

RULES AND REGULATIONS DEGREE PROGRAM 2017-2018

MODULAR EXECUTIVE MASTER OF BUSINESS ADMINISTRATION

Preamble

These Rules and Regulations have been adopted for the *Modular Executive MBA* program by the University Board of Universiteit Nyenrode B.V. Pleading ignorance of the Rules and Regulations or the implications thereof will not be accepted as mitigating circumstances in the case of an appeal to any authorized person(s) or committee(s).

Section 1 – GENERAL PROVISIONS

Article 1 – Scope of these Rules and Regulations

These Rules and Regulations are applicable to the teaching and the assessment within the *Modular Executive MBA* program. They are an integral part of and form an addition to the General Statute of Universiteit Nyenrode B.V. (hereafter called: Nyenrode Business Universiteit).

Within the framework of the General Statute and the General Terms and Conditions of Education at Nyenrode (*Algemene Onderwijsvoorwaarden*) and the Nyenrode Code of Conduct for students, these regulations apply to the teaching and assessment within the program. The latest version is valid and replaces all previous version(s). Every student is expected to be familiar with the latest version of the Rules and Regulations. Students are responsible for familiarizing themselves with the Rules and Regulations, which is made available on the My.Nyenrode.nl portal.

If a student wishes to be exempted from a particular rule or regulation in these Rules and Regulations, then he/she must seek permission from Program Management and/or the Exam Committee, depending on the nature of the request and the rules it concerns. If a student files a request to the Exam Committee General Management, the name of the program and the cohort he/she participates in must be included. During the enrollment of the student, all formal correspondence to and from Nyenrode, is and needs to be done from Nyenrode email accounts.

Article 2 – Definitions

Appeal Committee	A committee handling complaints against decisions from the Exam Committee, the Program Director or the University Board. It is chaired by an external (legal) officer. Decisions by the Appeal Committee are final and binding.
Assessment	Description used in general sense for the assessment of the knowledge and skills obtained in relation to a specific module.
Assignment (individual and/ or group)	A practical exercise as mentioned in Article 7.13 of the WHW in one of the following forms: (1) Writing of papers, reviews or a thesis/final project; (2) Working on a research assignment; and (3) Participating in field work or excursions or in other educational activities aimed at obtaining the skills as defined for the program and its various modules.
Center	Organizational unit responsible for the development of modules and their assessment for the program.
Exam	A written or oral assessment in which the candidate answers questions to prove his/her knowledge and understanding.
Exam Committee	A quality assurance committee as meant in Article 7.12 of the WHW. The Exam Committee is responsible for ensuring and maintaining the quality of assessment within the program. According to the WHW the Exam Committee decides in an objective and professional manner if a student has fulfilled all learning objectives defined for the program and therefore has obtained the knowledge, skills and insights that are necessary to obtain a degree. The members of the Exam Committee are appointed by the University Board of Universiteit Nyenrode B.V. In this document Exam Committee is used for the Exam Committee General Management.
Examiner	The instructor of a module and the person who designs & grades all exams, appointed by the Exam Committee.
General Statute	The General Statute of Universiteit Nyenrode B.V. to be found at: http://www.nyenrode.nl/About/terms/Pages/General-Statute.aspx
General Terms and Conditions of Education	General Terms and Conditions of Education at Nyenrode to be found at: http://www.nyenrode.nl/About/terms/Documents/General%20Terms%20and%20Conditions%20of%20Education%20at%20Nyenrode%202016-2017.pdf
Instructor	A teacher/lecturer.
Module/Course/Program Component	An educational part of the program.
Module/Course outline	A detailed description of the content, the learning objectives and the way of assessment of a module.
Nuffic	The Netherlands Organization for International Cooperation in Higher Education.
Proctor	A supervisor during an examination (<i>surveillant</i>).
Program	The <i>Modular Executive MBA</i> program offered under the responsibility of Universiteit Nyenrode B.V.
Program Director	The person responsible for staff, budget and academic quality of the program and for contacts with all program stakeholders.
Program Management	The staff of Universiteit Nyenrode B.V. responsible for the program.
Second Examiner	A second examiner, who checks a written exam.
Second Reader	A faculty member who independently assesses a Thesis or a Final Project.
Student	He/she who is registered at Universiteit Nyenrode B.V. in order to participate in the program including its assessment.
Study Guide	Detailed procedures and information of the program.
Terms of Application	Terms setting the rules for the relationship between Universiteit Nyenrode B.V., also known as “Nyenrode Business Universiteit” and the student. To be found at: http://www.nyenrode.nl/About/terms/Documents/Nyenrode%20Terms%20of%20applications%202016-2017.pdf
WHW	The <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> (the Dutch Higher Education and Research Act).

