

MSM

MAASTRICHT
SCHOOL OF
MANAGEMENT

Revisions in EER 2015-2016

MSc programs in MME

Joint Master Program
RWTH and MSM

Working together for better global management

Revisions in EER MSc programs in MME in collaboration with RWTH (Aachen)

The revised "Education & Examinations Regulations" 2015-2016 is divided in 6 Chapters and 7 Appendices. Hereby we summarize the (main) changes in the document. The source of this document is the Education & Examinations Regulations (EER) 2015-2016, which was already written for the Accreditation in March 2015.

Throughout the whole document the following has been changed:

- Adjusted "*MSM Education Operations department*" to "*MSM Global Education Programs department*".
- Adjusted "*MSM Education Officer*" to "*MSM Global Education Programs officer*".
- Adjusted "*Director Education*" to "*Director Global Education Programs*".
- All rules regarding 5.5 as final course grade after a resit (second attempt) are abolished. The MSM Examination Board would like to encourage participants to improve their grade after resits and is of the opinion that the sanction for a resit is too severe. The probability of a strategic game is small, given the rules in Article 3.11 Failure and Continuation of the MBA program. However, the MSM Examination Board decided that in case a course is passed with a resit (second attempt), this will be clearly indicated on the transcript with "Resit" behind the final course grade to make the difference visible.

Changes per chapter:

Chapter 1 General provisions:

Article 1.1

- In Article 1.1.2. Subjective scope, the following sentence has been deleted; "*These regulations apply to all participants enrolled for the MSc programs in MME since September 2015, regardless of the date on which the participant commenced the MSc program in MME or irrespective of when they started the MSc program in MME*".
- In Article 1.1.2. Subjective scope, the following sentence has been added: "*The Education and Examination Regulations of 2014-2015 will be replaced by this Education and Examination Regulations of 2015-2016*".

Article 1.2

- In Article 1.2 Definition of terms, the definition of Director Global Education Programs has been added and the definition of Director Education has been deleted.
- In Article 1.2 Definition of terms, the definition of MSM Global Education Programs department; "*the department is responsible for the operation within the MSc programs, MBA programs, MM programs and Executive programs delivered in Maastricht by MSM*" was replaced by; "*the department that is responsible for the operation within the MBA programs, MSc programs and MM programs delivered in Maastricht by MSM or in collaboration with MSM Partner Institutions at different locations*".

Chapter 2 Description of the Program

- No adjustments.

Chapter 3 Examination and Exam Requirements

Article 3.1 Participant's Obligations

- No adjustments.

Article 3.2 – (Resit) Examinations

- In Article 3.2.2 Course Assignments, the following sentence has been deleted: “implying that the final grade for the course will not exceed 5.5”.
- In Article 3.2.2 Course assignment the following paragraph has been deleted, because it was in contradiction with Article 3.2.4; “*In case a participant fails to submit an assignment according to the deadlines set, and no permission of the MSM Academic Coordinator was obtained in advance, the MSM Academic Coordinator decides on the consequences, based on consultation with the course examiner*”.

Article 3.3 Special examinations for disabled participants

- No adjustments.

Article 3.4 Examination periods and dates

- The underlined words were added in Article 3.4.1 in the sentence; “*The written or oral examination of a course (first attempt) will be conducted, as a rule before the start of the next module*”.
- “second attempt” was added in the title of Article 3.4.2 Resit examination.

Article 3.5 Master Thesis

- In Article 3.5.2 the following sentence has been deleted as this rule is already mentioned in Article 3.5.1 section a; “*A participant needs the approval of the thesis supervisor before being permitted to submit the Master Thesis*”.
- In Article 3.5.3 Master Thesis defense, the following sentence has been deleted: “*The maximum grade for the Master Thesis (including defense) will be 5.5 (on the transcript)*”.
- In Article 3.5.3.d, the underlined sentence has been added: “*Once the Master Thesis is handed in on time and approved by the supervisor, a participant is obliged to defend the Master Thesis scheduled at the proposed date for his or her program of study or within three (3) months counting from the day the Master Thesis was submitted*”.

