

Standard Rules and Regulations (OER) for 2019-2020 –

RULES AND REGULATIONS MODULAR EXECUTIVE MBA

Valid for the Academic Year 2019-2020

MODULAR EXECUTIVE MBA

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).

Students are always responsible for their actions and for the complete and correct submittance of assignments and exams. Students also remain responsible for all materials that they upload to the Program Portal/Learning Management System and can be accessed by fellow students, faculty and Nyenrode staff.

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. These Rules and Regulations are renewed every Academic Year and they become valid on the first day of the Academic Year concerned. These Rules and Regulations replace all earlier versions of the Rules and Regulations *name program*. These Rules & Regulations are legally binding.

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. 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 Program Portal/Learning Management System.

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 in which they participate must be included. During student

enrollment all formal correspondence to and from Nyenrode is and needs to be conducted via Nyenrode email accounts.

Where applicable, appendix A to these Rules and Regulations stipulates the transitory arrangement for rules and regulations that underwent a substantial change when compared with Rules and Regulations from previous Academic Years.

Article 2 – Definitions

Additional exam	An assessment designed to establish that possess fulfills the current/actual learning objectives of a course
Appeal Committee	A committee, handling complaints against decisions by 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 course.
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 and knowledge as defined for the program and its various courses.
Center	Organizational unit responsible for the development of courses, their delivery and their assessment.
Code of Conduct	Rules of behavior for Nyenrode students and staff.
Course outline	A detailed description of the content, the learning objectives and assessment methods of a course.
Exam	A written or oral assessment in which the candidate provides insight in his/her knowledge and understanding. This can be done by answering questions but also by fulfilling an assignment
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 <i>name</i> .
Examiner	A person, appointed by the Exam Committee, who designs and grades assignments and exams
General Statute	The General Statute of Universiteit Nyenrode B.V.to be found at: link
General Terms and Conditions of Education	General Terms and Conditions of Education at Nyenrode to be found at: link
Illness protocol	Extenuating circumstances, Illness and pre-existing conditions protocol.
Mentor/Study coach	Person responsible for guiding and advising the student on study related issues during their program.
Mitigating circumstances	Mitigating circumstance are serious, unforeseen, unavoidable personal circumstances that influence the study performance.
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.
Program Portal/ Learning Management System	Website accessible only to persons involved with the program (students, faculty, program management)
Student	The person who is registered at Universiteit Nyenrode B.V. in order to participate in the program, including its assessment.
Study Guide	Description of the procedures and content 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: https://www.nyenrode.nl/en/about-nyenrode/terms-and-conditions
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. Business & IT is taught and assessed in English. Food & Innovation is taught in Dutch or English 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 six core modules, at least two specialization modules, an MBA thesis module and an 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 courses have been passed successfully.
3. Teaching and assessing will be done in English or Dutch, depending on the track (see Article 3).
4. The Program Director and/or Exam Committee may define additional requirements for students to participate in Courses and/or assessments, these will be published on the program portal.
5. Extenuating Circumstances are unforeseen, unavoidable events that significantly and directly disrupt the performance of a student in an assessment. As a student you are expected to plan your work in a way you can meet assessment deadlines at

the same time as other obligations you may have both inside and outside the University. The extenuating circumstances process should only be used if you experience qualifying circumstances. Extenuating Circumstances are described in more detail in the illness protocol.

6. All course work, assignments etc. must be submitted according to the instructions of the Examiner. Late submission of, or the failure to submit course work and/or assignments will be penalized at the discretion of the Examiner and Program Management after consultation with the Exam Committee. The course outline should clearly state the manner of submission as well as the consequences of late submission or failing to submit.