Article 3 – Purpose of the program

The aim of the *Modular Executive MBA program (hereafter MMBA)* is to obtain sufficient knowledge, skills and insight into the subject matter being studied, enabling students to obtain a *Master in Business Administration degree*. Moreover, it should enable students to grow into and/or hold a higher management position at an academic level, that is a position in which the graduate is able to understand, judge and use results of academic research in his or her work.

Both a flexible structure and an engagement to specific work fields characterize a Modular MBA Program. This implies that a student can freely determine his or her own pace and path through the modules and will be challenged to implement newly acquired knowledge and experience in daily business. This is in order to maximize the outcome of the combination of study, work and private life, and gain the best possible personal growth. The successful completion of the total Program needs to occur within the time allotted in order to ensure an up to date MBA degree.

The Modular Executive MBA program offers three tracks (Modular MBA tracks for short) and starts twice a year. Two of the tracks (Business & IT and Food & Innovation) are taught and assessed in English. The Public and Private track is fully taught and assessed in Dutch. The Rules & Regulations are applicable to each variant. Each Modular MBA Program consists of 6 core modules, at least 2 specialization modules and an MBA thesis module and international study trip.

In order to qualify for the Master of Business Administration degree, a student needs to obtain a passing grade for all core modules, at least two specialization modules, the international study trip and the MBA Thesis.

Article 4 – Full time/Part time

The program is part time and has a flexible structure.

Article 5 – Assessments

1. The program allows students to obtain the degree of *Master of Business Administration*. The program is accredited by AMBA.
2. The degree will be obtained when all program components have been passed successfully.
3. Teaching and assessing will be done in English or Dutch, depending on the track (see Article 3).
4. Additional requirements for students to participate in modules and/or assessment can be defined by the Program Director and/or Exam Committee and will be published on the program portal.
5. Extenuating Circumstances are described in the illness protocol.

Section 2 – THE PROGRAM

Article 6 a– Curriculum

1. The curriculum of the *Modular Executive MBA* program consists of the following courses, study hours, study load in European Credits according to the European Credits Transfer System (ECTS) and, for international transcript purposes, *the number of Grade Point Average (GPA) credits allotted to each course of the Modular Executive MBA program* (see also Section 3: Grading).

Table: Modular MBA Curriculum and study load (Module names are translated into English for official documents)						
	MBA in Business & IT	MBA in Food & Innovation	MBA in Public & Private	Study hours	ECTS rounded off	GPA credits
Core modules	Business Processes and Technology	Business Processes and (Food) Technology	Business Processes and IT	210	7,5	5,625
	Digital Strategy and Transformation	Strategy and Transformation in Food	Policy, Strategy and Organization	210	7,5	5,625
	Change Management and Organizational Development	Change Management and Organizational Development	Change Management and Organizational Development	210	7,5	5,625
	Risk and Finance	Risk and Finance	Risk and Finance	210	7,5	5,625
	Market, Law and Ethics	Dilemmas in Business: Complexity between Market, Law and Ethics	Market, Law and Ethics	210	7,5	5,625
	Leadership and Cooperation	Leadership and Cooperation	Leadership and Cooperation	210	7,5	5,625
Specialization modules * (examples)	<ul style="list-style-type: none"> Ownership of Enterprise and Governance Organization and Value of IT Security and Cyber Risks Marketing and Technology 	<ul style="list-style-type: none"> Global Food Economy Sustainability in Food: disrupting the existing order 	<ul style="list-style-type: none"> Public-Private Partnership Government and Corporate Governance Sustainable Transformation and Stewardship 	210	7,5	5,625
				210	7,5	5,625
International Study Trips	Global Immersion in Technologies	Global Immersion in Food Business	Public Private Cooperation in International Context	80	2,9	2,175
	MBA Thesis	MBA Thesis	MBA Thesis	560	20,0	15
	Total per Modular MBA			2320	83	62,175

* A student chooses at least two specialization modules

28 study hours is equivalent to 1 ECTS

1 credit in the GPA system is equivalent to 75% of 1 ECTS credit

Program Management reserves the right to make any changes to the curriculum after it has been officially released. Any changes will be posted on the portal and students will be notified accordingly in a timely fashion.

