

MSM-MBA and MSM-MM Education and Examination Regulations

SBE Board: 01.22-23

Academic Year 2022-2023

School of Business and Economics
MSM-MBA and MSM-MM Study
Programmes

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Introduction

These are the MSM Master of Business Administration (MSM-MBA) and MSM Master in Management (MSM-MM) Education and Examination Regulations (MSM-MBA/MM-EER) 2022-2023 for the Master of Business Administration and Master in Management programmes at the Maastricht School of Management (MSM) - School of Business and Economics (SBE) of Maastricht University (UM), and in collaboration with MSM partner institutions, as required by Article 7.13 of the Dutch Higher Education and Research Act (WHW).

The Education and Examination Regulations 2022-2023 meet the standards laid down in sections 2 and 3 of the aforesaid Article, as well as other standards required by law. These regulations have been approved and adopted for the academic year 2022-2023 by the SBE Board, after consultation with the Board of Examiners, and after consent from or in consultation with the SBE Council of Maastricht University. The Education and Examination Regulations are published on the MSM website.

Adoption

These Education and Examination Regulations will take effect as from September 2022 and stay in force for the academic year 2022-2023, up to and including August 2023.

Definition of Terms

For the purpose of these MSM MBA/MM Education and Examination Regulations, the following terms are defined as:

AACSB: The Association of Advance Collegiate Schools of Business, an Accreditation Organisation from the United States.

Academic Coordinator: the scientific and academic head of the MSM-MBA respectively the MSM-MM study programme

Academic year: the period from 1 September up to and including 31 August of the following calendar year.

AWA: Analytical Writing Assessment, part of the GMAT.

(The) Act (or the abbreviation WHW): the Dutch Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, Stb. 1992, 593).

Assignment: A task or piece of work allocated to a (group of) student(s) as part of an education unit, for example but not limited to (group) papers and (group) presentations.

Attendance: can be a partial requirement of an educational unit: the minimum number of lectures and/or tutorials a student must attend if, and as, stated in the syllabus and which can be a condition to pass the educational unit.

Board of Admissions: the board responsible for the assessment of admissibility of prospective students to a study programme.

Board of Examiners: the examination board referred to in Articles 7.12, 7.12a and 7.12b of the Act/WHW.

Campus: see "FullFabric".

Certificate: the official document that will be issued once the student has fulfilled all exam requirements and which is used to prove that the student has graduated.

Course: an educational unit within the meaning of Article 7.3 of the Act/WHW.

Course assignment: an assignment that can be used as a substitute for attendance and/or participation requirements.

Course Coordinator: the examiner responsible for developing the content of an educational unit and who gives guidance to the tutors of the educational unit, resolves problems in the organisation of and coordinates all tasks related to the education and examination and/or assessment of the educational unit.

Course manual: Syllabus, see definition below.

Cum Laude: a degree awarded with the classification Cum Laude (passed with distinction) by the Board of Examiners based on the fact that the student has shown exceptional performance in the MSM-MBA / MSM-MM study programme and has met the Cum Laude requirements, which are stated in this MSM-MBA/MM-EER. Cum Laude is, amongst others, based on the Grade Point Average (GPA). When a student is awarded with a Cum laude classification, this will be stated on the student's certificate.

Digital examinations: examinations conducted in a digital format taken on a laptop, Chromebook or computer.

Disability Office: the UM's Office students with a disability must contact first if they would like to apply for special arrangements during examinations or for other special facilities that can be offered by the UM.

ECTS credit: a unit expressed in European Credit Transfer System (ECTS) credits, with one credit equalling 28 hours of study referred to in Article 7.4 of the Act/WHW.

Educational unit: a coherent part of the study programme that a student completes by fulfilling all requirements of that part and for which the student receives the corresponding ECTS credits (see article 7.3 paragraph 2 WHW).

Elective course: a course freely chosen from the list of elective courses of the relevant study programme, to be found via the MSM website.

EQUIS: EFMD (European Foundation for Management Development) Quality Improvement System, an Accreditation Organisation from the European Union.

Exam: the overall assessment or the final exam of the MSM-MBA / MSM-MM study programme referred to in Article 7.3 paragraph 3 ° Article 7.10 paragraph 2 of the Act/WHW.

Examination: an assessment of a component or components of the exam as referred to in Article 7.3 paragraph 3 ° Article 7.10 paragraph 1 of the Act/WHW in a written, oral or digital format. An examination can also consist of one or more assignments such as (group) papers and (group) presentations.

Examiner: the person designated by the Board of Examiners to administer examinations and to determine the results of such examinations.

Expertise track: a combination of courses that students choose before or during their MSM-MBA / MSM-MM study programme that allows them to extend their knowledge within a specific area of their study programme. All courses of the expertise track must be successfully completed in order to fulfil the requirements for the expertise track concerned.

Extracurricular activity: an activity of which the ECTS credits are recognised, but which are not part of the Master's degree.

FullFabric: the portal used by MSM for the enrolment and admission process, and as digital personal environment for students enrolled in the MSM-MBA and MSM-MM study programme. FullFabric is the official portal for publishing grades to students. FullFabric can be accessed on campus.msm.nl.

GMAT: the Graduate Management Admission Test, a computer-based standardized test which assesses a person's verbal reasoning, quantitative reasoning, analytical writing and critical thinking skills in preparation for being admitted into a graduate programme.

GPA: abbreviation for Grade Point Average, the weighted and not rounded average score of all final numerical grades of the educational units registered within the MSM-MBA / MSM-MM study programme and that are stated on the MSM-MBA / MSM-MM curricular (final) transcript. The GPA is calculated in two decimal points. The weighting is based on the credits of these educational units.

GRE: the Graduate Record Examinations, a computer-based test which assesses a person's verbal reasoning, quantitative reasoning, analytical writing and critical thinking skills in preparation for being admitted into a graduate programme.

GSBE: Graduate School of Business and Economics.

Maastricht University (UM): an institution of higher education according to Article 1.8 paragraph 1 of the Act/WHW.

Master's thesis: an independently written and individually assessed essay on a graduate academic level and on a particular subject in the domain of the chosen programme or specialisation, as approved by the supervisor.

MSM: abbreviation of Maastricht School of Management that is part of the SBE.

MSM Master's Thesis Guides: (electronic) documents outlining the rules and procedures for the Master's thesis process of the MSM-MBA study programme and for the Master's thesis process of the MSM-MM study programme.

MSM-MBA/MM-EER: abbreviation for the Education and Examination Regulations of the MSM-MBA and MSM-MM study programmes.

MSM partner institutions: educational institutions in collaboration with whom MSM offers specific courses/formats of the MSM-MBA and MSM-MM study programmes. Please refer to appendix V of this MSM-MBA/MM-EER for more information.

MSM education office: the MSM office responsible for the MSM-MBA and MSM-MM study programmes.

MSM Rules and Regulations: a(n) (electronic) document outlining the rules and procedures that apply to this MSM-MBA/MM-EER

MSM website: www.msm.nl as the official website of MSM where prospective and current students can find information related with their study at MSM.

NVAO: abbreviation for Accreditation Organisation of the Netherlands and Flanders, which systematically and regularly assesses the quality of all programmes taught by Dutch universities of applied sciences and research universities.

Participation: can be a partial requirement of an educational unit: actively contributing to the parts (tutorials, lectures, etc.) of an educational unit, if and as stated in the syllabus concerned and which can be a condition to pass the educational unit.

Programme (or Study programme): the MSM-MBA and MSM-MM study programmes referred to in Article 14 of these Regulations and referred to in Article 7.3 of the Act/WHW, consisting of a coherent whole of educational units comprising a total number of at least 60.0 ECTS credits.

Resit: the second opportunity for the examination of a course or educational unit or parts thereof, and any other sit that is needed to pass the educational unit, after prior failing.

SBE: abbreviation for School of Business and Economics, a faculty of Maastricht University.

SBE Board: the faculty board of the SBE referred to in Article 9.12 of the Act/WHW.

SBE Council: the faculty council of the SBE referred to in Article 9.37 of the Act/WHW.

Specialisation: a combination of courses that students choose before their MSM-MBA / MSM-MM study programme that allows them to specialise within a subdomain of their study programme. Educational units specifically required for obtaining a certain specialisation, must be successfully completed in order to fulfil the requirements for the specialisation concerned.

Student: a person who is correctly registered at a university for education and / or to do exams and the examinations of the MSM-MBA / MSM-MM study programmes.

Student & Career Counselling: the department of study advisors who offer coaching and support to SBE students on a variety of personal and academic related topics.

Study material: literature, hardware, software and other sources of information that students need for educational purposes and for a particular educational unit.

Study programme: See the definition of programme.