Section 2 – THE PROGRAM

Article 6 a – Curriculum

- 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 Technology	Business Processes and IT	210	7,5	5,625
	Digital Strategy and Transformation	Strategy and Transformation	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
	Business Ethics in Context	Business Ethics in Context	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"> Digitalization and Board Room Dynamics Organization and Value of Data and Technology AI and Cyber Risks Marketing, Innovation and Technology 	<ul style="list-style-type: none"> Global Food Transitions Sustainability and Strategic Innovations 	<ul style="list-style-type: none"> Public-Private Partnership Government and Corporate Governance Future Entrepreneurship and the Practice of Sustainability 	210	7,5	5,625
				210	7,5	5,625
International Study Trips	Global Immersion Program	Global Immersion Program	Global Immersion Program	80	3,0	2,175
	MBA Thesis	MBA Thesis	MBA Thesis	560	20,0	15
	Total per Modular MBA			2320	83	62,175

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 Program Portal in a timely fashion.

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** The grades for completed courses are expressed in whole numbers, except for the Thesis. Any rounding required is calculated 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 Thesis grading: refer to the Thesis Guidelines.)
- 7.3** A grade of 5.50 or higher constitutes a pass. For the Thesis a 6.00 or higher is a pass.
The whole course threshold grade is 5.50 before rounding. A grade for a whole course under the minimum, means that the course examination requirements have not been met. Learning goals can be assessed separately, resulting in a separate grade for each learning goal, or be part of an assessment covering more than one goal, in which case the final grade is the sum of the performance for each part of the assessment. If an exam is a combination of different assessment components a student has fulfilled the requirements of the exam if the grade is 5.50 or higher before rounding.
- The exception to the above rule applies to the grading of the Thesis, for which the threshold is “6.00” for the whole grade, before rounding. The rules and regulations pertaining to the grading of the Thesis are outlined in *The Thesis Guidelines*. The Thesis Guidelines are an addendum to these Rules and Regulations and therefore legally binding.
- 7.4** For international transcript purposes whole course grades before rounding awarded at Nyenrode Business Universiteit are converted to letter grades in accordance with the following table:

NL	VS	GPA
10	A+	4.0
9.5	A+	4.0
9	A+	4.0
8.5	A+	4.0
8	A	4.0
7.5	A	4.0
7	B+	3.3
6.5	B	3.0
6	C	2.0
5.5	D	1.0
5	F	0.0
4	F	0.0
3	F	0.0
2	F	0.0
1	F	0.0

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 table above.

7.5

Exemptions

The Exam Committee may grant exemptions for courses which have been successfully completed to the appropriate academic level at previous educational institutions. The Exam Committee and Program Management together establish a procedure for requesting exemptions. Requests for exemptions must include the course outline of the relevant course(s) at the student's previous education. The Exam Committee may decide to mandate the granting of exemptions to an Exemption Committee. Exemptions may be granted on the basis of a comparison between the courses of the Modular Executive MBA program and the student's previously acquired skills and knowledge. Exemptions will not be included in the calculation of the GPA (if applicable) and in the Diploma Supplement 'exemption' will replace the grade for the course involved. Students may submit a request for exemption from a course to Program Management via mmba@nyenrode.nl

The Exam Committee may also decide to grant a partial exemption.

7.6

Registration of study results

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

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.

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.

The instructors in consultation with Program management, 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 fail to attend an obligatory class. Program Management will decide upon the validity of a reason submitted.

During a lecture, students are not permitted to engage in other activities such as reading the newspaper, communicating via mobile devices, or conversing with fellow students about matters 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 the Program Portal/Learning Management System with the consent of the lecturer.

Lecturers are authorized to remove any student who does not observe the rules of conduct from a lecture. A lecturer may request Program Management to take measures if, in the opinion of the lecturer, 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 unable to attend an exam they 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 lecturer (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 at the estate, during lectures and/or events***
Students who want to make an audio or video recording on the estate, of a lecture or at a study related event, should ask beforehand for approval from the attending students and lecturer(s). If a student wants to share the recording with others they must consider the Dutch privacy laws. The consent of all people involved is especially important.

8.4 ***General rules for assignments***
Unless stated otherwise, all written assignments have to meet the [Nyenrode Guidelines for Thesis and Assignment Writing](#). Assignments are always subject to checks using plagiarism detection software.

