

# Education & Examination Regulations

Executive MBA – 2026/2027

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PROFESSIONAL - DEVELOPMENT

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# INTRODUCTION

This document contains the Executive Master of Business Administration Education and Examination Regulations (EMBA-EER) 2026-2027 leading to a Master's degree (as included in Chapter II of this EMBA-EER) at the School of Business and Economics (SBE) of Maastricht University (UM), as required by Article 7.13 of the Dutch Higher Education and Research Act (WHW). This EMBA-EER complies with the requirements set out in sections 2 and 3 of Article 7.13 of the WHW, as well as other relevant legal provisions. This EMBA-EER, including any changes compared to the EMBA-EER of the prior academic year and the respective transitional regulations, has been approved and adopted for the academic year 2026-2027 by the SBE Board, after consultation with the Board of Examiners and after consent from the SBE Council. The Master's study programme outlines as stated in Chapter XVI of this EMBA-EER may be subject to change in academic years thereafter, in which case transitional regulations will be included accordingly in Appendix III of the EMBA-EER of the respective academic year. These transitional regulations apply to students who have not been able to successfully complete educational units of the outlines as presented in Chapter XVI of this EMBA-EER.

## **Adoption**

These Education and Examination Regulations will take effect to those students who start the Executive MBA programme in the academic year 2026/2027 for the first time.

## **Definition of terms**

For the purpose of these Master Education and Examination Regulations, the following terms are defined as:

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

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

**Assessor:** a person who provides evaluation of examinations, supporting the assessment process and contributing to the determination of results.

**Attendance:** physical presence during any teaching activity in educational units. This can be a partial requirement of an educational unit: the minimum number of lectures and/or tutorials a student must attend if and as stated in the syllabus and which can be a condition to pass the educational unit.

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

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

**Business Consulting Project (BCP):** an independently and individually written essay on a graduate academic level that addresses and investigates a business or management problem, as approved by the supervisor.

**Canvas:** an online platform encompassing UM's learning management in which each educational unit within the curriculum has a dedicated site with regards to communication, content information, testing, paper submissions, originality checks and discussion boards.

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

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

**Course assignment:** an assignment that may be part of the (resit of an) examination of a course.

Course coordinator: the examiner responsible for developing the content of an educational unit who coordinates all tasks related to the education and examination and/or assessment of the educational unit.

Cum Laude: a degree awarded to students who have shown exceptional performance in the Master's study programme and have met the Cum Laude requirements, which are stated in this EMBA-EER, chapter XII. Cum Laude is, amongst others, based on the Grade Point Average (GPA). When a student is awarded with a Cum Laude classification, this will be stated on the student's certificate.

Curriculum: the educational units comprising a study programme.

Digital examinations: examination conducted in a digital format taken on a computer.

Disability Support (DS): the central point at UM where students with a disability and/or chronic illness can apply for facilities or support.

Dual Degree: an approved combined study programme that leads to two Master's degrees. After successfully completing all the requirements of both Master's study programmes, students will receive a separate Master's degree from each programme.

EA admission test: the Executive Assessment admission test of the Graduate Management Admission Council (GMAC), measuring the skills that are critical both at work and in a business programme such as higher order reasoning, critical thinking, analysis, and problem solving.

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

Education period: a temporal unit equal to the duration of the educational unit and subsequent examination of an educational unit.

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

Elective unit: an educational unit freely chosen from the list of elective themes, to be found in the programme outline.

EMBA-EER: abbreviation for Executive Master of Business Administration Education and Examination Regulations.

Exam: the overall assessment or the final exam of the Master's study programme referred to in Article 7.3 paragraph 3 ° Article 7.10 paragraph 2 of the Act/WHW.

Examination: an assessment of a component or components of the educational unit as referred to in Article 7.3 paragraph 3 ° Article 7.10 paragraph 1 of the Act/WHW in a written, oral or digital format.

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

Extracurricular activity: an activity of which the ECTS credits are recognised, but which do not count towards successful completion of the Master's exam.

Fraud: actions and/or omissions by a student, intended or not, making it impossible in whole or in part to properly evaluate their knowledge, understanding and skills or creating the opportunity for others to commit fraud.

GMAT Exam (10th Edition): the Graduate Management Admission Test, a computer-based standardised test which assesses a person's verbal reasoning, quantitative reasoning, analytical writing and critical thinking skills in preparation for being admitted into a graduate programme. The GMAT Exam (10th Edition) test score ends in "0".

GMAT Exam (Focus Edition): the Graduate Management Admission Test, a computer-based standardised test which assesses a person's verbal reasoning, quantitative reasoning and critical thinking skills in preparation for being admitted into a graduate programme. The GMAT Exam (Focus Edition) test score ends in "5".

GPA: abbreviation for Grade Point Average, the weighted average score of all final numerical grades of the educational units registered within the Master's study programme that are stated on the Master's curricular (final) transcript and the numerical grades as explained in Article 4.22 of this EMBA-EER.

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

Irregularity: any act or omission by a student in violation of the rules, guidelines and instructions relating to (the completion of) educational units and/or examinations. This includes, among others, fraud and plagiarism.

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

Executive MBA: Executive Master of Business Administration (registration number in RIO: Brin: 21PJ; Isat: 75143).

N.a.: not applicable

Oral examinations: an oral assessment of a component or components of the educational unit as referred to in Article 7.3 paragraph 3 and Article 7.10 paragraph 1 of the Act/WHW.

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

Plagiarism: the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources. Plagiarism is considered to be fraud.

Programme (or Study programme): the Master's programmes referred to in Chapter XIV of these Regulations and referred to in Article 7.3 of the Act/WHW, consisting of a coherent whole of educational units comprising a total number of 70 ECTS credits.

Programme office: the Executive MBA programme office responsible for organising the Executive Master of Business Administration.

Programme outline: the schematic overview of educational activities and periods throughout the year.

Resit: in principle, the second opportunity in an academic year for the examination of an educational unit or parts thereof, and additionally, any other sit that is needed to pass the educational unit after prior failing or receiving a No Grade (NG) as defined in Article 4.17 of this EMBA-EER.

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

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

Specialisation: the Executive MBA has two specialisations: (1) the On-Campus MBA which is provided in a face to face setting and consists of eight educational weeks, the Leadership Development Trajectory and the Business Consulting Project, and (2) the Online MBA which is provided in a blended format consisting of 10 online courses, 3 educational weeks, the Leadership Development Trajectory and the Business Consulting Project.

Student: a person who is correctly registered at a university for education and/or to do exams and the examinations in the Executive MBA programmes.

Student & Career Counsellors: a team supporting and guiding SBE students with personal, academic and career related questions and concerns with special attention for a student's individual progress.

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

Study programme: a Master's study programme mentioned in Article 14 of this EMBA-EER, which consists of a cohesive programme of educational units of 70 ECTS credits.

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

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

Transcript: an official document, attached to a certificate, listing the results achieved by a student for the educational units of a study programme. The curricular transcript lists the educational units registered within the Master's study programme, which count towards the successful completion of the Master's exam. The Extracurricular transcript lists the educational units followed on top of the Master's study programme, these educational units do not count towards the successful completion of the Master's exam.

UM: abbreviation of Maastricht University.

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

UMIO: a branch of SBE responsible for organising programmes for individual professionals and organisations. The Executive MBA programme office is part of UMIO.

Written examinations: a written assessment of a component or components of the educational unit as referred to in Article 7.3 paragraph 3 and Article 7.10 paragraph 1 of the Act/WHW. Written examinations can include digital examinations.