Summa Cum Laude: a degree awarded with the classification Summa Cum Laude (passed with the highest distinction) by the Board of Examiners based on the fact that the student has shown highly exceptional performance in the MSM-MBA / MSM-MM study programme and has met the Summa Cum Laude requirements, which are stated in this MSM-MBA/MM-EER. Summa Cum Laude is, amongst others, based on the Grade Point Average (GPA). When a student is awarded with a Summa Cum laude classification, this will be stated on the student's certificate.

Syllabus: a(n) (electronic) document outlining the goals and content of a particular educational unit, describing methods of education and examination of the educational unit concerned and prescribing particular regulations and guidelines applicable to that educational unit.

UM: see Maastricht University.

UM Executive Board: the Board of Maastricht University as referred to Article 9.12 of the Act/WHW.

University of Applied Sciences (UoAS): a recognised higher education institute with profession-focused study programmes. At these institutes, students learn how to apply their theoretical knowledge in practice.

WHW: see (the) Act.

The other terms in these Education and Examination Regulations have the meaning conferred to them by law (for example The Act/WHW).

Part 1

Admission

Chapter I Admission

Disclaimer: this chapter consists of general eligibility and admissions requirements and specific admissions requirements for the MSM-MBA and MSM-MM study program. You are advised to read the chapter in full to know what is applicable to your situation.

Article 1.1 Study Programmes

MSM Study Programmes

- A. MSM Master of Business Administration (MSM-MBA) leading to a Master of Science degree
- B. MSM Master in Management (MSM-MM) leading to a Master of Arts degree.

Article 1.2 Application deadlines

The application deadlines regarding the MSM-MBA and MSM-MM program for each admission cycle will be announced on the MSM website.

Article 1.3 Eligibility

1. The (specific) prerequisites for enrolment in the MSM-MBA / MSM-MM study programme of SBE-MSM at Maastricht University are made available on the MSM website.
2. In order to be eligible for admission a prospective student has to:
 - a. submit the completed application form; and
 - b. submit a copy of a valid passport; and
 - c. submit a passport photo; and
 - d. meet the prerequisites regarding the payment details and tuition fee; and
 - e. meet the prerequisite concerning the previous education.
3. In addition a prospective student, who needs to be assessed by the Board of Admission as per Article 1.4.1 of this MSM-MBA/MM-EER, has to:
 - a. write and submit a motivation letter according to the MSM format (see MSM website) stating why the applicant wishes to study the MSM-MBA / MSM-MM study programme; and;
 - b. submit a résumé/curriculum vitae; and
 - c. provide proof of specific quantitative, verbal and analytical capabilities, e.g. a satisfactory GMAT (or GRE) test score, see Article 1.4.5 of this MSM-MBA/MM-EER;
 - d. have met the prerequisite concerning language knowledge, e.g. a TOEFL or IELTS test, see Article 1.4.6 of this MSM-MBA/MM-EER;
 - e. be positively assessed by the Board of Admissions. The Board of Admissions decides for each individual application whether the applicant will be admitted to the MSM-MBA / MSM-MM study programme. The Board of Admissions might request the prospective student to participate in an interview to assess the admission of the student to the MSM-MBA / MSM-MM study programme.
4. N.a.
5. Annually and in advance the prerequisites and deadlines are published on the MSM website.
6. For IND purposes other documents may be requested. Please refer to the MSM website.

Article 1.4 Admission requirements

Article 1.4.1 Board of Admission

1. The MSM Board of Admissions decides for each individual application whether the applicant will be admitted to the MSM-MBA or MSM-MM study programme based on the admission criteria in Article 1.3 and Article 1.4 of this MSM-MBA/MM-EER.
2. N.a.
3. Applicants who do not meet the requirements and/or who have not submitted the required application documents will not be allowed to enter the program and no diploma will be granted.
4. It is the responsibility of the student to ensure before applying, that they satisfy the admission requirements. Illegally obtained admission to the program (i.e. based on fraudulent information or documents) will not entitle a person to continue participating in the program or to receive an MSM-MBA or MSM-MM degree.

Article 1.4.2 Bachelor-before-Master rule

1. The Bachelor-before-Master rule (in Dutch, the so-called 'harde knip') applies to the MSM-MBA and MSM-MM study programme. This means that applicants need to have obtained, and provided proof of, a University Bachelor's Degree from a recognized university before the start of the MSM-MBA / MSM-MM study programme.
2. The Board of Admissions is authorised to deviate from this rule in individual cases if the applicant is not able to show proof of the University Bachelor's Degree before the deadline as indicated in paragraph 1 due to special circumstances.

Article 1.4.3 n.a.

Article 1.4.4 n.a.

Article 1.4.5 GMAT/GRE test and levelling courses

1. All applicants who need to be assessed by the MSM Board of Admissions need to
 - a. provide a minimum GMAT (Graduate Management Admission Test) score of 600; or
 - b. provide a GRE score with at least an equivalent of 600 GMAT; or
 - c. complete the levelling courses specified by SBE-MSM. Levelling courses need to be completed two (2) weeks before the start of the MSM-MBA and MSM-MM study programme. At the discretion of the MSM Admissions Board, a satisfactory result from the GMAT or GRE test might still be requested before a decision for admission will be taken.

Article 1.4.6 Requirements on English language

1. Non-native English speaking candidates must submit evidence of English proficiency by achieving one of the following minimum scores:
 - TOEFL scores: (Test of English as Foreign Language)
 - TOEFL Internet based test (TOEFL IBT): minimum score of 88
 - TOEFL Paper Based Test (TOEFL PBT): minimum score of 570
 - Institutional TOEFL (TOEFL ITP), both the paper-based and online test: minimum score of 570
 - IELTS score (International English Language Testing System):
 - Academic IELTS and IELTS indicator
 - Minimum score of 6.5
 - no section below 5.5
 - TOEIC score (Test of English for International Communication):
 - Minimum score of 720
 - applicant has passed both "Speaking & Writing" and "Listening & Reading"
 - Pearson PTE Academic test of English: minimum score 59
 - Cambridge CPE English Proficiency test: minimum grade C
 - Cambridge CAE English Advanced test : minimum grade B
2. Applicants from countries who have completed their bachelor and/or master degree in English, or applicants from Anglosphere countries where the official language is English, could be exempted from this requirement, at the discretion of the MSM Board of Admissions and interviewers. A statement from the previous university that the degree was in English will be required. At the discretion of the MSM Board of Admissions, a satisfactory result from one of the accepted English tests might still be requested before a decision for admission will be taken.
3. At the discretion of the MSM Board of Admissions a sufficient command of English can also be determined in an intake interview.

Article 1.4.7 Specific Admission requirements for the MSM-MBA study programme

1. In order to be eligible for admission by the MSM Board of Admissions as per Article 1.4.1 of this MSM-MBA/MM-EER, an applicant must fulfil the following requirements:
 - a. Meeting all eligibility criteria, as indicated in Article 1.3 of this MSM-MBA/MM-EER; and
 - b. Providing proof of having obtained at least a Bachelor's Degree or equivalent¹ and providing a transcript of exam subjects and grades (please also refer to Article 1.4.2 of this MSM-MBA/MM-EER); and
 - c. Providing a GMAT test score or equivalence fulfilling the requirements as indicated in Article 1.4.5 of this MSM-MBA/MM-EER; and
 - d. Meeting the English proficiency requirements as indicated in Article 1.4.6 of this MSM-MBA/MM-EER; and
 - e. Submitting two (2) recent professional recommendation letters from companies by which the prospective student has been employed; and

¹ To assess if the Bachelor's or Master's degree of the student is equivalent to a Dutch University Bachelor's or Master's degree, the comparison tools for education systems of Ecctis (www.ecctis.com), Nuffic (www.nuffic.nl) and Anabin (anabin.kmk.org) will be used. If the Bachelor's or Master's degree is not included in these education systems, Nuffic will assess the degree separately. The verdict of Nuffic is final.

- f. Providing a proof of the years of working experience.
 - i. Full-time variant: Applicants should have at least three (3) or more years of relevant working experience obtained after receiving their Bachelor's Degree; or
 - ii. Part-time variant: Applicants should have at least five (5) or more years of relevant working experience obtained after receiving their Bachelor's Degree.
2. In case a student wants to switch from the full-time to the part-time variant of the MSM-MBA study programme, a minimum of five (5) years of relevant working experience obtained after receiving the Bachelor's degree is required.