A student has to meet all deadlines as stated on Canvas. In case of exceptional circumstances, a student may request an extension of the deadline with Program Management before the deadline of the final module assignment.

Program Management decides whether the Mitigating Circumstances Protocol is applicable based on the request for extension.

Important note: A student is at all times expected to plan the study related work so, that assessment deadlines can be met, and is able to fulfill other obligations both inside and outside the University at the same time.

All coursework related to the module has to be submitted within a period of one year after the deadline of the final assignment as stated on Canvas, if permission was granted by Program Management.

8.5 ***Individual Assignments***
Unless stated otherwise, all assignments within the Programs 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 (refer to the Code of Conduct, see Article 10 for examples of academic misconduct).

8.6 Study Groups

Study groups are composed by Program Management or by the lecturer(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.

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 lecturer and Program Management to discuss the situation. The lecturer, in consultation with Program Management, has the right to remove the student who fails to meet their responsibilities 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 lecturer, will determine the consequences for any student that is excluded.

8.7 Group Assignments

Unless stated otherwise, all group assignments within the Program are to be completed by the group as a whole. Every member of a study group is responsible for the complete final product of the group. Possible academic misconduct (such as plagiarism) is applicable to all the members of the study group.

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

Article 9 – Conduct during exams

9.1 - 9.10 *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. A student 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 formal reprimand, a null grade for the exam, or the exclusion of participation in the program and/or assessment for a period up to one year. 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 student 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:

1. Using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's or the student's earlier own work, such as a paper, an 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

2. Incorrect referencing to one's own work; use for a second time ideas or text in the same wording for different assignments without reference to the earlier work. In these

cases, a correct reference to one's own ideas and/or texts are required. An incorrect reference is Academic misconduct.

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. Examples are: signing an attendance sheet for fellow students, the working together on a take-home exam.

G. Unfair advantage: attempting to gain unauthorized advantage over fellow students in an academic exercise. Examples are: 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, the use of internet for communication with others during an assessment.

Section 5 – ASSESSMENTS

Article 11 – Exam regulations

11.1 General

Students are deemed to have successfully completed the 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 7). Regarding the exams to be taken within a study phase or program, the Exam Committee may set conditions involving the minimum number of exams that are to be passed.

11.2 Weighting and assessment components

Each course needs to have sufficient individual work to enable the assessment as to whether the student has individually fulfilled the course

requirements. This individual component in general is to be a substantial part of the course grade and at least 50%. Other components, such as team assignments, presentations, and classroom attendance account for the remaining percentage of the whole course 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 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.

11.3 ***Adjustment of grades***

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

11.4 ***Replacement exams***

The Exam Committee is authorized to set a replacement exam.

11.5 ***Sequence of exams***

The Exam Committee is authorized to lay down rules regarding the sequence of the exams to be taken. In general, the defense of the thesis can only be conducted when all other exams have been passed successfully.

11.8 ***Thesis***

Rules and regulations pertaining to the Final Thesis are outlined in the *Modular Executive MBA Thesis Guidelines* issued by Program

Management. This document is an addendum to these Rules and Regulations and therefore 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. A student is allowed to take the International Study Trip within the Thesis period.

11.9 *Exam retakes*

A student has to meet the threshold grade for each of the assignments related to the module. A student will only be offered one opportunity to retake the assignment for which the threshold was not met. This retake has to be taken and successfully completed within the period of one year after the deadline of the final assignment as stated on Canvas.

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).

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

11.10 *Overall exams*

Not applicable.

11.11 *Redo courses*

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 *Replacement exams for courses no longer part of the curriculum or for redesigned courses*

Not applicable.

11.13 *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.

11.14 ***Permission for a fourth exam***

Not applicable.

11.15 ***Announcement of deadlines***

Assignment deadlines are announced in the course outline for the specific module.