In principle a student participates in one of the three Modular MBA tracks. A student could be allowed to interchange one module for another module in the same row (and therefore with the same goals, management content and criteria) in one of the other Modular MBA Programs.

This is only permitted if the student has an affinity or relationship with the specific target group of that other Modular MBA track (to be assessed by Program Management). Overall conditions of the Modular MBA Program remain the same.

The specialization module offerings may vary per year and are communicated before the registration period of the upcoming semester. At least 2 specialization modules per track per year will be offered.

In all cases students are responsible for their own decisions regarding feasibility of study planning and registration and financial and time consequences resulting therefrom. Program management may give solicited and unsolicited advice based on previous experiences and personal background.

Article 6 b – Admission to the program

To be admitted to a modular Executive MBA an applicant must meet the following criteria:

- a Bachelor's or Master's degree or an equivalent professional qualification;
- a minimum of five years' management and/or strategic experience;
- a strong commitment to one's own personal development;
- a substantial relationship with one of the particular MBA-track target groups in one's current position.

Only in special cases can an applicant, who does not fully meet the admission criteria, be conditionally admitted to the program. Conditional admission is valid for two modules. When the student's results of these test modules are good, permission can be granted for the full program.

In exceptional cases exemptions may be granted. The exam committee may grant exemptions for core modules which are interchangeable with education at graduate level at previous universities (academic Master's with demonstrable attention for practical application). Exemptions may not exceed 20% of required total credits. Previously completed Nyenrode (Executive) Education programs may qualify for exemptions for core, specialization and study trip if study load, subject, level and course objectives match with Modular MBA modules, and the student is assessed on individual basis. Exemptions based on Nyenrode programs may not exceed 30% of required total credits. Previous education used to obtain exemptions must be completed no earlier than 3 years before the exemption request is submitted.

Section 3 – GRADING

Article 7 – Grading and Exemptions

7.1 Nyenrode Business Universiteit employs a 0-10 grading scale in which 10 is the maximum score.

7.2 Whole course grades are expressed in whole numbers, except for the Program component 'Thesis'. Any rounding-off required is done as follows:

- Up to a .5 is rounded down to the next whole number (example: 5.49 is rounded down to a 5)
- From a .5 is rounded up to the next whole number (example 5.50 is rounded up to a 6)

(For more details on the Thesis grading: see the Project Thesis Guidelines).

7.3 A grade of 5.50 or higher, determined before rounding off, constitutes a pass. For the Thesis a 6.00 or higher is a pass.

7.4 For international transcript purposes, whole course non-rounded grades awarded at Nyenrode Business Universiteit are converted to letter grades in accordance with the following table:

NL	US
10	A+
9.5	A+
9	A+
8.5	A+
8	A
7.5	A
7	B+
6.5	B
6	C
5.5	D
5	F
4	F
3	F
2	F
1	F

These letter grades are weighted according to the number of GPA (Grade Point Average) credits allotted to each course, and converted to a 4.0 scale using the following table:

A+	=	4.0	C	=	2.0
A	=	4.0	C-	=	1.7
A-	=	3.7	D+	=	1.3
B+	=	3.3	D	=	1.0
B	=	3.0	D-	=	0.7
B-	=	2.7	F	=	0
C+	=	2.3			

7.5 In cases of rounding errors by the Examiner (i.e. using different guidelines than stated above), the Exam Committee reserves the right to change grades to conform with the rounding rules outlined in Article 7.2 above.

7.6 ***Exemptions***

The Exam Committee may grant exemptions for courses in the Master's program which were successfully completed at the appropriate graduate level at previous educational institutions. Requests for exemptions must be submitted to Program Management at least one month before the start of the particular courses, including the course outline of the relevant course(s) at his/her previous education. Program Management will then ask the Exam Committee for a decision.

Exemptions may be granted on the basis of a comparison between the courses of the *Modular Executive MBA* program and the student's earlier acquired skills and knowledge. Exemptions will not be included in the calculation of the GPA (if applicable). Students may submit a request for exemption from a course to Program Management via mmba@nyenrode.nl.