Article 1.4.8 Specific Admission requirements for the MSM-MM study programme

1. In order to be eligible for admission by the MSM Board of Admissions as per Article 1.4.1 of this MSM-MBA/MM-EER, an applicant must fulfil the following requirements:
 - a. Meeting all eligibility criteria, as indicated in Article 1.3 of this MSM-MBA/MM-EER; and
 - b. Providing proof of having obtained at least a Bachelor's Degree or equivalent² and providing a transcript of exam subjects and grades (please also refer to Article 1.4.2 of this MSM-MBA/MM-EER); and
 - c. Providing a GMAT test score or equivalence fulfilling the requirements as indicated in Article 1.4.5 of this MSM-MBA/MM-EER; and
 - d. Meeting the English proficiency requirements as indicated in Article 1.4.6 of this MSM-MBA/MM-EER; and
 - e. Submitting one (1) recent professional or academic recommendation letter from a company by which the prospective student has been employed or by an academic authority.

² To assess if the Bachelor's or Master's degree of the student is equivalent to a Dutch University Bachelor's or Master's degree, the comparison tools for education systems of Ecctis (www.ecctis.com), Nuffic (www.nuffic.nl) and Anabin (anabin.kmk.org) will be used. If the Bachelor's or Master's degree is not included in these education systems, Nuffic will assess the degree separately. The verdict of Nuffic is final.

Part 2

General Information

Chapter II General provisions

Article 2 Applicability of the MSM-MBA/MM-EER

- 1a. These regulations apply to the education, examinations and exams of the MSM-MBA and MSM-MM study programme of MSM at Maastricht University and to all students who are registered in the MSM-MBA or MSM-MM study programme at SBE in the academic year 2022-2023.
- 1b. These regulations also apply to all students that are registered in the MSM-MBA and MSM-MM study programme at SBE offered at locations of the MSM partner institutions (see appendix V of this MSM-MBA/MM-EER).
2. These regulations also apply to students from other programmes, faculties or institutions of higher education, insofar as they follow components of the programme to which these Education and Examination Regulations apply, unless stated otherwise in this MSM-MBA/MM-EER.
3. For components of the study programme that students follow at another degree programme, faculty or institution of higher education, the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.
4. The regulations were adopted by the SBE Board after consent from or in consultation with the SBE Council (Article 9.38 of the Higher Education and Scientific Research Act (The Act/WHW)).
5. These regulations are in compliance and in conformity with, but without prejudice to, the Dutch Higher Education and Scientific Research Act (the Act/WHW).

Chapter III Aim, content and structure of the MSM-MBA and MSM-MM study programmes

Article 3 Aim of the Study programmes

Article 3.1 Learning goals

The learning goals and assessment structure of the MSM-MBA and MSM-MM study programme are based on the "Dublin Descriptors" (DD's) that are set in the Framework for Qualifications of the European Higher Education Area³. The DD's phrase the general competence levels and expectations of achievements and abilities associated with the award that represents the end of the respective study, and include the following five components:

- Knowledge and understanding
- Applying knowledge and understanding
- Making judgements
- Communication
- Learning skills

Based on the generic DD's, general learning goals have been developed for the MSM-MBA and MSM-MM study programme, and specific learning goals for each course within the programmes.

Dublin Descriptor	MSM-MBA learning goals	MSM-MM learning goals
DD 1: Knowledge and understanding	Students are able to recognize and evaluate the nature, the impact of and the concepts of management in a globalizing, multicultural context.	Students are able to demonstrate their advanced knowledge and comprehension of the various management-related disciplines.
DD2: Applying knowledge and understanding	Students are able to identify and apply the appropriate methods and tools to solve contemporary business challenges.	Students are able to apply principles, theories and models pertaining to the management discipline in the context of 21st century organizations that are active in or for global, emerging markets.
DD3: Making judgements	Students are able to evaluate and determine responsible business decisions that impact on both organizational performance and society.	Students are able to propose appropriate solutions for fundamental management challenges of sustainable organizations.

³ More information can be found on <http://www.ehea.info/page-qualification-frameworks>.

DD4: Communication	Students are able to discuss, debate as well as provide convincing ideas to a variety of multicultural stakeholder groups.	Students are able to present and defend views effectively through a variety of oral and written communication modes.
DD5: Learning skills	Students are able to work autonomously and determine their own learning needs.	Students are able to reflect on their own learning & professional development.

Article 3.2 Format of the study programmes

- 1a. The MSM-MBA study programme is offered as full-time and part-time variants. The part-time variant is offered in a face-to-face and online format, in Maastricht and at locations of the MSM partner institutions. The MSM-MBA study programme is offered in four (4) variants/formats:
- Full-time MBA program offered face-to-face at the SBE locations in Maastricht
 - Part-time Executive MBA offered face-to-face at the SBE locations in Maastricht
 - Part-time Global Executive MBA offered face-to-face at locations of the MSM partner institutions
 - Part-time Online MBA offered online except for the expertise tracks as per article 14.3 of this MSM-MBA/MM-EER.
- 1b. The MSM-MM study programme is offered as full-time study program, both in Maastricht and at locations of the MSM partner institutions. The MSM-MM study programme is offered in two (2) formats:
- Full-time MM program offered face-to-face at campus Maastricht
 - Full-time Global MM offered face-to-face at locations of the MSM partner institutions
- 1c. More information on the different variants/formats of the MSM-MBA and MSM-MM study programme can be found on the MSM website.
2. The duration of the full-time programmes is one (1) year. The duration of the part-time programmes is two (2) years. Deviations in duration are indicated on the MSM website.
 3. The MSM-MBA study programme has a workload of 1.970 hours in total which corresponds with 70 ECTS credits. The MSM-MM study programme has a workload of 1.810 hours in total which corresponds with 60 ECTS.
 4. One ECTS credit equals a workload of 28 hours (according to Article 7.4 The act/WHW).

Article 3.3 Start of the study programmes

The MSM-MBA and MSM-MM study programmes start multiple times per year as announced on the MSM website.

Article 3.4 Language

1. The MSM-MBA and MSM-MM study programmes' teaching and examinations are conducted and given in English. In case the MSM-MBA or MSM-MM study programme is offered at a location of an MSM partner institution, the program might be offered as bilingual programme. Please refer to the MSM website or the website of the MSM partner institution for the language of instruction and examinations of the respective program.
2. For the MSM-MBA and MSM-MM study programme, components of an educational unit and exams may be in another language if it concerns a program offered at one of the MSM partner institutions.
3. The choice for the language of instruction of the programmes is in line with the Dutch Higher Education and Research Act (WHW) art. 7.2.

Article 3.5 Communication

1. MSM (may) use(s) (digital) communication channels (UM webmail account, FullFabric, Moodle, Canvas, and/or other UM/SBE channels) to inform students of or to communicate about the study programmes, exam(ination)s, (to announce) decisions and/or other topics related to the UM, SBE or MSM.
2. Students must regularly check the (digital) communication channels throughout the entire academic year. It is the students' own responsibility to inform themselves by checking these channels. Information disseminated via the (digital) communication channels is assumed to be known.
3. In case of e-mail communication, solely the UM e-mail address of a student will be used. Private e-mail addresses added by the student to portals such as FullFabric will be not considered and/or deleted if applicable.

Article 3.6 Advice and guidance

The Academic Coordinators of the MSM-MBA / MSM-MM programmes act as study advisors for the purpose of giving advice and guidance to students of the MSM-MBA / MSM-MM study programme regarding their individual progress and any options for study within and outside the programme they are enrolled in.

Chapter IV Education and Examination

Article 4.1 Registration for Educational Units and Examinations

1. Students enrolled in the MSM-MBA and MSM-MM study programme are automatically registered for courses and corresponding first sit examinations.
2. In case of a No Grade (NG), fail or an insufficient grade, the student is automatically registered for the resit examination of the respective course.
3. If a student did not pass a course within an academic year, it's the student's responsibility to register for the course and/or examination the next academic year by sending a written request to the MSM education office.
4. In case a student cannot take or submit the examination or part thereof, (s)he needs to report to the MSM education office by submitting a written statement, prior to the date of the examination or the submission deadline, including any supporting documents e.g. medical certificate, doctor's statement, death certificate, statement of employer or other evidence. The supporting documents provided will be treated with extreme confidentiality. Please refer to Article 10.8 paragraph 2 of this MSM-MBA/MM-EER. If the absence is not reported on time, the student will receive a "No Grade" for this examination.

Article 4.2 Prerequisites

1. Participation in an educational unit and its examination may require students to have passed other courses or skills trainings prior to registration for that particular course, its examination or skills training. Prerequisites for educational units can be announced in the syllabi and/or by the MSM education office.
2. The online format of the MSM-MBA study programme requires the completion of the *Business Communications* workshop, which is a prerequisite for participating in any other course of the programme.

Article 4.3 Rules of procedure for examinations

1. In the rules of procedure for examinations which can be found on the MSM website, the Board of Examiners lays down the rules and guidelines regarding proper conduct with regard to examination and regarding the procedural aspects of examination, including non-compliance with these rules.
2. If students are suspected to have violated the rules of procedure for examinations in an examination or part(s) thereof, the Board of Examiners will investigate this and decides whether fraud is established and if so, which sanction will be imposed in line with Chapter VIII of this MSM-MBA/MM-EER.
3. If there is a suspicion of (an) irregularity/irregularities before, during or after an examination, the Board of Examiners will investigate whether this has led to an omission in the chain of custody. If so, the Board of Examiners can declare the examination invalid or may impose (a) sanction(s) in line with Article 4.8 and Article 8.2, paragraph 4, of this MSM-MBA/MM-EER.