Article 12 – Oral Exams

12.1 Not applicable.

Article 13 – Special Circumstances

13.1 ***Special exam facilities***

Not applicable.

13.2 ***Dyslexia***

If a student has dyslexia, extra time may be granted for written tests or exams for the duration of their studies at Nyenrode Business Universiteit. To qualify for this a student must submit an original statement from an officially acknowledged professional based on the criteria formulated by the Stichting Dyslexia Nederland – www.stichtingdyslexianederland.nl. Students with dyslexia will be given additional time for written tests (10 minutes for every hour of the exam).

Students can submit their request by email to mmba@nyenrode.nl

Article 14 – Publication of results

14.1 not applicable

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 completion of the final part of the course has taken place. Any deviation from the above-mentioned periods requires the express consent of Program Management.

14.3 The results of the thesis defense are published not later than one (1) day after the event. When a third reader needs to be involved, it is clearly stated when the results will be published.

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. An Answer Model will be available. In special circumstances this deadline may be extended or shortened by the Exam Committee. Exam reviews will take place at Nyenrode Business Universiteit.

15.2 After the publication of grades students can request a scanned version of their answers via the e-mail address of the applicable Program Management. This will fulfill the legally required review rights. Within certain circumstances an individual review of the exam can be arranged. A request can be submitted by e-mail to the e-mail address of the applicable Program Management. Questions can be posed in written form to the examiner, objections can be submitted to the Exam Committee. Please refer to Chapter 7 for the applicable procedures for submitting objections and appeals.

Article 16 –Allotted study time, extension of duration, validity of grades and progression rules

16.1 *Allotted time for study*

For name program the allotted study time is * year. Successful completion of the program must occur during the allotted time. The Exam Committee is authorized to extend this duration if 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 of the *Modular Executive MBA*. Concerning an exam or an assignment, the Exam Committee can require an extra assessment before the student is allowed to finish the program with a diploma.
When the request is granted an extra tuition fee is required. The details of the fee can be found on the Program Portal/Learning Management System.
When the request is not granted the enrollment of the student will be ended. The student is not allowed to reenroll during a period of five years.

16.3 *Validity of results in case the study is not finished within the allotted time*

If a student is unable to complete the program within the allotted time, the validity of their results for completed courses will be reviewed. The Exam Committee asks information from the program management and faculty involved. In those cases where it can be demonstrated that previously obtained knowledge is no longer sufficient to fulfill the current learning objectives, the Exam Committee makes a decision regarding an additional exam.

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 Admittance on the basis of obligatory (Pre-Master) courses

Not applicable.

16.5 *Enrollment in subsequent years (progression rules)*

Not applicable.

16.6 *Students with a Provisional (Positive) Study Advice*

Not applicable.

16.7 *Admittance to the Exchange Program*

Not applicable.

Article 17 – Diplomas and statements

17.1a *Diploma and academic transcript*

A diploma is awarded by the Exam Committee as proof that the Program has been successfully completed. The courses which the degree covers, together with their grades, are listed on an academic transcript. 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 cannot be awarded a diploma receive (if so desired) a transcript listing the exams that were passed and the grades that were awarded.

17.3 ***Cum Laude***

Graduating with distinction (cum laude) is not applicable for the Modular Executive MBA.

17.4 ***Graduation***

Degrees will be granted on Graduation Day, or, when applicable, on the date that the student passed their last exam. If the student has not met all of the requirements by this date the degree will be granted as soon as these 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 acts as or appoints study coaches to this end. It is the responsibility of the student to make the study coach/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 (duplicated from the General Statute)

Article 19 – General

A student can lodge an objection concerning decisions taken by the Exam Committee, by the Complaints Desk or on decisions of behalf of Nyenrode (for example by the University Board or the Program Director) with the committee or person, that took the decision. (see art. 20 and 21).

A student can lodge an appeal concerning decisions taken by the Exam Committee, by the Complaints Desk or on decisions of behalf of Nyenrode (for example by the University Board or the Program Director) with the Appeal Committee, after an objection to the original decision has been rejected. (see art. 22).