For MMBA exemptions may be granted, only in exceptional cases. The exam committee may grant exemptions for core modules which are interchangeable with education at graduate level at previous universities (academic Master's with demonstrable attention for practical application). Exemptions may not exceed 20% of required total credits. Previously completed Nyenrode (Executive) Education programs may qualify for exemptions for core, specialization and study trip if study load, subject, level and course objectives match with Modular MBA modules, and the student is assessed on individual basis. Exemptions based on Nyenrode programs may not exceed 30% of required total credits. Previous education used to obtain exemptions must be completed no earlier than 3 years before the exemption request is submitted.

7.7 ***Exam fees for partial exemptions***

If a partial exemption is granted, and a modified exam is taken instead of the regular exam, the regular exam fee that applies to the program component concerned will be charged. For a partial exemption which states that the student may prepare for the exam without following the related course, a modified fee applies.

7.8 ***Registration of study results***

Study results are registered such that an interim transcript of the results achieved by each student for program components can be provided to them on request.

Section 4 – ACADEMIC CONDUCT

Introduction

Students at Nyenrode Business Universiteit are expected to maintain the highest standards of academic conduct. Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited.

At the beginning of the program as well as prior to the start of the Master's Thesis, a one hour information session will be scheduled during which the Rules & Regulations are discussed, with an emphasis on this article that contains the types of academic misconduct. These sessions are a service to students to help them avoid academic misconduct. These sessions are not mandatory, but highly recommended. Not attending these sessions cannot be used as an excuse in case academic misconduct is observed.

Article 8 – Conduct during lectures, attendance, report writing, consultation and collaboration

8.1 *Conduct during lectures*

One of Nyenrode's teaching objectives is its experienced-based education, which has its foundations in a mix of sound academic teaching and in-depth class discussions. To ensure the learning objective is met, students are expected to attend all scheduled classes and to participate actively in discussions.

Instructors have the authority to determine how much of their course is mandatory. The course outline must clearly state if and how attendance is part of the final grade of a course. The course outline must also clearly state what the penalty is for students who, without any valid reason (to be determined by Program Management) do not attend an obligatory class. During a lecture, students are not permitted to engage in other activities such as reading the newspaper, communicating with other people via mobile devices, or speaking to fellow students about matters which are unrelated to the content of the lecture. Cell phones are to be switched off during lectures. Students, during lectures, may only use their laptop or tablet to access course material made available on My.Nyenrode with the consent of the instructor.

Instructors are authorized to send out of a lecture any student who does not observe the rules of conduct. An instructor may request Program Management to take measures if, in the opinion of the instructor, the behavior of a student or students is unacceptable. Such behavior may be regarded as academic misconduct (refer to Article 10).

8.2 *Absence during exams and obligatory classes/events*

If a student is not able to attend an exam, he/she should inform Program Management in advance.

If a student is unable to attend an obligatory class/event due to an emergency or serious illness, he/she should inform both Program Management and the relevant instructor (preferably) before class.

If a student fails to attend obligatory classes/events without a valid reason and/or without notifying Program Management this will be considered as academic misconduct. See Article 10.

In case of extenuating circumstances, and if Program Management was informed beforehand, there is the opportunity for the student to compensate and successfully complete the module with an additional assignment.

8.3 *Audio or video recording of lectures*

Students who want to make an audio or video recording of a lecture, should ask for approval from the attending students and lecturer(s). If a student wants to share the recording with others, he/she should take the Dutch law 'Wet bescherming persoonsgegevens' into account. Here, approval of all people involved is even more important.

8.4 *General rules for assignments*

Unless stated otherwise, all assignments have to meet the Nyenrode Guidelines for Thesis Writing.

8.5 *Individual Assignments*

Unless stated otherwise, all assignments within the Program are to be completed by the individual student. Discussing individual assignments with other students is allowed, under the condition that the rules of academic conduct are not violated (for examples of academic misconduct see Article 10).

8.6 *Study Groups*

Study groups are composed by Program Management or by the instructor(s) of each specific course. In the event of group assignments, it is the responsibility of each individual student and of the study group as a rule to ensure that all members of the group meet their responsibilities.

Program Management, in consultation with the *Exam Committee* has the right to exclude the student who fails to meet his/her responsibility from

group work. In those cases students are obliged to make individual assignments in order to pass a course.

Students failing to meet his/her responsibilities during group work more than twice will be closely monitored by Program Management.