Article 3.6 Pre-requisites

- No adjustments.

Article 3.7 Personal circumstances

- No adjustments.

Article 3.8 Assessment and notification of examination results

- In Article 3.8.4 the underlined sentence was added; “*In the event a resit written or oral examination is taken as first attempt, for example due to approved absence (with prior written notification to the Local Administrator) the examination score will be considered as the first written or oral examination. The same holds for course assignments*”.
- In Article 3.8.5 Examination Scores Resit Examination, the following sentence has been deleted: “*The maximum of the final grade for a subject after a resit written or oral examination and/or re-submitted course assignment is 5.5*”.
- In Article 3.8.6, the following sentence has been added; “*A participant is allowed to take a first and second attempt of the written or oral examination and course assignment*”.
- In Article 3.8.6 Failing Resit Examination, the following sentence has been deleted: “*In case a participant has to repeat the whole course after having obtained a “Fail”, the final grade for a course will not exceed 5.5*”.
- A new Article was added, namely Article 3.8.8 Procedure in case of grade differences:
In case of administrative mistakes in grading after notification of the results, the following procedure will be followed:
 - Increase: In case of an increase in a grade, the grade will be adjusted in favor of the participant and (s)he will be informed.
 - Decrease: In case of a decrease in a grade, the grade will not be adjusted if the grade is already communicated to the participant. Otherwise, the grade will be adjusted according the correct grading.

Article 3.9 Validity of the results

- The following paragraph has been moved to Article 3.16 Fulfillment of all requirements and rephrased; *“The participant is required to complete all degree requirements within five (5) academic years of his or her admission to the program. Failure to fulfill the basic requirement above will result in an incomplete program. In such a case the participant may receive, upon his or her request, a certificate indicating the courses that have been completed/ successfully passed”*.

Article 3.10 Right of Inspection

- No adjustments

Article 3.11 Failure and Continuation of the MBA program

- In Article 3.11 section b and c, the following sentence has been deleted; *“and whether (s)he will be allowed to repeat the incomplete segment(s) of the MBA program within two (2) years”*.
- In Article 3.11 section a, the following sentence was added; *“A participant is allowed to take a first and second attempt of the written or oral examination and course assignment”*.
- In Article 3.11 section c, the following sentence has been deleted: *“Someone who has to repeat the whole course (after “Fail”) can never get more than 5.5 overall for the course”*.

Article 3.12 Exemptions

- In Article 3.12.1 the underlined sentence was added; *“**Exemption requests will be considered and decided on upon a case-by-case basis**”*.
- Article 3.12.3 Restrictions has been deleted.

Article 3.13 Rules of Procedure and Academic Conduct

- No adjustments.

Article 3.14 Academic Misconduct

- In Article 3.14.1, the sentence; *“More information on the nature and types of academic misconduct is published on the MSM website (www.msm.nl)”* has been changed into; *“More information regarding the MSM academic misconduct policy and procedure is published on the MSM website (www.msm.nl)”*.
- In Article 3.14.3 Plagiarism, the following policy was added; *“Policy in case of plagiarism in group assignment: In principle, all group members are responsible for all parts of the assignment in case of a group assignment and not only the part they have written. There is a group responsibility for the whole document and a participant is not only responsible for ensuring that his or hers own part is not plagiarized. Group work will be judged as group work and not as several pieces of individual work, except when a group assignment is formulated in such a way that group members are obliged to identify which pieces of the assignment they wrote and that the submitted group assignment clearly indicates the individual contributions. However, if that is not the case, then the MSM Examination Board can't verify which specific part is written by which participant and all group members are equally responsible for all parts of the assignment and not only the part they have written (this is a practice that is also applied in other schools). Then, the MSM Examination Board can only evaluate if the group assignment itself has been plagiarized”*.
- In Article 3.14.3 Plagiarism, the following policy was added; *“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. To guarantee that all group members agree with filing the objection, the MSM Examination Board will only consider an objection if all group members are mentioned in the written motivated objection and are copied in the email send to the MSM Examination Board”*.
- In Article 3.14.4 Forgery, the underlined sentence has been added; *“The MSM Examination Board may impose a sanction if it establishes that a participant has committed forgery in any examination (including the Master Thesis) or part(s) thereof or with any documentation, including”*.
- In article 3.14.4 Forgery, the following bullet point has been added: *“Fraudulent documents, such as forgery with a degree or transcript”*.