Article 4.4 Assessment of examinations

1. Examinations will be conducted, assessed and graded by examiners appointed by the Board of Examiners.
2. Examinations will be conducted in oral form, in writing or otherwise (e.g. presentations and discussion facilitation), as announced in the syllabus, without prejudice to the Board of Examiners competence to determine otherwise in exceptional cases.

Article 4.5 Written examinations

1. For every written examination, an assessment norm is determined and stated on the examination paper and/or in the syllabus. Written examinations can take place on campus or online (by computer/digitally), or can be in the form of the submission of one or more (group) assignment paper(s). The Board of Examiners may draw up guidelines for formulating written assignments.
2. For all submitted assignment papers, the writing and referencing style prescribed by the American Psychological Association (APA) must be used, including the bibliographic reference system of APA. Except for the line spacing which should be Single (1.0).

Article 4.6 Oral examinations

1. An oral examination will be assessed and graded by one examiner appointed by the Board of Examiners and a second assessor. The examiner must provide the student with a written statement of this assessment stating the grade.
2. The Board of Examiners may decide that oral examinations are open to public. For every oral examination an assessment norm is determined and made available by the examiner within a reasonable period before the examination takes place. An oral examination is given by an examiner in the presence of an assessor (second examiner) and taken by one student at a time, unless the Board of Examiners has decided otherwise.

Article 4.7 Attendance, participation and course assignments

Attendance at and participation in educational activities may be part of an examination when announced along with its assessment norms in the syllabus. A course assignment may be part of the examination, the corresponding assessment norms are included in the syllabus.

Article 4.8 Invalid examination

If (components of) an examination involve(s) irregularities that make it impossible to accurately assess the student's knowledge, insight and skills, the Board of Examiners may give an official warning to and/or may declare (components of) an examination invalid for both the student and/or a group of students. After (component(s) of) an examination has/have been declared invalid, the Board of Examiners must inform the student(s) on the consequences and, if applicable, on another opportunity to take (components of the) a new examination.

Article 4.9 Resits

1. A resit of an examination entails the second opportunity for students to take an examination facilitated for all educational units or components thereof, unless explicitly excluded in the syllabus based on the fact that the nature of the educational unit dictates otherwise.
2. The exclusion of a resit opportunity for (a) component(s) of (the examination of) an educational unit is only permitted if the aforementioned component(s), because of its/their nature, can only be assessed within the relevant course period (e.g. participation, software labs, presentation).
3. The syllabus may stipulate (additional) rules with regard to the resit and for components of the educational unit, which are also considered to be resits. Consequently, the form of the resit of an educational unit or of the components may differ from the form used for the first sit examination(s).
4. The highest overall (final) grade obtained will be considered the final grade for the educational unit. It is not allowed to take a resit for an educational unit that is already awarded with a pass or a grade of five and a half (5.5) or higher and the student obtained the ECTS credits for the educational unit.
5. A resit can only be taken within the program variant/study format a student is enrolled in.

Article 4.10 Extra Examination Opportunity

Upon request, the Board of Examiners may grant students an extra examination opportunity for the last obligatory examination of a compulsory course or core course that needs to be fulfilled in order to meet all requirements of the course, to receive the ECTS credits for it and to be able to graduate within the MSM-MBA / MSM-MM study programme. All other partial requirements of the course must already have been passed. The applicable rules, conditions and guidelines on the extra examination opportunity are published in the MSM Rules and Regulations.

Article 4.11 Examination periods and examination moments

1. Examinations take place throughout the academic year during or after a course as stated in the syllabus of the respective course.
2. In case the examination is set in the form of submission of (group) assignment(s), individual lecturers can deviate from deadlines for individual students only with mutual agreement of the MSM education office and only based on special personal circumstances. The maximum extension of a set deadline is four (4) weeks. The extension can only be requested once, and only for the first sit of an assignment paper submission. No deadline extension can be requested for resits.

Article 4.12 Location of the examination

In order to safeguard the quality of examinations, written examinations can only be held at any of the SBE location(s), at one of the locations of the MSM partner institutions (see appendix V of this MSM-MBA/MM-EER), or at a location approved by the Board of Examiners.

Article 4.13 Special examination arrangements

The Board of Examiners may decide to grant students special examination arrangements suited to the individual situation. Students with a disability and/or chronic disease, and who would like to be granted special arrangements during their study programme and/or examinations, should contact the Disability Support Office. More information on the conditions and procedure with regard to special arrangements can be found on the UM website. A request for special arrangement for students with a disability must be requested to the Board of Examiners by the Disability Office (on behalf of the student).

Article 4.14 n.a.

Article 4.15 Results

- All examinations in the MSM-MBA and MSM-MM study programme are assessed by means of a whole or a half grade on a scale from 0.0 to 10.0 or qualified as a pass/fail in accordance with this Article. Grades are given on a scale from 0.0 to 10.0 in whole grades, half grades or a pass/fail or a No grade (NG). A grade as from a 5.5 is considered sufficient. A grade below 5.5 is considered as an insufficient grade. The grading scale from 0.0 to 10.0, as applied by the SBE, is to be interpreted as indicated below.

Disclaimer: Rights can only be derived from final results as published in the Student Portal. Note that the explanation of the marks in the table below is only used to explain the valuation of the mark and is not a grading in itself (e.g. if an examiner indicates "Good" for an examination, this does not automatically mean the examination is graded with an 8.0).

10.0	Outstanding
9.0	Very good
8.0	Good
7.0	More than satisfactory
6.0	Satisfactory
5.5	Pass
5.0	Almost satisfactory
4.0	Unsatisfactory
3.0	Very unsatisfactory
2.0	Poor
1.0	Very poor
0.0	Use is at the discretion of the Board of Examiners
Pass	≥5.5; performance at least meets the minimum criteria.
Fail	<5.5; performance below the minimum criteria.
'No grade' (NG)	Inability to determine result

2. The syllabus and/or the Moodle/Canvas page of an educational unit can determine:
 - a. If students need to pass every examination component to pass the educational unit;
 - b. If students who fail one or more examination components, can obtain a pass for the educational unit if their overall grade is at least a 5.5;
 - c. If only failed examination components are part of the resit, or if passed components are also part of the resit.

Article 4.16 Determination of results

The Board of Examiners determines the results of each examination. Prior to determining the examination results, the Board of Examiners can commence an investigation with relation to one or more items or aspects of the study programme, if and to the extent that the concerning examinations and/or results give rise to such investigations.

Article 4.17 No Grade (NG)

In case of inability to determine a result, for instance if a student is registered for the examination but has not actually taken the examination or part thereof and did not deregister by reporting the absence to the MSM education office (see article 4.1 paragraph 4), an examination will be graded with a No Grade (NG).

Article 4.18 Publication

1. Official final examination results will be published within thirty (30) working days after the examination date/deadline in FullFabric, unless decided otherwise by the UM Executive Board or the SBE Board which will be announced by the MSM education office.
2. On behalf of the SBE Board, the Education and Exams Office records examination results. The grades are published in FullFabric. Students registered at the SBE have electronic access to their own records. Students can request a transcript of their records at the MSM education office.

Article 4.19 Awarding credits

1. The number of ECTS credits representing the full study load of a course, skills training or other educational unit will only be awarded in full. It is not possible to award part of the ECTS credits.
2. ECTS credits are only awarded by decision of the Board of Examiners upon the student's fulfilment of all requirements of a course or skills training or other educational units to pass the educational unit and by obtaining at least a final grade 5.5, before rounding, on a 0.0 to 10.0 scale or a pass on the pass/fail scale. See also Article 4.15.

Article 4.20 Validity

1. In principle, the positive final (overall) results for passed educational units and exemptions, registered in the Student Portal, are valid for an unlimited period, unless the student's knowledge, insight or the skills that were examined are demonstrably outdated. With regard to the latter, the SBE Board may decide whether results are demonstrably outdated and can limit the validity of results and may require (an) additional(s) or alternative examination(s).
- 2a. Passed partial requirements (components) of an educational unit will remain valid in the academic year in which the partial results are obtained and two (2) more academic years, unless the student reregisters himself for and participates in the entire educational unit again (restriction). Participation in this context means that the student has attended one or more tutorials of the educational unit in another academic year than during the participation was passed in the first place.
- 2b. The syllabus may deviate from the aforementioned restriction, under 2a of Article 4.20 paragraph 2, by stating that passed partial requirements (components) of the educational remain valid even if a student re-registers for and participates in the educational unit again.
- 2c. The Board of Examiners may extend the period of validity as mentioned under 2a of this article.