WHW: abbreviation of Wet Hoger Onderwijs en Wetenschappelijk onderzoek / Dutch Higher Education and Scientific Research Act. See (the) Act.

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

# PART 1 – ADMISSION

## Chapter I – Admission

### ARTICLE 1.1 STUDY PROGRAMMES

Executive Master of Business Administration, leading to a Master of Science degree.

### ARTICLE 1.2 APPLICATION DEADLINES

The application deadlines regarding the Executive MBA programme for each admission cycle will be announced on the programme website ([www.maastrichtmba.com](http://www.maastrichtmba.com)).

### ARTICLE 1.3 ELIGIBILITY

- 1.3.1 The (specific) prerequisites for enrolment in the Executive MBA programme are made available on the programme website ([www.maastrichtmba.com](http://www.maastrichtmba.com)).
- 1.3.2 In order to be eligible for admission, a prospective student has to:
- submit a digital application form via the programme website; and
  - submit a proof of motivation; and
  - submit a résumé/curriculum vitae; and
  - submit a copy of degrees and transcripts from previous studies; and
  - submit two reference forms; and
  - submit a copy of a valid passport or ID-card; and
  - submit a passport-style photo; and
  - submit payment of the programme application fee; and
  - participate in an intake interview with the Executive MBA Director.

Failure to meet one or more of the eligibility requirements listed in this article results in the application not being taken into consideration for admission as referred to in Article 1.4.

### ARTICLE 1.4 ADMISSION REQUIREMENTS

- 1.4.1 All applicants who meet the eligibility requirements as referred to in Article 1.3 are assessed by the Board of Admissions regarding their eligibility and overall suitability for admission. The Board of Admissions decides for each individual application whether the applicant will be admitted to the Executive MBA programme, based on the admission requirements set out in this chapter.

- 1.4.2 The (specific) prerequisites for enrolment in the Executive MBA programme are:
- a. having obtained a bachelor's degree or equivalent; and
  - b. having a minimum of five years of relevant work experience; and
  - c. having sufficient command of English as determined in the intake interview; and
  - d. having provided proof of specific quantitative, verbal and analytical capabilities, e.g. a satisfactory GMAT Exam score, Executive Assessment score or GRE test score. What constitutes a satisfactory test score is at the discretion of the Board of Admissions, who uses the guidelines of the conversion table as depicted in Appendix II; and
  - e. having demonstrated sufficient motivation, professional maturity and overall suitability for the Executive MBA programme, in line with the objectives and profile of the programme, as assessed by the Board of Admissions.
- 1.4.3 Students may be exempted from the admissions test if they hold:
- a PhD degree; or
  - a master's degree; or
  - a bachelor's degree with 20+ years of relevant work experience; or
  - a bachelor's degree in combination with a completion certificate from UMIO's Deeltijdopleiding Bedrijfskunde (OBK); or
  - a bachelor's degree in combination with a completion certificate from UMIO's Deeltijdopleiding Strategie, Leiderschap en Veranderen (SLV).
- 1.4.4 Applicants who meet the admission requirements as referred to in this chapter may be granted entry into the programme by the Board of Admissions, subject to a positive overall assessment of their suitability for the Executive MBA programme. This overall assessment includes, but is not limited to, the outcome of the intake interview, during which the applicant's motivation, professional background, academic preparedness, relevant work experience and potential to successfully complete the programme are assessed. Admission is granted through an Offer of Admission signed by the Executive MBA Director. To complete their enrolment, applicants must return a signed copy of the Offer, confirming their acceptance of its terms and appendices, including this Executive MBA Education and Examination Regulations (EMBA-EER). Students who change their specialisation after having received their admission letter will receive an updated admission letter from the Executive MBA programme office.
- 1.4.5 The Board of Admissions may decide not to admit an applicant, even if all formal admission requirements are met, in which case a reasoned motivation will be provided.

# PART 2 – GENERAL INFORMATION

## Chapter II – General provisions

### ARTICLE 2 APPLICABILITY OF THE EMBA-EER

- 2.1 The regulations in this EMBA-EER (with the exception of Chapter I in this EMBA-EER) apply to the education, examinations and exams of the Executive MBA study programme of the SBE at Maastricht University and to all students who start the Executive MBA programme in the academic year 2026/2027.
- 2.2 These EMBA-EER regulations also apply to students from other programmes, faculties or institutions of higher education, insofar as they follow components of the study programme to which these Education and Examination Regulations apply, unless explicitly excluded in this EMBA-EER.
- 2.3 For components of the study programme that students follow at another degree programme, faculty or institution of higher education, the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.
- 2.4 The regulations were adopted by the SBE Board following consultation with the Board of Examiners and after consent from the SBE Council (Article 9.38 of the Higher Education and Scientific Research Act (The Act/WHW)).
- 2.5 These regulations are in compliance and in conformity with the Dutch Higher Education and Scientific Research Act (the Act/WHW).

## Chapter III – Aim, content and structure of the Executive MBA programme

### ARTICLE 3 AIM OF THE STUDY PROGRAMME

#### ARTICLE 3.1 LEARNING GOALS

The Executive MBA programme has a general management orientation and focus. The learning goals of the SBE Master's study programmes of the SBE at Maastricht University are that graduates are able to:

- develop insights based on academic knowledge in a self-directed manner (Knowledge & Insight);
- demonstrate an academic attitude (Academic Attitude);
- actively engage in the global community in a globally responsible manner (Global Citizenship); and
- demonstrate excellent interpersonal competences in an international professional setting (Interpersonal Competences).

These four learning goals are characteristic for all SBE Master's programmes. They are translated into programme-specific learning objectives, which are offered in obligatory courses of the programme.

#### Knowledge and Insight

- Understand and analyse the functional areas of a business as an integrative process
- Understand and analyse the nature and dynamics of business in their external environment.
- Understand the triggers and dynamics of social behaviour (incentives, temporal and cultural embeddedness) in different settings (industries, communities and countries).

#### Academic Attitude

- Leadership/team skills: learn to initiate change, motivate others and align as well as co-create with peers.
- Awareness of broader context: consider and experiment how different initial conditions (e.g. economic and political systems, stages of technological development) require different behavioural responses.
- Academic reasoning/problem solving: create strategies as response to new or unfamiliar environments within a broader context.

#### Global Citizenship

- Making judgments: identify, understand and assess different views on topics related to a business case/issue.
- Reflect on different demands from key stakeholders and constructively work in international teams.

#### (Inter)personal Competences

- Reflection and learning skills: independently reflect on the student's own analyses and decision processes.
- Communication skills: demonstrate oral and written communication skills in different settings, including composing convincing presentations and engaging in constructive discussions.

### ARTICLE 3.2 FORMAT OF THE STUDY PROGRAMME

The Executive MBA study programme is offered as a part-time study programme. The nominal duration of the Executive MBA part-time study programme is 2 years, but can be fast-tracked to 1.5 year or extended to a maximum of 4 years without formal approval by the Board of Examiners. The programme has a workload of 2.030 hours and includes 70.0 ECTS credits. One ECTS credit equals a workload of 28 hours (Article 7.4 The act/WHW).

### ARTICLE 3.3 START OF THE STUDY PROGRAMME

The Executive MBA study programme starts multiple times per year as announced on the website of the programme.

#### ARTICLE 3.4 LANGUAGE

- 3.4.1 The Executive MBA study programme's teaching and examinations are conducted and given in English.
- 3.4.2 The choice for the language of instruction of the programme is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) art. 7.2. For more information on the choice of the language of instruction, please see Appendix I of this EMBA-EER.

