and lecturing team”* has been changed into; *“The Director DBA School will discuss evaluations with the Academic Coordinator of the DBA program to improve the course curriculum and lecturing team”*.

### **Article 3.2 – (Resit) Assignments (Applicable to RMS (blended) training program only)**

- No adjustments

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

- No adjustments.

### **Article 3.4 Research Proposal (Applicable to MPhil phase only)**

- In Article 3.4.3 Research Proposal Seminar Committee, the following sentence has been deleted; *“b. The Associate Dean of Research can decide to appoint additional examiners to the committee”*.
- In Article 3.4.2 Evaluation of the Research Proposal, the following paragraph has been added as point b; *“Following the approval of the supervisory team, the proposal will be checked for evidence of academic misconduct due to plagiarism (with regard to academic misconduct, please refer to section 3.15). If no clear evidence of plagiarism is found it will then go to the Chair of the Examination Board (or his/her delegate) for approval and then to the Director DBA School for final approval”*.
- In Article 3.4.4.a Research Proposal Seminar, “Associate Dean Research” has become “DBA Dissertation Approval Committee” in the following sentence; *“The Research Proposal Seminar will be organized only upon approval of the DBA Dissertation Approval Committee”*.

### **Article 3.5 DBA dissertation (Applicable to DBA phase only)**

- In Article 3.5.2 Evaluation of the DBA dissertation, the following sentence has been deleted; *“j. If the DBA dissertation is eventually approved by the third examiner, the Associate Dean of Research will send the final version of the DBA dissertation to two (2) invited external examiners”*.
- In Article 3.5.2.n Evaluation of the DBA dissertation, “Associate Dean of Research” has become “Director DBA School” in the following sentence; *“Based on the final evaluations of the supervisory team and the external examiners, the Director DBA School will decide whether or not to invite the participant to publically defend his or her dissertation”*.
- In Article 3.5.2.o Evaluation of the DBA dissertation, the following sentence has been added; *“Following the approval of the supervisory team, the proposal will be checked for evidence of academic misconduct due to plagiarism (with regard to academic misconduct, please refer to section 3.15). If no clear evidence of plagiarism is found it will then go to the Chair of the Examination Board (or his/her delegate) for approval and then to the Director DBA School for final approval”*.

- In Article 3.5.2.p Evaluation of the DBA dissertation, “Associate Dean of Research” has become “Director DBA School” in the following sentence; “*In case the submitted revised DBA dissertation is eventually not approved, either by the supervisory team, by the external examiners, or by the Director DBA School, the participant is not allowed to defend and (s)he is considered to have received a “Fail” for the DBA dissertation (including defense), thereby failing the DBA phase*”.
- In Article 3.5.2.t Evaluation of the DBA dissertation, the sentence; “*If invited to the public defence, the participant should deliver thirty (30) copies of the printed DBA dissertation (the final booklet) to the MSM Research department, after which the public defence shall be announced*” has been changed into; “*If invited to the publicly defend his or her dissertation, the participant should deliver twenty (20) copies of the printed DBA dissertation (the final booklet) to the MSM Research department, after which the public defense shall be announced*”.
- In Article 3.5.3.b Dissertation Defense Committee, “Associate Dean Research” has become “Director DBA School” in the following sentence; “*Together with the formal approval of the dissertation, the supervisor has to inform the Director DBA School that a participant might be considered for the DBA award with distinction*”.
- In Article 3.5.4.a Public Defense, “Associate Dean Research” has become “DBA Dissertation Approval Committee” in the following sentence; “*The Public Defense will be organized only upon approval of the DBA Dissertation Approval Committee*”.
- In Article 3.5.6 DBA dissertation by Route of Journal Publications, “Associate Dean Research” has become “DBA Dissertation Approval Committee” in the following sentence; “*The participant should obtain approval from his or her supervisory team and the DBA Dissertation Approval Committee as to the particular journals that are acceptable*”.
- In Article 3.5.9 Quality Control, “Associate Dean Research” has become “DBA Dissertation Approval Committee” in the following sentence; “*Random sampling will take place before the DBA Dissertation Approval Committee is requested to finally approve the defense, and may result in the re-evaluation of the Research Proposal or DBA dissertation*”.

#### **Article 3.6 Prerequisites**

- No adjustments.

#### **Article 3.7 Personal Circumstances**

- No adjustments.

#### **Article 3.8 Evaluation and notification of (resit) assignment results (Applicable to RMS (blended) training program only)**

- No adjustments.

#### **Article 3.9 Validity of the results (Applicable to RMS (blended) training program only)**

- No adjustments

#### **Article 3.10 Right of Inspection (Applicable to RMS (blended) training program only)**

- In the title of Article 3.10.1 Right of Inspection, the word “Review” has been added.