Article 3.15 Awarding credits

- No adjustments.

Article 3.16 Fulfillment of all requirements

- The following paragraph was moved from Article 3.9.2 Validity of Examination results to Article 3.16 Fulfillment of all requirements and the underlined sentence was rephrased; “*The participant is required to complete all degree requirements within five (5) academic years of his or her admission to the program. Failure to fulfill the requirements will result in an incomplete program. In such a case the participant may receive, upon his or her request, a certificate indicating the courses that have been completed/ successfully passed*”.

Article 3.17 MBA Degree and transcript

- In Article 3.17.2 the underlined sentence has been added: “*a transcript of the participant’s list of grades (with “Resit” indicated if applicable)*”.

Chapter 4 Admission to the MBA program

- In Article 4.1., the word “*wrong*” has been changed into “*Illegitimate obtained*”.
- In Article 4.1., the underlined words have been added; “*Illegally obtained admission to the program (i.e. based on fraudulent information or documents) will not entitle a person to continue participating or to receive a MSc degree*”.

Chapter 5 Advice and Guidance

- No adjustments.

Chapter 6 Final provisions

- In Article 6.7.1 Right of Objection the following paragraph was added; “*In case of Master Thesis objections (review not possible), the participant is advised to object the grade in writing to the MSM Examination Board stating the reason(s) for disagreement*”.
- In Article 6.7.1, the time line has been changed from six (6) weeks to four (4) weeks in the following sentence; “*A “motivated” written objection should be filed, on a separate form, no later than six (6) weeks after the timings scheduled for exam and/or assignment review and four (4) weeks after notification of the Master Thesis grade*”.
- In Article 6.7.1 Right of Objection, the following policy was added; “*Policy in case only one (1) group member submits a grade objection: An individual objection to a group assignment grade 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. It is the opinion of the MSM Examination Board that an examiner will have enough possibilities to judge the individual addition of participants in a group assignment (and course) before a final grade is set. To guarantee that all group members agree with filing the objection, the MSM Examination Board will only consider an objection if all group members are mentioned in the written motivated objection and are copied in the email send to the MSM Examination Board*”.

Appendix I: Outline MBA program – part 1

- No adjustments.

Appendix I: Outline MBA program – part 2

- No adjustments.

Appendix II: Rules of Procedure and Academic conduct - part 1

- In part a of Part 1: Regulations during examinations, the following sentence has been deleted: *“implying that the final grade for the course will not exceed 5.5”*.

Appendix II: Rules of Procedure and Academic conduct - part 2

- No adjustments.

Appendix III: Financial Conditions

- The Article a, the word *“will”* has been changed into *“can”* in the following sentence; *“Interest can be added to the amount due”*.
- In Article c.2.b. Additional fees, the deferment fee of the Master Thesis has been changed from € 500,- into € 900,-.
- Articles c.3 and c.4 have been deleted. These rules were not applied and are in contradiction with Article 3.5.3 I. as participants are allowed to have one (1) resit possibility for the Master Thesis during the MBA program;
 - “-c.3. If a participant receives a “No Pass” for the Master Thesis and (s)he is expected to improve the Master Thesis (after incorporating the recommendations from the panel members), (s)he will be charged EUR 1.000,- for additional costs (for any year) to complete the program.*
 - c.4. If a participant receives a “No Pass” for the Master Thesis and (s)he is expected to go through the whole thesis process again (entirely new Master Thesis), (s)he will be charged EUR 2.000,- (for any year) to complete the program”*.
- In Article d. Administration fee, section a., the fee has been changed from € 150,- into € 200,-.

Appendix IV: Diverse Matters

- No adjustments.

Appendix V: Core Values

- No adjustments.

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

- No adjustments.

Appendix VII: Access to the MSM Information Center Portal

- This appendix was added to the EER.