#### ARTICLE 3.5 COMMUNICATION

- 3.5.1 The SBE uses (digital) communication channels (such as UM webmail, Canvas, Microsoft Teams and/or other UM/SBE/UMIO channels) to inform students of or to communicate about the study programme, exam(ination)s, (to announce) decisions and/or other topics related to the UM or SBE.
- 3.5.2 Students must regularly check the (digital) communication channels throughout the entire academic year. It is the students' own responsibility to inform themselves by checking these channels. Information disseminated via the (digital) communication channels is assumed to be known.

#### ARTICLE 3.6 ADVICE AND GUIDANCE

The Student & Career Counsellors support and guide SBE students with personal, academic and career- related questions and concerns with a special attention to a students' individual progress.

## Chapter IV – Education and examination

### ARTICLE 4.1 REGISTRATION FOR EDUCATIONAL UNITS AND EXAMINATIONS

- 4.1.1 Students are informed via the programme office on the registration and deregistration deadlines and the procedure they must follow in order to have a correct and timely (de)registration for educational units and examinations. It is the students' own responsibility to check in time whether they have a valid (de)registration.
- 4.1.2 Students are allowed to participate in an educational unit when they have a correct and timely registration for it. In case a student has not registered correctly or in time, participation will be refused by the programme office.
- 4.1.3 Students are allowed to participate in an examination only when they have a correct and timely registration for it. Upon registration for an educational unit, students are automatically registered for the first sit examination. In case of a No Grade (NG), fail or an insufficient grade, the student is automatically registered for the resit examination in the next education period. In case a student has no valid registration, results can be declared invalid by the Board of Examiners. Only students who have had a prior registration in the educational unit can register for solely an examination (i.e. an examination-only registration).
- 4.1.4 Students are allowed to cancel their participation/examination for an educational unit and examination before the deadlines set and communicated by the programme office. Failing to respect these deadlines results in a No Grade (NG) as well as a cancellation fee.

### ARTICLE 4.2 PREREQUISITES

Participation in an educational unit and its examination may require students to have passed other educational units prior to registration for that particular unit. Prerequisites for educational units will be announced in the course syllabi which are made available by the programme office.

### ARTICLE 4.3 RULES OF PROCEDURE FOR EXAMINATIONS

- 4.3.1 In the rules of procedure for examinations, which are communicated by the programme office, the Board of Examiners lays down the rules and guidelines on proper conduct regarding examinations and regarding the procedural aspects of examinations, including non-compliance with these rules.
- 4.3.2 If students are suspected to have violated the rules of procedure for examinations in an examination or part(s) thereof, the Board of Examiners will investigate this and decide whether fraud is established and if so, which sanction will be imposed as described in Article 4.8 and Article 8.2 paragraph 4, of this EMBA-EER.

- 4.3.3 If there is a suspicion of (an) irregularity/irregularities before, during or after an examination, the Board of Examiners will investigate whether this has led to an omission in the chain of custody. If so, the Board of Examiners can declare the examination invalid or may impose (a) sanction(s) in line with Article 4.8 and Article 8.2, paragraph 4, of this EMBA-EER.

#### ARTICLE 4.4 EXAMINATION

- 4.4.1 Examinations will be conducted, assessed and graded by examiners appointed by the Board of Examiners.
- 4.4.2 Examinations will be conducted in oral form, in writing or otherwise (e.g., presentations and discussion facilitation), as announced in the Outline Study Programme and/or syllabus. In exceptional cases it is within the Board of Examiners' competence to determine otherwise.
- 4.4.3 Examinations may be assessed and checked for plagiarism, fraud and other irregularities.

#### ARTICLE 4.5 WRITTEN EXAMINATIONS

For every written examination, an assessment norm is determined and stated on the examination paper. Written examinations also include computer- or digital-based examination formats. The Board of Examiners may establish guidelines for formulating written assignments, which will be published by the programme office.

#### ARTICLE 4.6 ORAL EXAMINATIONS

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

#### ARTICLE 4.7 ATTENDANCE, PARTICIPATION, COURSE ASSIGNMENTS AND DEADLINE POLICY

Attendance at and participation in educational activities may be part of an examination when announced along with its assessment norms in the syllabus. A course assignment can be used to compensate for failed attendance.

#### ARTICLE 4.8 INVALID EXAMINATION

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

#### ARTICLE 4.9 RESITS

- 4.9.1. A resit of an examination entails, in principle, the second opportunity for students to take an examination. Resits of examinations are facilitated for any educational unit or their components, unless explicitly excluded in the syllabus if paragraph 2 of this Article applies.
- 4.9.2. A resit opportunity may only be excluded if, due to their nature, certain components of an educational unit and/or its examination(s) can only be assessed within the relevant education period (e.g. software labs, presentation). The exclusion of a resit opportunity must be explicitly mentioned in the syllabus of the educational unit.
- 4.9.3. The syllabus may stipulate (additional) rules regarding the resit of the educational unit (or components thereof). Consequently, the format of the resit for an educational unit or its components may differ from that of the first sit examination(s).
- 4.9.4. The highest overall grade obtained will be considered the final grade for the educational unit.
- 4.9.5. It is not allowed to take a resit for an educational unit that is already awarded with a pass or a grade of five and a half (5.5) or higher and for which the student obtained the ECTS credits for the educational unit.

#### ARTICLE 4.10 EXTRA EXAMINATION OPPORTUNITY

Upon request, the Board of Examiners may grant students an extra examination opportunity (i.e., in addition to the regularly planned first sit and resit examination) if the following conditions apply:

- a. it concerns the last educational unit of the programme that the student has to successfully complete in order to obtain the Master's degree; and
- b. the student has participated in at least the regularly planned first sit and resit examination, unless the student can demonstrate personal circumstances which have prohibited the student from participating in the regularly planned first sit and/or resit examination); and
- c. it must concern a (partial) examination for a compulsory course, disciplinary course or compulsory skills training; and

- d. the (partial) examination of the educational unit needs to be fulfilled in order to meet all requirements of the educational unit, to receive the ECTS credits for the educational unit and to be able to graduate within the Master's study programme; and
- e. all other (partial) requirements of the educational unit must have already been passed, if applicable.

The applicable rules, conditions and guidelines on the extra examination opportunity are published by the programme office.

#### **ARTICLE 4.11 EXAMINATION PERIODS AND EXAMINATION MOMENTS**

Examinations take place throughout the academic year as indicated in the Executive MBA programme outlines and/or course syllabi.

#### **ARTICLE 4.12 LOCATION OF THE EXAMINATION**

In principle, examinations are held at locations approved by the Board of Examiners to safeguard the quality of examinations.

#### **ARTICLE 4.13 SPECIAL EXAMINATION ARRANGEMENTS**

Upon request, students with a disability and/or chronic illness are offered the opportunity to take exams and assessments or teaching and learning activities in a manner adapted as optimal as possible to their disability and/or chronic illness. These adjustments shall be reasonably tailored to the student's disability and/or chronic illness but may not alter the quality or difficulty of an educational component or assessment programme. All intended learning outcomes must be covered by the adapted (assessment) provision. Based on the advice of Disability Support (DS) and, if applicable, any additional information, the Board of Examiners decides on adaptations in assessment. Based on the advice of DS and the subsequent binding advice of the SBE Board, the Board of Examiners decides on adjustments in education. If the Board of Examiners deviates from the advice of DS, this deviation is motivated.