Article 4.21 Retention period Examination results

1. The examinations, results and the assessed work of written examinations have to be filed for at least two (2) years after the result of the examination is determined.
2. The Master's thesis and the assessment thereof must be filed for a period of seven (7) years after the Master's thesis grade is determined.

Chapter V Comment, right of inspection and Objection Procedure

Article 5.1 Comment procedure

(General) Comments (e.g. unclear questioning, ambiguous multiple choice answers, remarks on given assignment) regarding written examinations with open and/or closed questions (Multiple Choice) or parts thereof have to be submitted to the course coordinator according to the rules as published in the syllabus and/or by the MSM education office.

Article 5.2 Right of inspection and objection procedure

1. The right of inspection comprises that, within ten (10) working days after the official publication date of the grade in FullFabric, students will be given the opportunity to inspect:
 - their assessed written examination or written part of an examination;
 - the examination (e.g. written examination, multiple choice, assignments) itself within the framework of the study materials and learning goals of the educational unit concerned; and
 - the norms applicable to the assessment thereof.
2. Students will timely receive the opportunity and information regarding to the inspection date, time and location announced by the MSM education office.
3. Objections regarding the individual examination have to be submitted in writing during the inspection, according to the instructions communicated in the syllabus and/or by the MSM education office.
4. The student must receive a written reaction on each submitted objection within a reasonable period of time.
5. Within the given period of time, as stated in under paragraph 1 of this article, a student will be given a second opportunity to exercise the right of inspection, provided that the student can demonstrate the inability to exercise this right in the first instance due to circumstances beyond the student's control. The student must have reported the inability with due rapidity to the course coordinator, however in any case within five (5) days after the inspection information was provided.

Chapter VI Exemptions and transfer of credits

Article 6.1 Authority and maximum of exemptions

1. The Board of Examiners is authorised to grant students exemptions from examinations, provided that the student can demonstrate the successful completion of an examination for a university or higher professional education study programme which was similar in terms of content and level.
2. A maximum of 15.0 ECTS credits of exemptions can be granted within the MSM-MBA and MSM-MM exam.
3. N.a.
4. N.a.
5. N.a.
6. N.a.
7. No exemption can be granted for the Master's thesis.
8. No exemptions will be granted for knowledge that is obtained at another faculty or school during the time the student is excluded from participating in examinations based on committed fraud/plagiarism.
9. Exemption requests will be considered and decided on upon a case-by-case basis, based on the principles below:
10. The courses were taken in a recognized higher education institute,
 - a. The courses took place no more than five (5) years before enrolment,
 - b. The minimum grade obtained is a 7.0 or B,
 - c. The assessment criteria of the course are comparable,
 - d. Participant should submit all necessary supporting documents (such as official grade transcript, course outlines) in English.
11. A request for exemption from a particular course must be submitted in writing to the Board of Examiners before enrolling as a participant in the MSM-MBA / MSM-MM study programme. In order to evaluate possible exemptions (waivers) the student must submit the following:
 - a. Official request from the student,
 - b. Name of the course to be exempted (waived),
 - c. Name of the higher education institute where the credits were obtained,
 - d. Official transcript with grades (properly validated documentation proving the successful completion of the examination),
 - e. A course syllabus with detailed description of the course,
 - f. The learning goals of the course.

Article 6.2 No registration of actual grades

Exemptions granted by the Board of Examiners will be registered on the (final) grade list as *exemption(s)*. This means that the actual grade(s) and result(s) obtained for (an) educational unit(s) outside or within the UM, will neither be published in FullFabric, nor be stated on the (final) transcript and the list of Exam subjects of the SBE study programme concerned.

Article 6.3 Exemptions and the Grade Point Average (GPA)

Exemptions do not constitute a part of a student's GPA.

Article 6.4 Transfer of credits

1. The Board of Examiners is authorized to grant requests for transfer of credits in case a student has taken one or more courses in another variant/format of the MSM-MBA study programme then he is enrolled in, or wants to switch entirely from one to another variant/format.
2. Transfer of credits requests will be considered and decided on upon a case-by-case basis on the principles below:
 - a. The request for taking a course within another variant/format of the MSM-MBA study programme or switching entirely to another variant/format has been approved by the Board of Examiners (please refer to article 14.3.4 of this MSM-MBA/MM-EER);
 - b. The course for which a credit transfer is requested must have been passed by the student;
 - c. The course for which a credit transfer is requested must be part of the curriculum of the variant/format the student is/was initially enrolled in and of the variant/format the student has taken the course or wants to switch to.
3. The Board of Examiners reserves the right to accept or reject requests for transfers of credits.
4. A request for transfer of credits must be submitted in writing to the Board of Examiners stating the reason(s) for transfer.

Chapter VII Extracurricular Educational Units

Article 7.1 Extracurricular Educational units at the SBE

1. N.a.
2. N.a.
3. Students can take part in an extracurricular internship. Requests for internships will be handled by the Academic Coordinators of the MSM-MBA and MSM-MM study programme on a case-by-case basis and, in mutual agreement, since they usually need to be scheduled during periods where class attendance is not required.
4. N.a.
5. N.a.
6. N.a.
7. N.a.

Article 7.2 n.a.

Article 7.3 Extracurricular Transcript

Educational units (taken at another faculty of the UM) that are not part of a student's curriculum, are extracurricular and will be listed on the transcript as extracurricular activities. The grades listed on the transcripts as extracurricular activities do not count towards a student's GPA. Upon timely request, at least before the start of an educational unit, the Board of Examiners can approve that the extracurricular results will be listed on the curricular transcript. The procedure is available at the MSM education office.

Article 7.4 n.a.

Chapter VIII Fraud (including Plagiarism)

Article 8.1 Fraud

1. Fraud, including 'plagiarism', means actions or omissions by a student which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills or creating the opportunity to commit fraud or plagiarism.
2. Plagiarism means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources.

Article 8.2 Measures/sanctions in case of Fraud

- 1a. If the Board of Examiners determines that a student has engaged in fraud with respect to an examination or examination component, the Board of Examiners may take appropriate measures/impose sanctions as per paragraph 4 and 5 of this Article.
- 1b. Deferring from Article 1 section 5 of the UM Regulation of Fraud and Irregularities of any academic year, if the Board of Examiners determines that fraud has been established in a group assignment, it will take appropriate measures and/or impose sanctions for all students involved in the group assignment as per paragraph 4 and 5 of this Article.
- 2a. The Board of Examiners may only (decide to) impose measures/sanctions if fraud indeed could be established and after having given the student the opportunity to put forward his/her view on the matter.
- 2b. The Board of Examiners may impose a sanction if it establishes that a student has committed fraud in any examination or part(s) thereof.

Fraud includes but is not limited to a student:

- having any unauthorised aids, texts or notes, or unauthorised electronic aids and/or communication devices at his or her disposal;
- having communicated or tried to communicate with fellow students, either verbally or through gesture, without permission from an exam supervisor, examiner, or a member of the Board of Examiners;
- having copied or tried to copy fellow students' answers, or having given another student the opportunity to copy his/her own answers;
- having posed as someone else or having themselves represented by someone else at the examination;
- having deliberately misled or tried to mislead an exam supervisor/invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam(ination), or having provided an opportunity for them to be misled.
- fabricating, adapting, or imitating data, statistics, or documents with the intent to deceive;
- producing false information or false evidence;
- Producing, submitting and/or presenting fraudulent documents, such as forgery with a degree or transcript.

2c. The Board of Examiners may impose a sanction if it establishes that a student has committed plagiarism in any examination or part(s) thereof.

Plagiarism includes but is not limited to a student:

- using or copying his/her personal or other people's texts, data, ideas or thoughts without adequate reference to the source;
 - presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
 - not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or an appropriate layout;
 - paraphrasing the content of his/her own or other people's texts without adequate reference to the source;
 - copying video, audio or test material, software and programme codes from others without adequate reference to the source and thus passing them off as his/her own;
 - copying work from fellow students and thus passing it off as his/her own;
 - submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.
3. If fraud has been established and, if applicable, a sanction has been imposed, the Board of Examiners will include the decision in the student's file. The decision can be taken into account in any future event of this nature and this might lead to a more severe sanction.
4. When fraud/plagiarism has been established by means of paragraph 1 and 2 of this Article, the Board of Examiners may reach the decision to impose any of the following measure/sanctions, referred to in Article 7.12b of the Act/WHW, or a combination thereof upon the student:
- a. a reprimand/official warning; and/or
 - b. complete or partial voidance or annulment of the relevant examination; and/or
 - c. exclusion from participation or further participation of one or more examinations or exams at the SBE for a period of time to be determined by the Board of Examiners, with a maximum period of one year.
5. In serious cases of fraud, the Board of Examiners can propose the UM's Executive Board that the student(s) concerned should be permanently deregistered from the study programme.