When a student cannot have all the information needed he/she can submit a proforma appeal. The Appeal Committee will define an adjusted date for submission of the information.

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 has the possibility to declare the appeal not admissible due to late submission and/or insufficient or the lack of well-grounded argumentation.

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. The Exam Committee has the possibility to declare the appeal not admissible due to late submission and/or insufficient or the lack of well-grounded argumentation.

20.3 Objections 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 and takes its decision with the time frame mentioned in the Exam Committee's internal regulations. The Exam Committee has the possibility to declare the appeal not admissible due insufficient or the lack of well-grounded argumentation. When the Exam Committee will accept the objection and a second independent assessor is appointed, the exam will be reviewed in its entirety.

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 and within the rules of the educational program) 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.

- 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 strives to ~~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.

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 those grounds for a non-admissible declaration.
- 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 18 weeks. 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 and within the rules of the educational program) 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 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 Administration.

Article 24 – Unforeseen circumstances

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

Article 25 – Hardship Clause

- 25.1** In any circumstance where the Decision-making Authority (such as 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 and Regulations are valid for students of the *Modular Executive MBA* program during the academic year 2019-2020 starting 1 September 2019.

Approved by the Program Committee on 04-06-2019.

In this form determined by the University Board of Universiteit Nyenrode B.V. at: 17-06-2019.

Mitigating circumstances, Illness and pre-existing conditions protocol.

April 2018

- 1. Cases in which students can invoke the illness protocol**
 - a. A request for an additional exam opportunity when a new exam opportunity is not offered in a reasonable time frame or if the exam is offered less than two times a year.
Please note that in case of exceedance of allotted study time (when applicable) the illness protocol cannot be invoked, but the usual procedure for objection is to be followed;
 - b. A request for postponement of dead lines
 - c. Establish that mitigating circumstances exist, that might influence study progress and/or require additional arrangements

- 2. 'Fit to sit' policy and mitigating circumstances**
 - a. The University operates a 'fit to sit' policy, which means that if you submit a piece of coursework or sit an exam and/or in-class test etc. you have deemed yourself fit to do so. It is your responsibility to determine if you are fit to participate in assessment or if a mitigating circumstances claim should be submitted. You cannot submit a mitigating circumstances claim for poor performance in assessment(s).
 - b. Where a student is unfit to make reasonable judgement on their ability to undertake assessment, due to mental illness or other exceptional circumstances, or is taken ill during an examination, a mitigating circumstances claim may be submitted where this can be supported by original medical evidence.
 - c. Mitigating Circumstances are serious unforeseen, unpreventable circumstances that significantly disrupt student performance in assessment. As a student, you are expected to plan your work so you can meet assessment deadlines at the same time as other obligations you may have both inside and outside the University. The mitigating circumstances process should only be used if you experience significant disruption to your studies due to circumstances that were unforeseen and out of your control.
 - d. A mitigating circumstances claim should be submitted if valid detrimental circumstances result in:
 - a) the late or non-submission of coursework; or
 - b) non-participation in assessment and/or non-attendance of examination(s);
 - e. There are four absolute conditions for a mitigating circumstances claim to be taken into consideration by the Exam Committee, and failure to meet

one or more of these will mean your claim is rejected. Your original, independent documentary evidence must be submitted as soon as possible and demonstrate that the circumstances:

1. were unforeseen
2. were out of your control and could not have been prevented
3. relate directly to the timing of the assessment
4. meet the relevant specific conditions relating to documentary evidence (see articles 2b and 4 below) It is the student's responsibility to ensure that their application meets all of the absolute conditions above.