If a student fails to meet his/her responsibilities and the study group has reminded the student of his/her failings, the other students in the group have the right to approach the instructor and Program Management to discuss the situation. The instructor, in consultation with Program Management, has the right to remove the student who fails to meet his/her responsibility from the group. Students themselves do not have the right to exclude a fellow student from their study group. The *Exam Committee*, in consultation with the instructor, will determine the consequences for the student excluded.

8.7 *Group Assignments*

Unless stated otherwise, all group assignments within the Program are to be completed by the members of the group. Consultation with students outside the group on any assessable work is not allowed without the express permission of the relevant course supervisor or instructor.

8.8 Any violation of these rules will be considered as academic misconduct. See Article 10.

Article 9 – Conduct during exams

9.1-9.9 Not applicable

Article 10 – Academic misconduct

10.1 *General*

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. An examinee who, through deception or negligence, makes it entirely or partly impossible for the examiner to correctly assess a student's knowledge, insight and skills, is violating the standards of academic conduct. Course assignments will be checked by anti-plagiarism software.

10.2***Measures against violators***

Measures to be taken against violators of the standards of academic conduct are at the discretion of the Exam Committee. Possible measures include a warning, a reprimand, a deduction of points from the final score, or further participation in the test or assignment being denied. In the case of serious and/or repeated academic misconduct, The University Board, after consultation with the Exam Committee or those acting on its behalf, may take the decision to remove the student from the course/program in question.

10.3***Late discovery of the violation***

In cases where the discovery of academic misconduct does not occur until after the test or assignment has taken place, the Exam Committee may still decide to take measures as given in Article 10.2.

10.4***Hearing***

Before a decision is made, the examinee will receive the opportunity to be heard by the Exam Committee.

10.5***Communication of the decision***

The Exam Committee involved is responsible for informing the student, in writing, of the measures taken.

10.6 Examples of academic misconduct include but are not limited to the following definitions:

A. Cheating: using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

B. Plagiarism: using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc. To avoid plagiarizing, you must give credit whenever you use:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge
- Quotations of another person's actual spoken or written words
- Paraphrase of another person's spoken or written words

C. Fabrication: submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

D. Multiple submission: submitting, without prior permission, any work submitted to fulfill another academic requirement.

E. Misrepresentation of academic records: misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Nyenrode Business Universiteit. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.

F. Facilitating academic dishonesty: knowingly helping or attempting to help another violate any standards of academic conduct. Example: working together on a take-home exam, etc.

G. Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

Section 5 – ASSESSMENTS

Article 11 – Exam regulations

11.1 *General*

Students are deemed to have successfully completed the program components of a study phase or program if they have passed all the components of the program concerned, or have been granted an exemption (refer to Article 17).

11.2 *Language and submission of assignments*

All Program course work of the Modular Executive MBA in Public & Private must be completed in Dutch, English is allowed. The Program course work of the Modular Executive MBA in Food & Innovation and the Modular Executive MBA in Business & IT must be completed in English. Participants who started in the “MBA in Food & Finance track” before August 2017 are allowed to submit course work in Dutch, except for the study trip. Course work, assignments etc. must be submitted according to the instructions of the instructor. Late submissions of any course work and/or assignments will be penalized at the discretion of the instructor and Program Management. The course outline must clearly state what the penalty is.

11.3 *Weighting and assessment components*

Each course needs to have enough individual work to enable to assess whether the student that he/she has individually fulfilled the requirements. This individual part should be a substantial part of the course grade and preferably this should be at least 50%. Other course components, like team assignments, presentations, classroom attendance and performance account for the remaining percentage of the whole course grade.

In all modules the overall grade will be determined by a final assignment or multiple assignments averaged according to pre-specified percentages.

If the requirements towards all course components are not fulfilled, the course will be considered as a failed course.

Program Management, in consultation with the examiner, may request the Exam Committee to make changes or exceptions to the above.

The Exam Committee reserves the right to decide on any changes to the

weighting of exams and/or other assessment components of the whole course grade, as well as the right to change the type and number of components during the course.

An assignment uploaded on the student portal as final version and/or checked for plagiarism will be considered as final version and will be graded by the teacher.

11.4 ***Threshold grade***

The whole course threshold grade is “5.50” before rounding. If a student receives a whole course grade below the threshold grade then the course examination requirements have not been met.

For any assessment component a student may receive a grade lower than “5.50” and still pass the course, provided that the whole course grade is “5.50” before rounding, or higher. An instructor may determine a threshold for components. A student must complete all modules in order to successfully complete the Modular MBA Program and achieve a minimal grade of "5.50" or "pass" for each module.