Chapter IX Time limit for decisions by the Board of Examiners

Article 9 Decisions within a reasonable period of time

1. A decision taken by the Board of Examiners shall be made within the time limit prescribed by statutory regulation, or, in the absence of such a time limit, within a reasonable period after receipt of the request.
2. The reasonable period, referred to in paragraph 1 of this Article, shall in any event be deemed to have expired when the Board of Examiners has not made a decision or given communication, as referred to in Article 4:14 Awb (Dutch General Administrative Law Act), within eight (8) weeks of receiving the request.
3. If, in the absence of a time limit prescribed by statutory regulation, a decision cannot be made within eight (8) weeks, the Board of Examiners shall inform the student, stating a reasonable time limit for the decision to be made (adjournment).
4. The Board of Examiners will handle and decide on requests in order of priority and the legal time limit as referred to in article 9, paragraph 2 of this MSM-MBA/MM-EER. For this reason, it might be possible that students who submitted a request earlier, receive the decision at a later stage than their fellow students who submitted the request at a later date.

Chapter X MSM-MBA & MSM-MM Master's thesis

Article 10.1 Aim Master's thesis and requirements

1. All MSM-MBA and MSM-MM students must write and successfully complete a Master's thesis. The Master's thesis is an independently written and individually assessed essay on a particular subject in the field of business and/or management, which is discussed from a theoretical or theoretical and practical point of view, at a graduate academic level.
 - a. Within the MSM-MBA study programme, the student can choose for an Academic Research Paper, Business Consultancy Project or Business Plan as Master's thesis.
 - b. Students of the MSM-MM programme will write an Academic Research Paper as Master's thesis.
2. The aim of the Master's thesis, the learning goals, general information, procedures and the requirements are described in the MSM Master's Thesis Guides 2022-2023, available via the MSM education office.

Article 10.2 Master's thesis prerequisites, first sit and resit

1. Students must have completed and passed the course *Research Methods* before starting to write the Master's thesis. In principle, a student is only allowed to submit (provided the Master's thesis is approved by the supervisor) and defend the Master's thesis, after all courses of the study programme have been successfully completed. Only the Academic Coordinator can deviate from this rule. It is the responsibility of the student to check and follow the MSM Master's Thesis Guides 2022-2023 and the Master's exam requirements as stated under Chapter XI of this MSM-MBA/MM-EER.
2. N.a.
3. N.a.
4. The deadline for handing in the Master's thesis in the first and resit is communicated by the MSM education office.
5. If the evaluation of the Master's thesis or the defence thereof results in an insufficient or a No Grade (NG), a student gets the opportunity to hand-in and defend a revision of this Master's thesis within six (6) months after the deadline set by the MSM education office (a resit). A participant is obliged to use the minimum of three (3) months to re-write the Master's thesis. An earlier re-submission deadline could be scheduled, at the discretion of the Board of Examiners. If the resit results in an insufficient grade, or if the student fails to hand-in and defend a revision within this time frame, the student has to write a Master's thesis on a new subject, unless the Board of Examiners decides otherwise based on proven personal circumstances (see Article 10.8 of this MSM-MBA/MM-EER).

Article 10.3 n.a.

Article 10.4 n.a.

Article 10.5 Plagiarism check

All Master's theses that are correctly handed in according the procedure as stated in the MSM Master's Thesis Guides 2022-2023, will be checked on plagiarism.

Article 10.6 Deadlines Master's thesis

Deadlines for handing in the Master's thesis are provided by the MSM education office.

Article 10.7 n.a.

Article 10.8 Extension of the Master's thesis deadline based on personal circumstances

1. Personal circumstances leading to not meeting the required deadlines and standards for the Master's thesis, may constitute a precondition for the Board of Examiners to extend the time frame set for the Master's thesis with a maximum of three (3) months, in exceptional and individual cases, counting from the submission deadline scheduled by the MSM education office, based on a positive advice from the Academic Coordinator. A student can only request for an extension with regard to the time frame set for the Master's thesis once. The extension request must be submitted as soon as the personal circumstances occur or at the latest one (1) day before the submission deadline. An extension will be considered based on a written request, including any supporting documents e.g. medical certificate, doctor's statement, death certificate, statement of employer or other evidence. The supporting documents provided will be treated with extreme confidentiality.
2. N.a.
3. N.a.
4. Personal circumstances that may qualify as a precondition mentioned in paragraph 1 of this Article are:
 - a. Illness on the part of the student concerned;
 - b. Physical, sensory or other impairments which the student concerned has;
 - c. Pregnancy on the part of the student concerned;
 - d. Special family circumstances;
 - e. The status of a top-class sportsman or sportswoman (Topsport Limburg or NOC*NSF statement required);
 - f. Administrative activities as referred to in Article 2.1(1) under (e), (f) and (g) of the Implementation Decree for the Act 2008 (Uitvoeringsbesluit 2008 of the Act/WHW), and
 - g. Other personal circumstances, not mentioned in paragraphs a to f, that, if not taken into account by the SBE Board, would lead to manifestly unreasonable results.
5. A more detailed explanation of the personal circumstances under paragraph 4 of this Article, can be found in the MSM Rules and Regulations published on the MSM website.

Chapter XI Fulfilment of the Master's exam requirements

Article 11.1 Assessment of the Master's exam

1. The decision of the Board of Examiners that a student has fulfilled all (exam) requirements of the Master's exam means that the student has given evidence of having obtained the general qualities as set out in the aims listed in Article 3 of the MSM-MBA/MM-EER and the specific qualities as specified by the descriptions of the specific courses, examinations and skills trainings.
2. The Board of Examiners determines the result and date of the fulfilment of the Master's exam requirements of the study programme by the student as set out in paragraph 1 of this Article.
3. Prior to determining the result of the exam, the Board of Examiners may conduct their own investigation of the student's knowledge regarding one or more components or aspects of the programme.

Article 11.2 Graduation Date

The day on which the Board of Examiners has decided that a student has satisfied all obligations of the MSM-MBA / MSM-MM study programme will be considered the graduation date.

Article 11.3 Graduation Requirements

To pass the Master's exam a student must have obtained at least a grade five-and-a-half (5.5), before rounding, on a 0.0 to 10.0 scale, or a pass, for all courses and skills trainings that are part of the study programme of the Master's exam, with the exception of those courses and skills trainings and other educational units for which an exemption has been granted. In addition, a student must have a valid registration for the applicable study programme.

Article 11.4 Master's exam Degree and Certificate

1. A Master of Business Administration (MSc) Degree is awarded to students who have fulfilled all requirements of the MSM-MBA study programme. A Master in Management (MA) Degree is awarded to students who have fulfilled all requirements of the MSM-MM study programme.
2. The certificate can only be issued when a student meets all (exam) requirements (of the applicable study programme) in order to graduate, including a valid registration and having fulfilled all payment requirements (the tuition fee) for the study programme concerned.

Article 11.5 Certificate

1. The certificate and the accompanying supplements will state all required information as stated in Article 7.11 paragraph 2 of the Act/WHW.
2. The Board of Examiners includes a supplement to the certificate, in accordance with Article 7.11 paragraph 4 of the Act/WHW.
3. The certificate is signed by the Dean of the SBE and by the Chair of the Board of Examiners.
4. N.a.

Article 11.6 Graduation procedure and ceremony

Students will automatically graduate when all exam requirements of the applicable study programme concerned are met. The certificate will be issued during the graduation ceremony or under certain conditions will be sent per postal services by the MSM education office, mandated by the Board of Examiners. Students who cannot attend the graduation ceremony can also collect their certificate at the MSM education office. More information regarding the graduation procedure is communicated by the MSM education office.

Article 11.7 Postponement of Graduation

Students who are entitled to graduate may request the Board of Examiners to postpone the graduation ultimately two weeks before fulfilling the last exam requirement of the MSM-MBA / MSM-MM study programme. More information regarding a postponement of graduation is provided by the MSM education office.

Chapter XII Cum Laude and Summa Cum Laude

Article 12.1 Applicability

This article is applicable to all students who are enrolled in the MSM-MBA or MSM-MM study programme.

Article 12.2 General

The Board of Examiners may decide to award the degree classification Cum Laude or Summa Cum Laude and have this degree classification stated on the Degree certificate if students meet the Cum Laude or Summa Cum Laude requirements as stated in respectively Article 12.3 and 12.4 of this MSM-MBA/MM-EER.