#### **ARTICLE 4.14 TOP ATHLETES**

Students who have been recognised as top athletes by LimburgSport are advised to make sure their status is recognised by the UM by checking the UM website. The top athletes recognised by the UM are advised to contact Student & Career Counselling with regard to their dual career as student and top athlete and develop a suitable planning for their study programme. The Student and Career Counsellors can also provide information about the rights top level athletes have at SBE. More information can be found on the UM website.

#### ARTICLE 4.15 RESULTS

- 4.15.1. All examinations in the SBE Master's study programmes are assessed by means of a grade in accordance with the provisions of this Article.
- 4.15.2. Grades are given on a scale from 0.0 to 10.0 in whole grades, half grades or a pass/fail or a No grade (NG). Any unrounded grade will be rounded to the nearest grade or half grade, with the exception of grades between 5.0 and 5.5, which will be rounded down to 5.0. Rounding only occurs at the final stage, when determining the final grade of the educational unit.
- 4.15.3. The grading scale from 0.0 to 10.0, as applied by the SBE, is to be interpreted as indicated below. A minimum grade of 5.5 or higher is considered sufficient.

**Disclaimer:** Rights can only be derived from final results as published by the programme office. The explanation of the grades in the table below is only used to explain the valuation of the grade and is not a grading in itself (e.g. if an examiner indicates "Good" for an examination, this does not automatically mean the examination is graded with an 8.0).

10.0	Outstanding
9.0	Very good
8.0	Good
7.0	More than satisfactory
6.0	Satisfactory
5.5	Pass
5.0	Almost satisfactory
4.0	Unsatisfactory
3.0	Very unsatisfactory
2.0	Poor
1.0	Very poor
0.0	Fail – Use is at the discretion of the Board of Examiners
Pass	≥5.5; performance at least meets the minimum criteria
Fail	<5.5; performance below the minimum criteria
'No grade'	Inability to determine result as explained in Article 4.17 of this EMBA-EER

- 4.15.4. In the syllabus and/or on the Canvas course of an educational unit it can be determined:
  - a. whether students need to pass every examination component to pass the educational unit;
  - b. whether students who fail one or more examination components can obtain a pass for the educational unit if their overall grade is at least a 5.5;
  - c. whether only failed examination components are part of the resit, or if passed components are also part of the resit.

#### ARTICLE 4.16 VALIDATION OF RESULTS

The Board of Examiners validates the results of each examination. Before validating the examination results, the Board of Examiners may initiate an investigation into one or more aspects of the study programme if any of the concerning examinations and/or results warrant such investigations.

#### ARTICLE 4.17 NO GRADE (NG)

In case of inability to determine a result, an examination may be graded with a No Grade (NG). More specifically, instances which warrant a No Grade (NG) include, but are not limited to:

- a student has (been) registered for the examination but has not actually taken the examination or part thereof and did not deregister during the registration period;
- a student fails to complete the examination before the deadline;
- a student has completed an examination that cannot be assessed (e.g. a corrupted file, an incomplete examination document, et cetera);
- a student has committed an irregularity (including fraud and plagiarism) as defined in Chapter VIII of this EMBA-EER, in which case the Board of Examiners may grade the examination with a No Grade as a sanction as indicated in Article 8.2 paragraphs 4 of this EMBA-EER.

#### ARTICLE 4.18 PUBLICATION

4.18.1. Official final examination results will be published within thirty (30) working days after the examination date, unless decided otherwise by the UM Executive Board or the SBE Board and will be announced by the programme office.

4.18.2. On behalf of the SBE Board, the Education and Exams Office records examination results. The grades are published via communication channels mentioned under article 3.5 of this EMBA-EER. Students can request a transcript of their records at the programme office.

#### ARTICLE 4.19 AWARDING CREDITS

4.19.1. The number of ECTS credits representing the full study load of a course or other educational unit is indivisible. This means it is not possible to award part of the ECTS credits.

4.19.2. ECTS credits are awarded by decision of the Board of Examiners only when the student fulfilled all requirements of a course, skills training or other educational unit to pass the educational unit and by obtaining a final grade of at least 5.5 on a 0.0 to 10.0 scale or a pass on the pass/fail scale. See also Article 4.15.

#### ARTICLE 4.20 VALIDITY

- 4.20.1. The positive final (overall) results for passed educational units and exemptions, registered in the student file, are valid for an unlimited period, unless the student's knowledge, insight or the skills that were examined are demonstrably outdated. With regard to the latter, the SBE Board may decide whether results are demonstrably outdated and can limit the validity of results and may require (an) additional(s) or alternative examination(s).
- 4.20.2. Passed partial requirements (components) of an educational unit, including participation requirements, will remain valid in the academic year in which the partial results are obtained and five (5) more academic years.
- 4.20.3. The Board of Examiners may extend the period of validity of passed results in individual cases.

#### ARTICLE 4.21 RETENTION PERIOD EXAMINATION RESULTS

- 4.21.1. The examinations, results and the assessed work of digital and physically written examinations have to be filed for two (2) years after the result of the examination is determined.
- 4.21.2. The BCP and the assessment thereof must be filed for a period of seven (7) years after the BCP grade is determined.

#### ARTICLE 4.22 GRADE POINT AVERAGE (GPA)

- 4.22.1. The Master's curricular (final) transcript indicates the (final) grade point average (GPA), to provide a reflection of the academic performance of a student.
- 4.22.2. The GPA equals the weighted average score of all final numerical grades of the educational units registered within the Master's study programme of the student. The weighting is based on the attempted ECTS credits of these educational units. The GPA is calculated and rounded down to two decimal points.
- 4.22.3. Although unsuccessfully completed educational units will not appear on the final Master's grade transcript belonging to the certificate, unsuccessfully completed educational units of the Master's exam that resulted in an insufficient final numerical grade, are calculated in the GPA.

## **Chapter V – Comment, right of inspection and objection procedure**

### **ARTICLE 5.1 COMMENTS PROCEDURE**

(General) Comments regarding written examinations with open and/or closed questions (Multiple Choice) or parts thereof have to be submitted to the course coordinator according to the rules as published by the programme office. The comments procedure allows students to submit comments regarding written examinations with the aim of filtering out inaccuracies prior to the start of the grading process.

### **ARTICLE 5.2 INSPECTION PROCEDURE**

- 5.2.1 The right of inspection encompasses that, within ten (10) working days after the official publication date of the grade, students upon request will be given the opportunity to discuss:
- their assessed answers to the written examination or written part of an examination;
  - the examination format;
  - the norms applicable to the assessment thereof; and
  - the answer key to the assessed written examination (if applicable).
- 5.2.2 Once requested, students will receive information regarding the meeting date and time. This will be announced by the course coordinator, course assessor or programme office.
- 5.2.3 The inspection may also be organised online.
- 5.2.4 Objections regarding the assessment of the examination have to be submitted in writing during the inspection, according to the instructions communicated in the syllabus and/or via the programme office.
- 5.2.5 The student must receive a written and motivated response on each submitted objection within a reasonable period of time.
- 5.2.6 Within the period specified under paragraph 1 of this article, a student will be given a second opportunity to exercise the right of inspection, provided that the student can demonstrate that circumstances beyond the student's control prevented the student from exercising this right in the first instance. The student must have reported the inability promptly to the course coordinator, however in any case within 5 days after the date of inspection was communicated.