The exception to the above rule applies to the grading of the Thesis, for which the threshold of the whole grade is “6.00” before rounding. The rules and regulations pertaining to the grading of the Thesis are outlined in the *Thesis Guidelines* issued by Program Management. The Thesis Guidelines are an addendum to these Rules and Regulations and are thus legally binding.

If a student fails to submit module work, assignments, etc., within a period of one year after the deadline of the final assignment, all grades previously obtained for the Program component in question will be rendered void. The Exam Committee can decide otherwise if failure to submit such work within this period is due to extenuating circumstances.

11.5 ***Adjustment of grades***

The Exam Committee, in consultation with the instructor, reserves the right to adjust grades up to the graduation of the student.

11.6 ***Replacement exams***

The Exam Committee is authorized to set a replacement exam.

11.7 ***Sequence of exams***

The Exam Committee is authorized to lay down rules regarding the sequence of the exams to be taken.

11.8 ***Conditions for participation***

n.a.

11.9 ***Exam frequency***

n.a.

11.10 ***Thesis***

Rules and regulations pertaining to the *Modular Executive MBA Thesis* are outlined in the *Modular MBA Thesis Guidelines* issued by Program Management. This document is an addendum to these Rules and Regulations and is thus legally binding.

A student is allowed to start the MBA Thesis module after completion of 7 out of the 8 required core and specialization modules, but only if Program Management expects the student to complete the 8th module within 6 months. Students are allowed to take the International Study Trip within the Thesis period.

11.11 ***Retakes***

If a student does not meet the threshold grade for the whole course, a student will only be offered one opportunity to retake the module. The assignment of the retake will be determined by the core teacher of the module and will be of equal weight as the original assignment(s). If a student fails to complete the retake successfully within one year after the deadline of the original final assignment, the student fails the module.

A student is allowed to redo one module as a whole at current prices and conditions before the start of the MBA Thesis module. Students who fail this redo are not allowed to participate in the MBA Thesis module and therefore cannot graduate, but still can participate in other modules under the condition that the student was unconditionally accepted for the program

11.12 ***Overall exams***

n.a.

11.13 ***Absence during exams***

n.a.

- 11.14** ***Redo courses in the Modular Executive MBA program***
A student is allowed to redo one module as a whole at current prices and conditions before the start of the MBA Thesis module. Students who fail this redo are not allowed to participate in the MBA Thesis module and therefore cannot graduate, but still can participate in other modules under the condition that the student was unconditionally accepted for the program.
- 11.15** ***Replacement exams for courses no longer part of the curriculum or for redesigned courses***
n.a.
- 11.16** ***Voluntary retakes***
Students are given the opportunity to improve a final paper, for educational purpose. However, this does not affect the grade; the initial grade is fixed.
- 11.17** ***Permission for a fourth exam***
n.a.
- 11.18** ***Announcement of deadlines***
Assignment deadlines are announced in the course outline for the specific module.

Article 12 – Oral Exams

- 12.1** ***Oral exams***
n.a.

Article 13 – Special Circumstances

- 13.1** ***Special exam facilities***
n.a.
- 13.2** ***Dyslexia***
If a student has dyslexia, extra time may be granted for written tests or exams for the duration of studies at Nyenrode Business Universiteit. To qualify for this a student must submit an original statement from a professional based on the criteria as formulated by the Stichting Dyslexia Nederland – www.stichtingdyslexianederland.nl. Students with dyslexia will be given additional time for written tests (5 minutes for every half hour of the exam). Students can submit their request by email to mmba@nyenrode.nl.

- 13.3** For other pre-existing conditions similar regulations will be established by the Exam Committee when the need arises.

Article 14 – Publication of results

- 14.1** n.a.
- 14.2** Results of written tests and other components making up the final grade will be published within a period of four weeks after the final assignment has taken place. **If assignments are handed in after the published deadline, with permission of the core teacher and program management, separate agreements will be made.** Any deviation from the above mentioned periods requires the express consent of Program Management.

Article 15 – Exam reviews

- 15.1** ***Exam reviews***
Students are allowed to inspect all course components making up the overall grade of a course (cases, midterms, exams, etc.), within a period of six weeks of the publication of the exam results, on the date/time set by Program Management. In special circumstances this deadline may be extended or shortened by the Exam Committee. Exam reviews will take place at Nyenrode Business Universiteit.