Article 12.3 Requirements Cum Laude

The Master's exam (incl. Open programme) is passed with Cum Laude if the candidate has obtained a weighted and not rounded average numerical score (GPA) of at least 8.00 for all final grades within the Master's exam on condition that no resit examinations have been taken and no fails or a 'No Grade' (NG) have been obtained. The minimum requirement for the Master's thesis is a grade of 8.0. The weighting is based on the ECTS credits of these educational units.

Article 12.4 Requirements Summa Cum Laude

The Master's exam (incl. Open programme) is passed with Summa Cum Laude if the candidate has obtained a weighted and no rounded average numerical score (GPA) of at least 9.00 for all final grades within the Master's exam on condition that no resit examinations have been taken and no fails or a 'No Grade' (NG) have been obtained. The minimum requirement for the Master's thesis is a grade of 9.0. The weighting is based on the ECTS credits of these educational units.

Article 12.5 n.a.

Article 12.6 Fraud/academic misconduct and (Summa) Cum Laude

Students who committed fraud/academic misconduct and whose examination is completely or partially declared void or annulled are excluded from the (Summa) Cum Laude degree classification.

Article 12.7 Exemptions and Cum Laude

Any exemptions granted are not taken into account in determining whether the exam is passed (Summa) Cum Laude. The minimum credits required in order to determine whether a Master's exam is passed Cum Laude are 55.0 ECTS credits for the MSM-MBA study programme. For the Master's exam of the MSM-MM study programme this minimum number is 45.0 ECTS credits.

Chapter XIII Appeal Procedure

Article 13.1 The right of lodging an appeal and deadline

A party involved can lodge an appeal, by means of a notice of appeal within six (6) weeks starting from the day after the date the decision was procedurally correctly announced, with the Complaints Service Point (CSP) for the attention of the Board of Appeal for Examinations. More information regarding the appeal procedure and the requirements is stated in the MSM Rules and Regulations.

Article 13.2 Subjects of Appeal

Students may lodge an appeal with the Board of Appeal for Examinations of the UM against:

- decisions of the Board of Examiners or of examiners;
- decisions not of a general nature regarding admission, as mentioned in Chapter I of these regulations;
- decisions with regard to exemptions as mentioned in Chapter VI of these regulations.

Part 3

MSM-MBA and MSM-MM Study Programmes

Chapter XIV MSM-MBA and MSM-MM study programmes

Article 14 Requirements of the MSM-MBA and MSM-MM Study programmes

Article 14.1 ECTS Credits

1. The MSM-MBA exam represents a total study load of 70.0 ECTS credits. The MSM-MM exam represents a total study load of 60.0 ECTS credits.
2. The Master's exam of the MSM-MBA and MSM-MM study programme represents a combination of educational units thus building a cohesive programme:
 - Master of Business Administration (MBA)
 - Master in Management (MM)

Article 14.2 Content and structure

The content and detailed structure of the MSM-MBA and MSM-MM study programmes are timely announced on the MSM website, and are included in this Chapter (Article 14) of this MSM-MBA/MM-EER.

Article 14.3 Master's exam of the MSM-MBA program

1. The Master's exam for the MSM-MBA study programme is composed of 14 core courses of 3.0 ECTS credits per course, 4 expertise track courses of 3.0 ECTS credits per course, and the Master's thesis of 16.0 ECTS credits.
2. Students follow the core courses within and at the location of the respective variant/format of the MSM-MBA programme they are enrolled in. The schedule of the respective variant/format is communicated by the MSM education office.
3. In order to meet the exam requirements, students must choose one expertise track before the expertise track registration deadline which is communicated by the MSM education office. It is the responsibility of the student to register before the expertise track registration deadline. The following principles apply:
 - a. Students can only choose an expertise track encompassing the four (4) courses of that expertise track as stated in table 1 of this article. Students are not allowed to choose and combine courses from different expertise tracks.
 - b. All expertise tracks are offered face-to-face at SBE locations in Maastricht. All students that are enrolled in the face-to-face format of the MSM-MBA study programme, including students who follow the MSM-MBA study programme offered face-to-face at one of the locations of an MSM partner institution, and all students enrolled in the online format of the MSM-MBA study programme, unless paragraph c of this article applies, take the courses of the expertise tracks at SBE locations in Maastricht.
 - c. The expertise track International Business and Sustainable Development is also offered in an online format. Students who are enrolled in the online format of the MSM-MBA study programme can either register for and follow the expertise track International Business and Sustainable Development

- online, or can register for and follow one of the face-to-face expertise tracks offered at SBE locations in Maastricht.
- d. The composition of the four courses per expertise track and/or the content of specific courses of the expertise tracks may be subject to change during the academic year 2022-2023 which will be communicated at least four weeks before the expertise track registration deadline by the MSM education office.
 - e. If the number of students registered for a specific expertise track is lower than ten (10), this expertise track will be cancelled. Students who are registered in an expertise track that is cancelled will be informed two (2) weeks after the expertise track registration deadline about the cancellation, and will be required to register for one of the other expertise tracks within two (2) weeks after the communication of the cancellation.
4. By exception, MSM management can make an adjustment in the required minimum number of registered students in an expertise track. Students will be informed of this before the start of the expertise track.
 5. Students can request to take core courses within another variant/format of the MSM-MBA study programme than they are initially enrolled in, or switch entirely to another variant/format. The following principles apply:
 - a. The Board of Examiners is authorized to grant requests for taking a core course within another variant/format or switching entirely to another variant/format of the MSM-MBA study programme.
 - b. Requests for taking a core course within another variant/format or switching entirely to another variant/format of the MSM-MBA study programme will be considered and decided on upon a case-by-case basis. The Board of Examiners reserves the right to accept or reject the request.
 - c. A request for taking a core course within another variant/format or switching entirely to another variant/format of the MSM-MBA study programme must be submitted in writing to the Board of Examiners stating the reason(s) for transfer.
 - d. Article 6.4 of this MSM-MBA/MSM-MM EER applies when students are granted their request for taking a core course within another variant/format or switching entirely to another variant/format of the MSM-MBA study programme).

Table 1: The courses, expertise tracks and Master's thesis of the MSM-MBA programme.

Core courses (3 ECTS credits each):					
<ol style="list-style-type: none"> 1. Finance 2. Accounting for Managers 3. Digital Transformation 4. Entrepreneurship 5. Marketing in a Global Context 6. Global Supply Chain Management 7. Economics for Managers 8. Global Corporate Strategy 9. Change Management 10. Leadership and Organizational Behaviour 11. Managing Cultural Diversity 12. Corporate Responsibility and Ethics 13. Research Methods 14. Decision-Making Tools 					
Expertise tracks with four (4) elective courses each (3 ECTS credits each):					
International Business and Sustainable Development (also offered online) <ol style="list-style-type: none"> 1. Sustainability in the Global Economy 2. Green & Inclusive Innovation 3. International Human Resource Management 4. Fair Trade and Global Value Chains 	Entrepreneurship <ol style="list-style-type: none"> 1. Understanding Market Dynamics 2. Developing Distinctive Value Propositions 3. Developing Viable Business Modes 4. Designing and Scaling your Business 	Accounting and Finance <ol style="list-style-type: none"> 1. Finance in International Markets 2. Financial Accounting & Reporting 3. Strategic Management Accounting 4. Corporate Governance 	The Digital Economy <ol style="list-style-type: none"> 1. Digital Commerce and Marketing 2. Big Data and Business Analytics 3. FinTech 4. Industry 4.0 	Supply Chain Management <ol style="list-style-type: none"> 1. Supply Chain Integration for Competitive Advantage 2. Managing Supply Change Trade-Offs and Alignment 3. Industry 4.0 and the Digital Supply Chain 4. Sustainable Supply Chains for the Future 	Healthcare Management <ol style="list-style-type: none"> 1. Healthcare Policy, Systems & Development Tools 2. Quality Improvement & Patient-centred Healthcare 3. E-Health & Big Data Analysis 4. Healthcare Finance & Control
Master's thesis (16 ECTS credits)					

Article 14.4 Master's exam of the MSM-MM programme

The Master's exam for the MSM-MM study programme is composed of thirteen (13) core courses of 3.0 ECTS credits, three (3) courses with application subject of 3.0 ECTS credits, and the Master's thesis of 12.0 ECTS credits.

The schedule of the MSM-MM study programme is communicated by the MSM education office.

Table 2: The core courses, application subject courses, and Master's thesis of the MSM-MM programme.

Core courses (3 ECTS credits each):
<ol style="list-style-type: none"> 1. Managing Cultural Diversity 2. Data Analytics 3. Economics for Managers 4. Accounting for Managers 5. Human Resource Management 6. Finance 7. Organizational Behaviour 8. Marketing Management 9. Management Science 10. Entrepreneurship and Innovation 11. Strategy and Planning 12. Digital Transformation of Business 13. Research Methods
Application subject courses (3 ECTS credits each):
<ol style="list-style-type: none"> 1. Personal Development Portfolio (PDP) – throughout the year: workshops on personal and interpersonal skills 2. Group company project: Sustainable Business or Digital Economy 3. Supply Chain Management Project
Master's thesis (12 ECTS credits)

Chapter XV n.a.