## Chapter VI – Exemptions

### ARTICLE 6.1 AUTHORITY AND MAXIMUM

- 6.1.1 The Board of Examiners is authorised to grant students exemptions from educational units and/or examinations, provided that the student can demonstrate the successful completion of an educational unit and/or examination at a university or higher professional education study programme which was similar in terms of content and level.
- 6.1.2 A maximum of 13.0 ECTS credits of exemptions can be granted within the Master's exam.
- 6.1.3 An exception to paragraph 2 of this Article applies to students who do a Dual Degree programme at the SBE. Dual Degree students are allowed to be granted more than 13.0 ECTS credits of exemptions.
- 6.1.4 No exemption can be granted for the BCP or elective weeks.
- 6.1.5 No exemptions can be granted for knowledge that is obtained at another faculty or school during the time the student is excluded from participating in examinations based on committed irregularities (including fraud and plagiarism).
- 6.1.6 An exemption can only be granted for an entire educational unit, not for one or more components thereof.

### ARTICLE 6.2 NO REGISTRATION OF ACTUAL GRADES

Exemptions granted by the Board of Examiners will be registered on the (final) grade list as exemption(s). This means that the actual grade(s) and result(s) obtained for such (an) educational unit(s) outside or within the UM, will not be stated on the (final) transcript and the list of Exam subjects of the SBE study programme concerned.

### ARTICLE 6.3 EXEMPTIONS AND THE GRADE POINT AVERAGE (GPA)

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

## **Chapter VII – Extracurricular educational units**

### **ARTICLE 7.1 EXTRACURRICULAR EDUCATIONAL UNITS IN THE MBA**

Any elective educational units offered in the Executive MBA curriculum and mentioned under article 14.3 of this EMBA-EER that are taken after completing the required three elective units are considered extracurricular. Two extracurricular educational units can be taken without approval of the Board of Examiners. For additional extracurricular units, students must seek approval of the Board of Examiners

### **ARTICLE 7.2 EXTRACURRICULAR TRANSCRIPT**

Educational units in the Executive MBA programme that are additional to a student's curriculum, are extracurricular and will be listed on the extracurricular transcript. The grades listed on the extracurricular transcript do not count towards a student's GPA. Upon timely request, at the latest before the start of an educational unit, the Board of Examiners can approve that the extracurricular results will be listed on the curricular transcript, in which case the grades will count towards the student's GPA.

### **ARTICLE 7.3 N.A.**

n.a.

## Chapter VIII – Irregularities (including fraud and plagiarism)

### ARTICLE 8.1 IRREGULARITIES, FRAUD AND PLAGIARISM

8.1.1 An irregularity is an act and/or omission by a student in violation of the rules, guidelines and instructions relating to (the completion of) educational units and/or examinations. This includes, among others, fraud and plagiarism.

8.1.2 Fraud, including 'plagiarism', refers to actions or omissions by a student, intended or not, which make it impossible in whole or in part to properly evaluate their knowledge, understanding and skills or creating the opportunity for others to commit fraud or plagiarism.

**Fraud** includes but is not limited to a student:

- having any unauthorised aids, texts or notes, or unauthorised electronic aids and/or communication devices at their disposal during an examination;
- having communicated or tried to communicate with fellow students during an examination, either verbally or through gesture, without permission from an exam supervisor, examiner, or a member of the Board of Examiners;
- having copied or tried to copy fellow students' (examination) answers, or having given another student the opportunity to copy their own answers;
- having posed as someone else or having themselves represented by someone else at the examination;
- having deliberately misled or tried to mislead an exam supervisor/invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam(ination), or having deliberately provided an opportunity for them to be misled;
- having collaborated on a graded assignment, paper or practical exercise, whereas this was not explicitly allowed (i.e. collusion);
- submitting work or assignments acquired from or written by a third party (whether or not for payment) and/or (partially) generated by artificial intelligence software, such as ChatGPT.

8.1.3 Plagiarism means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources. Plagiarism is considered to be fraud.

**Plagiarism** includes but is not limited to a student:

- using or copying their personal or other people's texts, data, ideas or thoughts without adequate reference to the source (and thus passing it off as their own);
- presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as their own;
- not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or an appropriate layout;

- paraphrasing the content of their own or other people's texts without adequate reference to the source;
- copying video, audio or examination material, software and programme codes from others without adequate reference to the source and thus passing them off as their own;
- submitting work or assignments acquired from or written by a third party (whether or not for payment) and/or (partially) generated by artificial intelligence software, such as ChatGPT, and passing them off as their own.

## ARTICLE 8.2 MEASURES/SANCTIONS IN CASE OF IRREGULARITIES, FRAUD AND PLAGIARISM

### 8.2.1

- a. If the Board of Examiners determines that a student has committed an irregularity in any examination or part(s) thereof, the Board of Examiners may take appropriate measures and/or impose sanctions as per paragraph 4 and 5 of this Article.
- b. In departure of Article 1 section 5 of the General UM Regulation for Fraud and Irregularities of any academic year, as published on the UM website, if the Board of Examiners determines that an irregularity has been established in a group assignment, it may take appropriate measures and/or impose sanctions for all students involved in the group assignment as per paragraph 4 and 5 of this Article.

8.2.2 The Board of Examiners may only (decide to) impose measures/sanctions if an irregularity indeed could be established and after having given the student the opportunity to put forward their view on the matter during a hearing.

8.2.3 If an irregularity has been established and, if applicable, a sanction has been imposed, then the Board of Examiners will include the decision in the student's file. The decision can be taken into account in any future event of this nature and this might lead to a more severe sanction.

8.2.4 When an irregularity, as defined in Article 8.1 of this EMBA-EER has been established, the Board of Examiners may decide to impose any of the following measure/sanctions, referred to in Article 7.12b of the Act/WHW, or a combination thereof upon the student:

- a reprimand/official warning; and/or
- grade the concerning educational unit (or parts thereof) with a fail, no grade (NG), or 0.0 grade as indicated in Article 4.15 of this EER; and/or
- declare an examination (or component thereof) invalid; and/or
- exclusion from participation or further participation of one or more examinations or exams at the SBE for a period of time to be determined by the Board of Examiners, with a maximum period of one year.

8.2.5 In serious cases of an irregularity or if a student is found guilty of repetition of an irregularity, the Board of Examiners can propose to the UM Executive Board that the student(s) concerned should be permanently deregistered from the study programme.

## **Chapter IX – Time limit for decisions by the Board of Examiners**

### **ARTICLE 9 DECISIONS WITHIN A REASONABLE PERIOD OF TIME**

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

## **Chapter X – Business Consulting Project (BCP)**

### **ARTICLE 10.1 AIM AND REQUIREMENTS**

- 10.1.1 All Executive MBA students must write and successfully complete a Business Consulting Project (BCP). The BCP is an independently and individually written essay on a particular subject in the field of business and/or management which is discussed from a theoretical and practical point of view, at a graduate academic level.
- 10.1.2 The aim of the BCP, the learning goals, general information, procedures and the requirements are described in the applicable BCP syllabus, available via Canvas and via the programme office.

### **ARTICLE 10.2 REGISTRATION BCP FIRST SIT AND RESIT**

- 10.2.1 Students must successfully complete the Business Research Methods course of the MBA exam before they are allowed to start the Business Consulting Project's writing process.
- 10.2.2 Students who successfully completed the Business Research Methods course of the MBA exam are allowed to register for the first sit of the Business Consulting Project in the corresponding academic year.
- 10.2.3 The deadline for handing in the BCP in the first and resit are stated in the BCP syllabus.
- 10.2.4 If the evaluation of the BCP and the defence thereof results in an insufficient or a No Grade (NG), a student gets the opportunity to hand-in and defend a revision of this BCP within a specific period of time as described in the applicable BCP syllabus and in Chapter IV of this EMBA-EER (a resit). If the resit results in an insufficient grade, or if the student fails to hand- in and defend a revision within this time frame, the student has to write a BCP on a new subject, unless the Board of Examiners decides otherwise based on proved personal circumstances (see Article 17.5 of this EMBA-EER).