Article 16 – Nominal duration, extension of duration, validity of grades and progression rules

- 16.1** ***Allotted time for study***
Successful completion of the program must occur during the allotted time, depending on the module validity in article 16.3. The Exam Committee is authorized to extend this duration, should this prove necessary.
- 16.2** When the study is not finished within the allotted time a request for an extension of the study time can be submitted to the Exam Committee. When this request is granted an extra tuition fee is required. The details of the fee will be provided by program management on request. If a maximum allotted study time is defined (see Article 16.1) extensions cannot be granted, unless mitigating circumstance do exist.

16.3***Validity of results***

Certificates of the modules retain their validity for six years. The certificate date is always determined by the date of the deadline of the final assignment of each module. The validity of the modules will be extended by 18 months if the thesis module starts within these six years.

Students who exceed this period, can redo the concerning module in order to obtain the MBA degree or submit a request at the Exam Committee for a customized update program on payment. In case a customized update program is allowed and successfully completed, the original grade of the module is removed and replaced by “exemption” on the grades list.

16.4***Enrollment in subsequent years (progression rules)***

n.a.

Article 17 – Diplomas and statements**17.1*****Diploma and academic transcript***

As proof that the Program has been successfully completed, a diploma is awarded by the Exam Committee. The courses which the degree covers, together with their grades, are listed on an academic transcript. In order to receive the diploma and academic transcript the student needs to have fulfilled all his/her financial and other obligations to Nyenrode Business Universiteit.

17.2***Transcript***

Students who pass one or more of the exams of a program, but to whom no diploma can be awarded, receive (if so desired) a transcript listing the exams that were passed and the grades that were awarded.

17.3***Cum Laude***

Not applicable.

17.4***Graduation***

Degrees will be granted on Graduation Day, or, when applicable, on the date that the student passed the last exam needed. Program Management will set Graduation Day and, in relation to this, the date on which the student needs to have fulfilled all requirement to be able to participate in the graduation. If the student has not met all the requirements by this date, the degree will be granted as soon as all requirements have been met.

Section 6 – STUDENT COUNSELLING DURING THE STUDY

Article 18 – Student counseling and progress

Program Management deals with the counseling of individual students and appoints study coaches to this end. It is the responsibility of the student to make the study coach or program management aware – in good time – of any circumstances that could lead to a study delay or other study-related problems.

Section 7 – OBJECTIONS AND APPEALS

Article 19 – General

A student can lodge with the Exam Committee a written objection to decisions made by Nyenrode involving, for instance, the result of an exam or participation component, the period of validity and the related request for a reinstatement exam, or a decision of the Exam Committee regarding breaches of the rules of academic conduct.

Article 20 – Lodging an objection with the Exam Committee

- 20.1** In order to object to a decision concerning academic testing (assessments), it is possible to register a written objection with the Exam Committee within 15 working days following the publication of the assessment result. The Exam Committee will act on the objection within 15 working days.
- 20.2** In order to complain against a decision made by the Exam Committee, it is possible to register a written objection with the Exam Committee within 15 working days following the announcement of the Committee's decision.
- 20.3** The objection must include:
- a) name, address (this includes postal code, city, country) of the appellant;
 - b) name of the body or the official responsible for the decision against which the objection is lodged;
 - c) a clear description of the decision or, as the case may be, of the treatment against which the objection is directed. A copy of the decision in question should, if possible, also be submitted. If the objection concerns a refusal to comply with a decision, a clear description must be given of the decision that should have been taken in the eyes of the appellant;
 - d) the grounds on which the objection is based.
- 20.4** All documents pertaining to the objection should be addressed to the coordinator of the relevant Exam Committee.
- 20.5** The Exam Committee will act on the objection within 15 working days.
- 20.6** To appeal against a decision made by the Exam Committee, a written appeal can be filed with the Appeal Committee.

20.7 The participant can (at his/her own risk) continue with the educational program while the objection is under consideration.

Article 21 – Lodging an objection with the Complaints Desk

21.1 In order to complain against a decision concerning other issues than academic testing (assessments), it is possible to register a written objection with the Complaints Desk within 15 working days following the decision. The Complaints Desk will act on the objection within 15 working days.