#### **Article 3.11 Failure and Continuation of the DBA program**

- In Article 3.11.b Failure and Continuation of the DBA program, in paragraph a, the underlined words have been changed from the MSM Examination Board to the Director DBA School; “*A participant who obtains a “No Pass” grade for a total of more than two (2) subject modules in the RMS training program will be considered as having failed the entire RMS training program. The Director DBA School will decide upon a “motivated” written request to continue the RMS training program by the participant, a proposal by the MSM Research department 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 failed the RMS training program will be allowed to continue the RMS training program on academic probation. In this case no refund policy will be applicable*”.

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

### **Article 3.12 Exemptions and Transfer of credits**

- In Article 3.12.1. Authority, the following sentence has been deleted; *“The DBA Admissions Committee 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 3.12.1 Exemptions and Transfer of credits, *“DBA Admissions Committee”* has been changed into; *“MSM Examination Board”*.

### **Article 3.13 Extensions and Deferments**

- In Article 3.13.1. Authority, the underlined sentence has been added; *“The request needs to be approved by the Director DBA School and shall not exceed the maximum duration of one (1) year per request, with the condition to complete all degree requirements within seven (7) academic years counted from the first day a participant starts in the RMS training program (or March 1st 2024, whichever date comes first)”*.
- In Article 3.13.3 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 plus any supporting documents to the Director DBA School. 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 Director DBA School for another deferment will be considered as having failed the program”*.

### **Article 3.14 Rules of Academic Conduct**

- No adjustments.

### **Article 3.15 Academic Misconduct**

- In Article 3.15.1. 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 DBA program to the Dean”*.
- In Article 3.15.1. 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 3.15.3. 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 3.15.6. 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 3.15.6. 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 3.15.6. Sanctions, the following sanction has been added; “Other sanctions, such as repeating the entire course due to the gravity of the academic misconduct”.

**Article 3.16 Awarding credits (Applicable to RMS (blended) training program only)**

- No adjustments.

**Article 3.17 Fulfillment of all degree requirements**

- In Article 3.17 Fulfillment of all degree requirements, the sentence; “The decision of the MSM Examination Board that a participant has fulfilled all degree requirements 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 subject module, assignment(s), individual (10-page) Research Proposal and DBA dissertation” 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 subject modules, the Research Proposal and DBA dissertation”.
- In the section The DBA Program, the underlined sentence has been added; “The DBA program (RMS, MPhil and DBA phase combined) has a default duration of four (4) years, starting from the first day a participant starts in the RMS training program, or any other date as approved and confirmed by the Director DBA School. Participants are required to complete all degree requirements (RMS, MPhil and DBA phase combined) within seven (7) academic years counted from the first day a participant starts in the RMS training program (or March 1st 2024, whichever date comes first). Extending the DBA program beyond the default period of four (4) years requires a valid reason; permission of the Director DBA School (Please refer to Article 3.13: Extensions and Deferrals); and the participant to pay an additional annual fee (Please refer to Article 3.13: Extensions and Deferrals and Appendix III: Financial Conditions)”.

**Article 3.18 Degree and transcript**

- No adjustments

**Article 3.19 Passing “With Distinction”**

- No adjustments

#### **Chapter 4 Admission to the DBA program**

- No adjustments

#### **Chapter 5 Advice and Guidance (Applicable to RMS (blended) training program only)**

- 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 extension and deferment 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 IA Outline DBA program**

- No adjustments

#### **Appendix IB Outline Research Methods and Skills program**

- No adjustments

#### **Appendix II Rules of Academic 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 DBA program to the Dean”.

### **Appendix III Financial Conditions**

- In section h. 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 Organization of the DBA program**

- In the section Associate Dean Research, the following sentence has been deleted; “*a. S/he determines the strategy for the DBA program, and ensures its quality by selecting supervisors, by evaluating all final submissions in the MPhil and DBA phases (i.e. Research Proposal and DBA dissertation) before the public defense sessions can be organized*”.
- In the section Associate Dean Research, the following sentence has been deleted; “*b. The Associate Dean of Research is responsible to the Dean for all aspects relating to the research program*”.
- In the section Director DBA School, the following sentence has been deleted; “*The Director DBA School is responsible to the Associate Dean of Research for all operational and training aspects relating to the DBA program*”.
- In the section Supervisor(s), “*the Associate Dean Research*” has become “*MSM*” in the following sentence; “*Supervisors in the MSM DBA program are selected with approval of MSM*”.
- In the section Appointment of co-supervisors, “*the Associate Dean Research*” has become “*MSM*” in the following sentence; “*Co-supervisors in the MSM DBA program are selected with approval of MSM*”.
- In the section External Examiners, the underlined sentence has been deleted; “*After the participant has submitted the final version of the dissertation, the Director DBA School will assign, on behalf of the Associate Dean Research, two (2) external examiners*”.

### **Appendix V Mission, Vision and Core Values**

- No adjustments.

### **Appendix VI Regulations for the use of IT Facilities on-campus in Maastricht**

- No adjustments.

### **Appendix VII Access to the MSM Information Center Portal and MSM Alumni library**

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

### **Appendix VIII Access to Moodle**

- No adjustments.





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