### **ARTICLE 10.3 N.A.**

- 10.3.1 n.a.
- 10.3.2 n.a.

### **ARTICLE 10.4 PLAGIARISM CHECK**

All BCPs that are graded according to the procedure as stated in the applicable BCP syllabus, will be assessed and checked on irregularities including, but not limited to, plagiarism, fraud and unauthorised use of artificial intelligence.

### **ARTICLE 10.5 DEADLINES BCP**

Per academic year several timelines are presented as outlined in the BCP syllabus. Deadlines for handing in the BCP proposal and final BCP are provided by the Executive MBA programme office.

### **ARTICLE 10.6 N.A.**

#### ARTICLE 10.7 RESIT OF THE BCP BASED ON PERSONAL CIRCUMSTANCES

- 10.8.1 When a student does not meet the first sit deadline and/or standards for the BCP due to personal circumstances, as defined in Article 17.5 of this EMBA-EER, they can use the resit period to complete their BCP.
- 10.8.2 If the experienced personal circumstances do not allow the students to complete the BCP in the resit period, they may request the Board of Examiners to grant a postponement of the resit deadline. The students must contact the Board of Examiners about their personal circumstances. If the personal circumstances are verifiable and have an impact on the BCP progress, the Board of Examiners can approve a request from the student to postpone the resit deadline. If the student does not successfully complete the BCP by the postponed deadline as set by the Board of Examiners, they must start with a new BCP process as per Article 10.2 of this EMBA-EER.
- 10.8.3 Students who made use of the resit period as per paragraph 1 of this Article and who, if applicable, received a positive decision from the Board of Examiners on the postponement of deadline as per paragraph 2 of this Article, and who meet the (Summa) Cum Laude requirements as set in Article 12.3 or Article 12.4 of this EMBA-EER, can submit a request to the Board of Examiners to disregard the result of the first sit of the Master's thesis and considering the result of the resit of the Master's thesis as their first sit.
- 10.8.4 n.a.

#### ARTICLE 10.8 EXTENDED THESIS INCLUDING BCP

If the BCP is completed as part of a dual degree with the Executive Master of Cultural Leadership (see Chapter 14), the student needs to fulfil advanced requirements, written down in the MBA BCP syllabus.

## **Chapter XI – Fulfilment of the Master’s exam requirements**

### **ARTICLE 11.1 ASSESSMENT OF THE MASTER’S EXAM**

- 11.1.1 The decision of the Board of Examiners that a student has fulfilled all requirements of the Master’s exam means that the student has demonstrated obtaining the general qualities outlined in the aims listed in Article 3 of the EMBA-EER as well as the specific qualities as specified in the descriptions of the specific courses, examinations and skills trainings.
- 11.1.2 The Board of Examiners determines if the student fulfilled the Master’s exam requirements of the study programme as set out in paragraph 1 of this Article and the date thereof, taking Article 11.2 of this EMBA-EER into account.
- 11.1.3 Prior to determining if the student fulfilled the Master’s exam requirement of the study programme as set out in paragraph 1 of this Article, the Board of Examiners may conduct their own investigation of the student’s knowledge regarding one or more components or aspects of the programme.

### **ARTICLE 11.2 GRADUATION DATE**

The last day of the month, in which a student has satisfied all graduation requirements of the SBE Master’s study programme will be considered the graduation date.

### **ARTICLE 11.3 GRADUATION REQUIREMENTS**

To pass the Master’s exam, a student must have obtained the ECTS credits for all educational units within their study programme as outlined in Chapter 14. In addition, a student must have a valid registration for the applicable study programme for the academic year in which the student graduates.

### **ARTICLE 11.4 MASTER’S EXAM DEGREE AND CERTIFICATE**

- 11.4.1 A Master of Science Degree is awarded to students who have fulfilled all requirements of the Executive MBA study programme.
- 11.4.2 The certificate can only be issued when a student meets all (exam) requirements (of the Executive MBA study programme) in order to graduate, including a valid registration and having fulfilled all payment requirements (the study fees) for the study programme concerned (Article 28 paragraph 10 Enrolment provisions UM, as published on the UM website).

### **ARTICLE 11.5 CERTIFICATE**

- 11.5.1 The certificate and the accompanying appendices will state all required information as stated in Article 7.11 paragraph 2 of the Act/WHW.
- 11.5.2 The Board of Examiners includes a diploma supplement to the certificate, in accordance with Article 7.11 paragraph 4 of the Act/WHW.
- 11.5.3 The certificate is signed by the Dean of the SBE and the Chair of the Board of Examiners.
- 11.5.4 n.a.

#### ARTICLE 11.6 GRADUATION PROCEDURE AND CEREMONY

Students will automatically graduate when all exam requirements of the Master's study programme concerned are met. The certificate will be issued during the graduation ceremony. More information regarding the graduation procedure is provided by the Executive MBA programme office.

#### ARTICLE 11.7 POSTPONEMENT OF GRADUATION

Students who are entitled to graduate, because they have fulfilled the graduation requirements in Article 11.3 of this EMBA-EER, may request the Board of Examiners to postpone the graduation. This request should be submitted no later than two weeks prior to the last exam requirement of the Master's study programme concerned.

## **Chapter XII – Cum Laude and Summa Cum Laude**

### **ARTICLE 12.1 APPLICABILITY**

This article is applicable to students who first started the Executive MBA programme in the academic year 2026/2027.

### **ARTICLE 12.2 GENERAL**

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

### **ARTICLE 12.3 REQUIREMENTS CUM LAUDE**

The Executive MBA Master exam is passed with Cum Laude (distinction) if the student has obtained a weighted and not rounded average numerical score (GPA) of at least 8.00 for all the educational units combined, registered within the Master's study programme and stated on the Master's curricular transcript on condition that no resit examinations have been taken and no fail, or insufficient grade or "no grade" (NG) has been obtained. The minimum requirement for the BCP is a grade of 8.0.

### **ARTICLE 12.4 REQUIREMENTS SUMMA CUM LAUDE**

The Executive MBA Master exam is passed with Summa Cum Laude (highest distinction) if the student has obtained a weighted and not rounded average numerical score (GPA) of at least 9.00 for all the educational units combined, registered within the Master's study programme and stated on the Master's curricular transcript, on condition that no resit examinations have been taken and no fail, or insufficient grade or 'no grade' (NG) has been obtained. The minimum requirement for the BCP is a grade of 9.0.

### **ARTICLE 12.5 N.A.**

### **ARTICLE 12.6 IRREGULARITIES AND (SUMMA) CUM LAUDE**

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

### **ARTICLE 12.7 EXEMPTIONS AND (SUMMA) CUM LAUDE**

12.7.1 Any exemptions granted are not taken into account in determining whether the exam is passed (Summa) Cum Laude. The minimum number of ECTS credits required in order to determine whether a Master's exam is passed (Summa) Cum Laude is 47.0 ECTS credits in numerical graded educational units.

12.7.2 For students completing the Executive MBA Master exam as part of a dual degree with the Executive Master of Cultural Leadership, paragraph 1 of this Article does not apply, and grades of educational units for which exemptions were granted will need to meet the requirements as stated in article 12.3 of the EMBA-EER.