21.2 The objection must include:

- a) name, address (this includes postal code, city, country) of the appellant;
- b) name of the body or the official responsible for the decision against which the objection is lodged;
- c) a clear description of the decision or, as the case may be, of the treatment against which the objection is directed. A copy of the decision in question should, if possible, also be submitted. If the objection concerns a refusal to comply with a decision, a clear description must be given of the decision that should have been taken in the eyes of the appellant;
- d) the grounds on which the objection is based.

21.3 All documents pertaining to the objection should be addressed to the Complaints Desk.

21.4 The Complaints Desk will act on the objection within 15 working days.

21.5 To appeal against the outcome of the Complaints Desk procedure, a written appeal can be filed with the Appeal Committee.

21.6 The participant can (at his/her own risk) continue with the educational program while the objection is under consideration.

Article 22 – Lodging an appeal with the Appeal Committee

- 22.1** To appeal against a decision made by the Exam Committee or by Nyenrode and its representatives, or to the outcome of a Complaints Desk procedure, a written appeal can be filed with the Appeal Committee within 15 working days following the announcement of the decision against which the appeal is being made. The procedure to be followed is described in the Nyenrode Appeal Procedure.
- 22.2** The appeal will, in all cases, be lodged in the form of a written statement outlining the reasons, within 15 working days following the announcement of the decision against which the appeal is being made. If this time-period is exceeded as a consequence of circumstances beyond the control of the person involved, the Appeal Committee will disregard this period.
- 22.3** The appeal must include:
- a) name, address (this includes postal code, city, country) of the appellant;
 - b) name of the body or the official responsible for the decision against which the appeal is lodged;
 - c) a clear description of the decision or, as the case may be, of the treatment against which the appeal is directed. A copy of the decision in question should, if possible, also be submitted. If the appeal concerns a refusal to comply with a decision, a clear description must be given of the decision that should have been taken in the eyes of the appellant;
 - d) the grounds on which the appeal is based.
- 22.4** All documents pertaining to the appeal should be addressed to the secretary of the Appeal Committee, and have Nyenrode's address as the place of residence (AppealCommittee@Nyenrode.nl).
- 22.5** The fee set for the lodging of an appeal is € 100. If the Appeal Committee decides in favor of the appellant, this fee will be refunded.
- 22.6** The chairperson of the Appeal Committee will inform the appellant of possible deficiencies in the appellant's case and will invite him/her to rectify or resolve these within a period of time determined by the chair. Where the appellant fails to do so, the appeal can be declared non-admissible on these grounds.
- 22.7** The Appeal Committee will act on the appeal within 12 weeks according to Dutch law (Algemene wet bestuursrecht). The chairman of the Appeal Committee can make a provisional ruling should problems arise because of this time frame.
- 22.8** The participant can (at his/her own risk) continue with the educational program while the appeal is under consideration.

Section 8 – FINAL CONDITIONS AND PROVISIONS

Article 23 – Final conditions

- 23.1** If required, the University Board will determine amendments to the rules and regulations after consultation with Program Management and, when concerning assessment issues, with the relevant Exam Committee.
- 23.2** Changes affecting enrolled students can only be implemented if it can be reasonably assumed that the students' interests will not be harmed by the said changes.
- 23.3** A copy of these regulations, together with any amendments made by the relevant Exam Committee or Program Management, is available to all students and can be obtained from the program's portal.

Article 24 – Unforeseen circumstances

- 24.1** In all cases not covered by these rules and regulations, the Exam Committee, in consultation with the Associate Dean and the Program Director, has the authority to make a final decision in assessment matters. In cases not covered by these rules and regulations, the Associate Dean, where applicable in consultation with the relevant Exam Committee, has the authority to make a final decision in educational matters.

Article 25 – Hardship Clause

- 25.1** In any circumstance where the Decision making Authority (such as for example the Exam Committee or the University Board) has the conviction that it would not be suitable to execute a decision (or a proposed decision) it can decide otherwise. Please note, that this is a possibility that the Decision making Authority has, but it can in no way be obliged to do so. The Decision making Authority may apply additional conditions to the new or adjusted decision. Whatever the latter decision is, it has to fit in with the spirit of the original decision (or proposed decision) and creating precedents should be avoided.

Article 26 –Validity

These Rules & Regulations are valid for all current students in the *Modular Executive MBA* program as of September 1, 2017 until a new updated version of this document is communicated via the student portal. In this form determined by the University Board of Universiteit Nyenrode B.V. at Breukelen, July 14th, 2017.