- f. The confidential nature of information provided by students in support of an application for consideration of mitigating circumstances will be respected by the University in compliance with data protection law. Confidential information will only be shared with the relevant individuals within the University on a 'need to know' basis, all of whom are required to keep applications securely to avoid unauthorized access or other breaches of information security. All claims and evidence will be kept by the University for the duration of time as stated in the University's Records Retention Policy after which the evidence shall be destroyed.
- g. In all cases, claims must be substantiated by original independent documentary evidence. This must be an official document e.g. a letter signed on official headed paper, and must include the dates during which the circumstances applied. A digitized version of an original is acceptable. Documentary evidence must be presented in Dutch or in English and, where required, translations must be provided using an authorized translator. Copies of documentary evidence, other than officially certified copies of death certificates, will not be accepted. The University reserves the right to check the authenticity of all documentation submitted as part of a mitigating circumstances claim. Please note: Any student who submits documentation that is not authentic will be investigated in accordance with the Academic Misconduct regulations.
- h. A student may seek a supporting statement from their Personal Tutor (or other suitably qualified member of University staff), in order to help them to articulate their claim, if that individual is aware of the circumstances and their effects, although this cannot, in itself, constitute independent documentary evidence.

3. Illness

A student claiming that illness will interfere or has interfered with his/her study and/or exam results is obliged to notify Program Management and the Exam Committee about this as soon as possible. A doctor's statement, or

documentation that provides equivalent information, needs to be submitted to the Exam Committee.

- a. A doctor's statement should:
 - i. Contain a written statement in words (so for instance not the results of a blood test) signed by a general practitioner (huisarts) or medical specialist;
 - ii. describe the medical condition (i.e., name of the disease, condition or disability);
 - iii. state the period during which the medical situation applies;
 - iv. provide a link between the medical situation and the disability to study and/or participate in an exam. (see also article 4 below)
- b. The Exam Committee can decide that other ways of establishing the illness are acceptable if the circumstances indicate this.
- c. If illness prevents a student of attending the exam he/she should notify Program Management as soon as possible. Request to the Exam Committee for another exam opportunity will only be taken into consideration if proof is submitted that Program Management was notified in a timely fashion.
- d. If illness occurs at the start of or during an exam the student is obliged to notify the proctor/invigilator at once. The proctor/invigilator will make a note of this and afterwards will inform Program Management and the Exam Committee of the situation. Please note that due to the 'fit-to-sit' policy (article 1a above) this situation is only applicable to very sudden, drastic circumstances preventing the student to finish his/her exam .
- e. The student who wants to claim that he/she was ill at the start of or during an exam must send a request to the Exam Committee as soon as possible (i.e., at the first possible opportunity; and, extraordinary circumstances excepted, not later than a week after the occurrence of the situation) and ask the Exam Committee to evaluate the circumstances and decide upon the actions to be taken. If the student has specific requests, these should be stated as well.
- f. The Exam Committee will, as a rule, not consider cases:
 - i. In which the student has not notified the proctor/invigilator before the start of or during the exam about the interfering illness.
 - ii. in which the student claims that illness has interfered with their exam results, when this claim is made after the exam is finished and has been submitted by the student.
 - iii. in which the student claims that illness has interfered with their exam results when this claim is made after the publication of

the results of the exam concerned.

- g. The Exam Committee will notify the student and Program Management about its decisions as soon as possible, but not later than 15 working days after receiving the students claim that illness has interfered with his/her ability to study or to make an exam, as stated in article 33 of the General Statute/NNBS procedure guide.