## **Chapter XIII – Appeal procedure**

### **ARTICLE 13.1 THE RIGHT OF LODGING AN APPEAL AND DEADLINE**

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

### **ARTICLE 13.2 SUBJECTS OF APPEAL**

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

- decisions of the Board of Examiners or examiners;
- decisions not of a general nature regarding admission, as mentioned in Chapter I of this EMBA-EER.

# PART 3 – THE EXECUTIVE MBA STUDY PROGRAMME

## Chapter XIV – SBE Executive MBA study programme

### ARTICLE 14 REQUIREMENTS OF THE EXECUTIVE MBA MASTER'S STUDY PROGRAMMES

#### ARTICLE 14.1 ECTS CREDITS

##### 14.1.1

- a. The Executive MBA exam represents a total study load of 70.0 ECTS credits and has two specialisations:
  - On-Campus MBA; provided face to face and consisting of eight educational weeks, the Leadership Development Trajectory and the Business Consulting project
  - Online MBA provided in a blended format and consisting of ten online courses, three educational weeks, the Leadership Development Trajectory and the Business Consulting project
- b. Executive MBA is also awarded as a dual degree for students who complete the Executive MBA exam in combination with the exam of the Executive Master in Cultural Leadership (EMCL) offered by Maastricht University School of Business and Economics and the Royal Academy in London (see also Article 14.3.4).

##### 14.1.2 n.a.

#### ARTICLE 14.2 CONTENT AND STRUCTURE

The content and detailed structure of the (individual) Master's study programmes are timely announced by the programme office, in the Outline study programme, and are included in this Chapter (Article 14.3) of this EMBA-EER.

#### ARTICLE 14.3 MASTER'S EXAM OF THE EXECUTIVE MBA PROGRAMME

14.3.1 The Master's exam for the study programme Executive MBA is composed and elective educational units scheduled over a two-year period. Compulsory educational units need to be completed by all students of the programme (either through online courses or through face-to-face weeks). Elective educational units are face-to-face weeks that offer students the choice to go more in-depth on a set of pre-defined themes. Students who complete 2 out of 3 elective weeks in one theme (12 ECTS) receive recognition on the related elective theme via the grade transcript. The credits per course / educational unit are announced in the course outline. The total number of credits for the programme is 70.0 ECTS credits.

##### 14.3.2 n.a.

14.3.3

a. The On-Campus MBA specialisation consists of the following educational units (the number of ECTS credits are mentioned in brackets behind each unit):

CORE MODULES		
<ul style="list-style-type: none"> <li>▪ Sustaining Competitive Advantage (6)</li> <li>▪ Entrepreneurship &amp; New Business Development (6)</li> <li>▪ Corporate Finance &amp; Accounting (6)</li> <li>▪ The International Environment of Business (6)</li> <li>▪ Managing Organisations in Times of Change (6)</li> </ul>		
ELECTIVE MODULES		
Digital Business	Responsible Leadership	Sustainable Innovation
<ul style="list-style-type: none"> <li>▪ Digital Management (6)</li> <li>▪ Digital Strategy (6)</li> <li>▪ International Perspectives on Digital Business (6)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal Leadership (6)</li> <li>▪ Leading Strategic Change (6)</li> <li>▪ International Perspectives on Responsible Leadership (6)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sustainability &amp; Business Ethics (6)</li> <li>▪ Future-proof Business Models (6)</li> <li>▪ International Perspectives on Sustainable Innovation (6)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Leadership Development Trajectory (4)</li> <li>▪ Business Consulting Project (16), including Business Research Methods (2)</li> </ul>		

b. The Online MBA specialisation consists of the following educational units:

CORE ONLINE COURSES		
<ul style="list-style-type: none"> <li>▪ Corporate Finance (3)</li> <li>▪ Entrepreneurship &amp; Innovation (3)</li> <li>▪ Human Resource Management (3)</li> <li>▪ International Marketing (3)</li> <li>▪ Team Leadership &amp; Change (3)</li> <li>▪ Management Accounting (3)</li> <li>▪ Managerial Economics (3)</li> <li>▪ Leadership Behaviour (3)</li> <li>▪ Strategic Management (3)</li> <li>▪ Supply Chain Management (3)</li> </ul>		
ELECTIVE MODULES		
Digital Business	Responsible Leadership	Sustainable Innovation
<ul style="list-style-type: none"> <li>▪ Digital Management (6)</li> <li>▪ Digital Strategy (6)</li> <li>▪ International Perspectives on Digital Business (6)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Personal Leadership (6)</li> <li>▪ Leading Strategic Change (6)</li> <li>▪ International Perspectives on Responsible Leadership (6)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sustainability &amp; Business Ethics (6)</li> <li>▪ Future-proof Business Models (6)</li> <li>▪ International Perspectives on Sustainable Innovation (6)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Leadership Development Trajectory (4)</li> <li>▪ Business Consulting Project (16), including Business Research Methods (2)</li> </ul>		

- c. The following pairs of online courses in the Online MBA can be swapped with the respective educational units in the On-Campus MBA:

Online course		On-Campus module
<ul style="list-style-type: none"> <li>▪ Corporate Finance (3)</li> <li>▪ Management Accounting (3)</li> </ul>	↔	<ul style="list-style-type: none"> <li>▪ Corporate Finance &amp; Accounting (6)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Strategic Management (3)</li> <li>▪ Supply Chain Management (3)</li> </ul>	↔	<ul style="list-style-type: none"> <li>▪ Sustaining Competitive Advantage (6)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Human Resource Management (3)</li> <li>▪ Leadership Behaviour (3)</li> </ul>	↔	<ul style="list-style-type: none"> <li>▪ Managing Organisations in Times of Change (6)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Entrepreneurship &amp; Innovation (3)</li> <li>▪ Team Leadership &amp; Change (3)</li> </ul>	↔	<ul style="list-style-type: none"> <li>▪ Entrepreneurship &amp; New Business Development (6)</li> </ul>
<ul style="list-style-type: none"> <li>▪ Managerial Economics (3)</li> <li>▪ International Marketing (3)</li> </ul>	↔	<ul style="list-style-type: none"> <li>▪ The International Environment of Business (6)</li> </ul>

#### 14.3.4

- a. The Executive MBA is also offered as a dual degree with the EMCL programme (60 ECTS credits). The Dual Degree (92 ECTS credits) consists of the following components:
- Educational modules of the EMCL programme comprising a total of 44 ECTS credits; and
  - Educational modules of the Executive MBA comprising a total of 24 ECTS credits:
    - i. International Perspectives (elective) week (6); and
    - ii. Corporate Finance and Accounting (6); and
    - iii. The International Environment of Business (6); and
    - iv. Managing Organisations in Times of Change (6); and
  - The extended Thesis including Business Consulting Project of 24 ECTS credits, meeting the requirements from both Executive MBA and EMCL. The requirements of the BCP for Dual Degree students are specified in article 10 of this EMBA-EER.
- b. The extended Thesis including Business Consulting Project is only possible when students have entered the Dual Degree before they started their EMCL thesis.
- c. The application for the Executive MBA programme is separate from the one to the EMCL programme, with additional study fees charged.
- d. When a student successfully completes all components in paragraph 1 of this article, they will be awarded the Dual Degree of Executive MBA and EMCL.