Chapter XVI n.a.

Part 4

Final Provisions

Chapter XVII Final provisions

Article 17.1 Evaluation

The SBE Board is responsible for regular evaluation of the education and study programmes for monitoring purposes and if necessary adjustment of the study load of the study programme. The SBE Board will, in any case, take the workload for students into consideration.

Article 17.2 Amendments

1. No amendments will be made that apply to the current academic year, unless the proposed amendments in all fairness do not affect the students' interests.
2. Amendments to these MSM-MBA/MM-EER are laid down by a separate decision of the SBE Board and will be published on the MSM website.
3. Amendments will not negatively affect a decision, regarding a student, made under the existing regulations, by the Board of Examiners.

Article 17.3 Publication of the MSM-MBA/MM-EER and other regulations

1. The SBE Board ensures the publication of the MSM-MBA/MM-EER and other regulations and of all amendments to the MSM-MBA/MM-EER.
2. Up-to-date digital versions of the regulations, rules and guidelines mentioned in section 1 of this Article will be made available on the MSM website.

Article 17.4 Unforeseen circumstances

The Board of Examiners shall decide on cases which are not provided in these regulations. No rights can be derived from information provided by the SBE which is contradictory to the MSM-MBA/MM-EER, unless the Board of Examiners explicitly decides otherwise.

Article 17.5 Hardship

1. The Board of Examiners is authorised to deviate from the MSM-MBA/MM-EER in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.
2. The Board of Examiners will take the personal circumstances as per Article 10.8, paragraph 2 of this MSM-MBA/MM-EER into account when deciding.

Article 17.6 Force Majeure

If unforeseen and exceptional circumstances, occurred beyond the student's and/or UM's control and which are solely a result of force majeure; such as situations of crisis or war, humanitarian problems, geopolitical factors/tensions, the outbreak and control of contagious diseases (such as epidemics/pandemics), etc., hinder students from being able to fulfil (the) exam and/or other requirements stated in this MSM-MBA/MM-EER, the Board of Examiners, the Faculty Board and/or the UM Executive Board may deviate from the MSM-MBA/MM-EER and may decide to prescribe and/or provide (an) appropriate alternative(s).

Article 17.7 Unsuitability (Iudicium Abeundi)

1. In exceptional cases and after careful consideration of the interests involved, the Board of Examiners may, stating reasons, ask the Dean of the SBE to request that the Executive Board of the UM terminates or refuses the enrolment of a student in a programme if the student, through his behaviour or opinions ventured, has demonstrated his/her, unsuitability to practice one or more professions for which he is/will be trained by the programme he/she follows, or is unsuitable for the practical preparation for the (practice of the) profession. Examples of aforementioned inappropriate behaviour can be found in the SBE Code of Conduct, to be consulted via MySBE Intranet.
2. If the Dean of the SBE is asked by the Executive Board of the UM for a recommendation on a proposed termination or refusal of registration based on the reasons stated in paragraph 1, the Dean will in turn ask for a recommendation from the Board of Examiners. The recommendation to the Dean will be supported by reasons.

Maastricht June 2022

Thus laid down by the SBE Board, after having obtained consent, where applicable, from the SBE Council of the School of Business and Economics, in Maastricht on June 2022.

Part 5

Appendices

Appendix I Transitional Regulations

Article 1 Applicability

1. Context

The Transitional Regulations apply to students who commenced their MSM-MBA / MSM-MM study programme in the academic year corresponding with the chapter title of these Transitional Regulations.

These regulations remain in force for those students only, because the regulations are more favourable for those students.

They do not apply to students who commenced their MSM-MBA / MSM-MM study programme in a later academic year. Students are expected to find out about possible modifications and how these could affect them. Students may contact the MSM education office with any questions.

2. Modifications

If modifications, which are to the detriment of the students, are made to the Education and Examination Regulations during the course of a programme, the Board of Examiners is required to provide an (interim) arrangement in order to prevent them from being disadvantaged.

However, if a change is made to the regulations that is less favourable for students of an earlier cohort, the new regulations will apply to those students if they were published at least one year before the introduction of the new or changed regulations.

If educational units in the MSM-MBA / MSM-MM study programme are cancelled, students have to be able to repeat the course, including an examination and a resit opportunity in the upcoming academic year. In case an elective course or a course for which an alternative is offered as indicated in the MSM-MBA / MSM-MM study programme outline in Chapter XIV of this MSM-MBA/MM-EER is cancelled and no partial results have been obtained by students in this course, then no repeat education, examination or resit will be offered, as students can choose another elective course in their study programme to replace the cancelled course.

3. Subsidiary

Other than the substituted rule, all other rules of the above MSM-MBA/MM-EER 2022-2023 remain fully applicable.

4. Interpretation of terms

The authority for the interpretation of terms in the first instance is carried by the Board of Examiners.

MSM EER 2021-2022 – Chapter 3 - Article 3.2.2

Course assignments (First attempt)

These transitional regulations apply to students who have been enrolled in the full-time MBA, full-time MM or Global MBA programme before 1 September 2022 and are now enrolled in the MSM-MBA or MSM-MM study programme of the SBE in the academic year 2022-2023.

1. During the academic year 2022-2023, in case the examination is an assignment, individual lecturers can deviate from deadlines for individual students only with mutual agreement of the MSM education office and only based on special personal circumstances (please refer to Article 10.8 paragraph 2 of this MSM-MBA/MM-EER). The maximum extension of a set deadline is three (3) months. Students can request an extension of the deadline only once and only for the first sit of an assignment. No deadline extension can be requested for resits.
2. As from the academic year 2023-2024 article 4.11 (Examination periods and examination moments) of the MSM-MBA/MM-EER will apply to all students enrolled in the MSM-MBA and MSM-MM study programme.

MSM EER 2021-2022 – Chapter 3 - Article 3.8.4

Grades Assessments (first attempt)

These transitional regulations apply to students who have not successfully completed their MBA or MM study programme before 1 September 2022 and are now enrolled in the MSM-MBA or MSM-MM study programme of the SBE in the academic year 2022-2023.

1. Grades obtained prior to 1 September 2022 rounded to one decimal point will remain valid and will be part of the curricular transcript of the student.
2. Grades obtained on or after 1 September 2022 will be rounded to whole or half grades as per Article 4.15 of this MSM-MBA/MM-EER.
3. The GPA of the student will be calculated based on the grades obtained prior to 1 September 2022 and the grades obtained on or after 1 September 2022 and will be rounded to two decimal points as defined in the definition of terms of this MSM-MBA/MM-EER.

Appendix II n.a.

Appendix III n.a.

Appendix IV Language of Instruction

In the MSM-MBA and MSM-MM study programmes, the language of instruction is English or another language.

The appropriateness of English or another language as language of instruction is determined by the international orientation of the programme in terms of its academic field of study and/or the fact that it prepares students for a specific field of activity or professional career in an international setting.

The choice for the language of instruction of the programme is in line with the Dutch Higher Education and Research Act (WHW) art. 7.2.

Because of the specific educational nature and profile of the programmes, teaching and examinations are conducted in English or another language in case the MSM-MBA or MSM-MM study programme is offered at a location of an MSM partner institution.

English as the main language of the MSM-MBA and MSM-MM study programmes guarantees the quality of education, because:

1. The content of the programme has an international orientation and focus.
2. The academic community is internationally oriented and the staff is international. An international classroom setting is a core element of the educational concept of the programme, where English is the common international language. In order to make the concept work optimally, an internationally diverse student population as well as an internationally diverse group of teachers/staff, which are able to communicate in a common language (English), is indispensable.
3. The labour market demand is internationally oriented (English speaking). The graduates of the programme are well prepared to work in and with internationally oriented companies, such as the "big 4" consultancy companies, multinationals, banks, but also medium small enterprises, and national or international public institutions, in majority operating on international settings and in international markets.
4. The student intake and current population is internationally diverse and English is the common language.

In case the MSM-MBA or MSM-MM study programme is offered at a location of an MSM partner institution, teaching and examinations might be conducted in another language. Nevertheless, all courses of the MSM-MBA and MSM-MM study programme can be followed and completed in English.

Appendix V MSM Partner Institutions

The MSM-MBA and MSM-MM study programme is partly offered in collaboration with MSM partner institutions. The MSM partner institutions are:

1. Corvinus University of Budapest, Hungary
2. HRD Global, Kuwait
3. Bucharest International School of Management, Romania

More information on the MSM partner institutions and the programmes offered at the location of an MSM partner institution, can be found on the MSM website.