4. Pre-existing conditions, such as chronic illness

- a. The University is sympathetic to students with pre-existing conditions, such as chronic illnesses (i.e. conditions already existing at enrollment in the program). However students must determine for themselves whether they can comply with the requirements of their chosen program. The integrity of the University's academic awards is established through the validation of the assessment requirements for the program and these cannot be varied to suit the circumstances of individual students.
- b. Within the scope of this protocol a pre-existing condition is either an illness that is a more or less a lifelong condition (such as Diabetes Mellitus) or a condition which takes a long time to recover from (such as most forms of the illness of Pfeiffer).
- c. Students with pre-existing conditions (such as chronic illness) are required (strongly advised) to notify both Program Management and the Exam Committee concerning their condition in a timely fashion (Of course, in adherence to the prevalent Dutch and European privacy laws, all personal information is handled as confidential):
 - If a student already suffers from a pre-existing condition at the start of the program he/she is required to inform Program Management and Exam Committee at enrolment. A doctor's statement (or equivalent documentation) concerning the illness needs to be submitted by the student.
 - If a student is of the opinion that his/her pre-existing condition will not interfere with his/her ability to follow and successfully complete the program, the student is strongly advised to notify both Program Management and the Exam Committee of the existing condition beforehand, in case that things prove to be otherwise.
 - If a student develops a chronic illness or comparable condition while enrolled in the program he/she is required to notify Program Management and the Exam Committee as soon as the illness has been established. A doctor's statement (or equivalent documentation) concerning the illness needs to be

submitted by the student.

The Exam Committee has the possibility to decide beforehand on specific conditions for the student concerning assignments and exams. The Exam Committee notifies the student and Program Management about its decision(s); Program Management is responsible for implementing the conditions specified. Please note that suffering from a pre-existing condition *as a rule* does not automatically lead to adjustments in exam conditions for the student involved.

- d. If the pre-existing condition interferes directly with the exam performance (for instance a black out due to diabetic conditions) the Exam Committee will take into consideration to give the student involved an extra opportunity for the exam, provided the following conditions are met:
 - a. The student has indicated in a timely fashion that he/she suffers from a pre-existing condition (see art. 3c above)
 - b. The student has indicated during the exam to the proctor/invigilator that his/her pre-existing condition is causing problems. The student then preferably should stop working on the exam and leave the room.
- e. If a student claims that a pre-existing condition has interfered with his/her exam results, but the student did not notify Program Management and Exam Committee in a timely fashion about the pre-existing condition (see art. 3c above), the Exam Committee will review the case as it would do in cases of non-pre-existing condition (see art. 2a-g above).

5. Independent documentary evidence

- a. Medical conditions
 - o Circumstances relating to illness or injury must be independently verified by the person, practice or institution that diagnosed or assessed the illness/injury at the time it occurred. Statements that a student reported that they were ill, or which do not include a clear diagnosis, will not be accepted.
 - o In the case of evidence relating to medical conditions, this must take the form of a medical certificate or doctor's letter that is either obtained at the time of the illness or evidence that makes it clear that the student was unwell at the time. The evidence must state the time and duration of the illness and include a clear medical opinion
 - o A note from the doctor indicating that the student told them they were unwell will not normally be accepted; and
 - o Self-certification cannot be accepted;
 - o Counsellors and Psychiatrists with a recognized professional qualification may be asked to provide a confidential statement.

- Medical conditions which prevent attendance must be supported by written evidence from a Medical Practitioner.
 - Written evidence from Complementary Therapists will only be considered where the University is satisfied that the therapist is a member of a recognized professional body.
 - Pregnancy. Whilst pregnancy itself is not considered to be a mitigating circumstance, there may be circumstances where pregnancy-related issues (e.g. medical conditions associated with the pregnancy) impact on a student's studies/assessment. In these cases, the student must use the mitigating circumstances procedure to report them to the university (and provide appropriate supporting evidence, which can be submitted in confidence, if necessary).
- b. Bereavement
- Where the mitigating circumstances relate to the death of someone related to or known to the student, the University normally requires an (digitized) authentic funeral card (i.e. not a copy) to be presented in a timely fashion. If there is any doubt a death certificate or an officially certified copy of a death certificate, or equivalent official document needs to be provided.
 - Where a student has been affected by a death of someone other than a partner, parent, child or close family member, the University requires the student to explain the relationship to the deceased and the impact upon their studies.
 - Bereavement will normally be considered to cover assessments from the moment the student has been notified of the death up to and including the week in which the funeral has taken place. If a student feels they have been affected by a death beyond this period they will need to provide additional evidence to indicate how the death has significantly disrupted their performance in assessment e.g. a doctor's certificate.