#### 14.3.5

- a. Graduates from UMIO's Deeltijdopleiding Bedrijfskunde (OBK) who completed their examination papers on the topics of *Business Control* and *Finance Accounting & Governance* can be exempted from the educational unit "Corporate Finance and Accounting"
- b. Graduates from UMIO's Deeltijdopleiding Bedrijfskunde (OBK) and Deeltijdopleiding Strategie, Leiderschap en Veranderen (SLV) who completed their examination papers on the topics of *Leadership* and *Strategic HR & Change* can be exempted from the educational unit "Managing Organisations in Times of Change".
- c. Exemptions as referred to in paragraphs a and b are granted under the following conditions:
  - The candidate has obtained an average grade of 7.0 or higher on the programme's exam. In this case, the exemption may be granted upon positive advice from programme management.
  - If the candidate has obtained an average grade of 8.0 or higher on the programme's exam, the exemption is granted without requiring advice from programme management.

**Chapter XV – n.a.**

**Chapter XVI – n.a.**

# PART 4 – FINAL PROVISIONS

## Chapter XVII – Final provisions

### ARTICLE 17.1 EVALUATION

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

### ARTICLE 17.2 AMENDMENTS

- 17.2.1 No amendments will be made that apply to the academic year this EMBA-EER is valid to, unless the proposed amendments in all fairness do not affect the students' interests.
- 17.2.2 Amendments to these EMBA-EER are laid down by a separate decision of the SBE Board and will be published via the programme office.
- 17.2.3 Amendments will not negatively affect a decision, regarding a student, made under the existing regulations, by the Board of Examiners.

### ARTICLE 17.3 PUBLICATION OF THE EMBA-EER AND OTHER REGULATIONS

- 17.3.1 The SBE Board ensures the publication of the EMBA-EER and other regulations and of all amendments to the EMBA-EER.
- 17.3.2 Up-to-date digital versions of the regulations, rules and guidelines mentioned in section 1 of this Article will be made available via the programme office.

### ARTICLE 17.4 UNFORESEEN CIRCUMSTANCES

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

### ARTICLE 17.5 HARDSHIP AND PERSONAL CIRCUMSTANCES

- 17.5.1 The Board of Examiners is authorised to deviate from the EMBA-EER in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.
- 17.5.2 The Board of Examiners will take the following personal circumstances into account when deciding:
  - a. Illness of the student concerned;
  - b. Physical, sensory or other impairments of the student concerned;
  - c. Pregnancy of the student concerned;
  - d. Special family circumstances;
  - e. The status of a top-class sportsman or sportswoman (LimburgSport statement required);

- f. Administrative activities as referred to in Article 2.1(1) under (e), (f) and (g) of the Implementation Decree for the Act 2008 (Uitvoeringsbesluit 2008 of the Act/WHW); and
- g. Other personal circumstances, not mentioned in paragraphs a to f, that, if not taken into account by the Board of Examiners, would lead to manifestly unreasonable results.

A more detailed explanation of the personal circumstances under paragraph 2 of this Article, can be found in the Rules and Regulations via the programme office.

#### ARTICLE 17.6 FORCE MAJEURE

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

#### ARTICLE 17.7 UNSUITABILITY (IUDICIUM ABEUNDI)

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

#### ***Maastricht, May 2026***

***Thus laid down by the SBE Board, after having obtained consent, where applicable, from the SBE Board of Examiners in Maastricht in May 2026.***

# APPENDIX I – LANGUAGE OF INSTRUCTION

In the Executive MBA programme, the language of instruction is English.

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

## Master's study programmes

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

Because of the specific educational nature and profile of the programmes, teaching and examinations are conducted in English. This guarantees the quality of education, because:

1. The content of the programme has an international orientation and focus. Besides the learning goals
  - i) "Knowledge and insight" (Our graduates are able to develop insights based on academic knowledge in a self-directed manner) and
  - ii) "Academic Attitude" (Our graduates are able to demonstrate an academic attitude), the following two learning goals, which explicitly imply an international focus, apply explicitly to the programme:
  - iii) "Global Citizenship" (Our graduates are able to actively engage in the global community in a globally responsible manner) and
  - iv) "Interpersonal Competences" (Our graduates are able to demonstrate excellent interpersonal competences in an international professional setting).

These four learning goals are characteristic for all SBE Master's study programmes. They are translated into programme specific programme objectives, which are offered and measured in obligatory as well as elective courses of the programme.

In line with the goals and content of the programme, all course material is based on international research and literature, which is in English.

2. The academic community is internationally oriented, and the staff is international: Aligned with the learning goals and objectives an international classroom setting is a core element of the educational concept of the programme, where English is the common international language.

In order to make the concept work optimally, an internationally diverse student population as well as an internationally diverse group of teachers/staff, which are able to communicate in a common language (English), is indispensable.

3. The labour market demand is internationally oriented (English speaking) alumni. The graduates of the programme are well prepared to work in and with internationally oriented companies, such as the "big 4" consultancy companies, multinationals, banks, but also medium small enterprises, and national or international public institutions, in majority operating on international settings and in international markets.
4. The student intake and current population is internationally diverse, and English is the common language.  
On average (all programmes) Master's study programmes have an intake of 40% Dutch and 60% non-Dutch students.

## APPENDIX II – ADMISSION TEST REQUIREMENTS

The Executive MBA generally advises candidates to take the Executive Assessment (EA), conducted by the Graduate Management Admission Council (GMAC) as this admission test is specifically designed for working professionals. An applicant may also present a GMAT or GRE test result. The Board of Admissions uses the following conversion table as a guideline to determine the required score:

<b>Work experience</b>	<b>GMAT</b>	<b>EA</b>	<b>GRE</b>
<4-5 years	555	151	314
5-6 years	545	150	312
6-7 years	525	149	310
7-8 years	515	148	308
8-9 years	495	147	306
9-10 years	485	146	304
>10 years	475	145	302

The required score on the admission test is determined at the sole discretion of the Board of Admissions, and can deviate from the guidelines based on a.o.:

- amount of work experience;
- extended responsibilities;
- senior leadership experience;
- international work experience;
- work experience in multiple industries;
- two or more independent degrees;
- excellent recommendations by an employer.

# APPENDIX III – TRANSITIONAL REGULATIONS

## ARTICLE III-1 APPLICABILITY

### ARTICLE III-1.1 CONTEXT

Transitional regulations aim to accommodate the relation between this EMBA-EER and previous EMBA-EERs. The Transitional Regulations apply to students who commenced their Master's study programme in September, November or January or May of the academic year corresponding with the titles in these Transitional Regulations.

The Transitional Regulations in this Appendix do not apply to students who commenced their Master's study programme after academic year 2026-2027. Students are expected to take note of the changes as stipulated in the transitional regulations of the EMBA-EER. Students may contact the Executive MBA programme office with any questions.

### ARTICLE III-1.2 MODIFICATIONS

If modifications are made to the Education and Examination Regulations during the course of a programme which are to the disadvantage of the students enrolled in that programme, the Board of Examiners shall provide an (interim) arrangement in order to prevent said disadvantage.

Transitional regulations are formulated if modifications are made to the curriculum of a study programme. In case an educational unit (e.g. a course) is removed from the curriculum, students who have a prior registration for the discontinued educational unit will be provided with an opportunity to complete the concerning educational unit.

Students who have not previously registered for a course cannot claim the right to register in or complete that course once it has been discontinued. The SBE Board reserves the right to determine whether and to what extent a discontinued course will be offered to students who were previously not registered for the course.

### ARTICLE III-1.3. SUBSIDIARY

Other than the substituted rule, all other rules of the above EMBA-EER 2026-2027 remain fully applicable.

### ARTICLE III-1.4 INTERPRETATION OF TERMS

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