



# **Student Handbook for the Bachelor of Science Program in Retail Management**

**VALID FOR STUDENTS ENROLLED FROM 2018**

SSE's rules and regulations are ratified by the Faculty and Program Board.

These rules and regulations are updated on an as-needed basis. The most recent version is published by Education Office and posted on the SSE website ([www.hhs.se](http://www.hhs.se)) and on the SSE Portal. The document history lists the changes made since publication of the first version of the document.

Latest update: 2025-06-12

## DOCUMENT HISTORY

The following changes concerning rules and regulations have been made to the content since the first version of the *Student Handbook for the Bachelor of Science Program in Retail Management, students enrolled from 2018* was published on 2018-07-03:

2018-07-03 New document in English since the program is conducted in English from fall 2018.

2019-06-25 Chapter 2, 2.1.2, Postponement of the Program Start revised  
Chapter 2, 2.1.2 Maximum Period of Study and 2.1.4 Study Pace Requirements, decision-maker updated.  
Chapter 2, 2.3.2, Regulations at the exam, examination monitor now exam invigilator.

2019-12-06 Chapter 2, 2.3.2, Regulations at the exam, Identification, updated.

2020-02-11 Chapter 1, 1.6 Mid-course feedback added to the section.

2020-04-30 Chapter 1 General information updated.  
Chapter 1, 1.9 The Student Association at SSE, SASSE, information updated.  
Chapter 2, 2.2.1 Skills courses renamed to skills seminars.  
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Chapter 2, 2.2.3 Grading scale SSES courses.  
Chapter 2, 2.3.2 Regulations at the exam, Identification, updated.

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Appendix 1 – Student's Pledge updated.

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Appendix 1 - Student's Pledge updated.

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Chapter 2, 2.3.2, Registration for examinations, last registration day updated to eight calendar days.

2022-01-28 Chapter 2, 2.4.2, The Degree Project must be uploaded in Publish Thesis before the final grade can be published.

2022-10-10 Chapter 2, 2.3.2, Registration for and withdrawal from examinations changed to 10 calendar days prior to the start of the examination period. Students who are not registered may no longer take the exam if there are seats available.

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Chapter 1, 1.10, Student Insurance updated.  
Appendix 1 – Student's Pledge amended.

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Chapter 2, 2.3.2, Registration for Examinations updated. Registration for Examinations and Adjustments added.

- 2023-08-18 Chapter 1, 1.7 SITs move their office to the SSE Library.  
Chapter 2, 2.1.1 and 2.1.8 Students enrolled in 2023 can go on exchange year 3 during semester 5 or 6.  
Chapter 2, 2.1.9 Requirements for students enrolled 2023 and going on exchange during semester 6 added to the chapter.  
Chapter 2, 2.4.1, Requirements for students enrolled 2023 and going on exchange during semester 6 added.  
Chapter 2, 2.4.2, Students enrolled in 2023 can go on exchange year 3 during semester 5 or 6.
- 2023-09-15 Chapter 2, 2.3.2, New approved calculator CASIO FX-82CW.
- 2024-08-15 Chapter 2, 2.3.2, Regulations at the exam, links for valid ID and calculators added.
- 2024-10-25 Chapter 1, General information updated.  
Chapter 1, 1.2, updated.  
Chapter 1, 1.7, Career Management added.  
Chapter 1, 1.8 and 1.9 updated.  
Chapter 2, 2.2.3, Correction and Review of Course Grades, Correction of a Course Grade, Request for Review of a Course Grade updated.  
Chapter 2, 2.3.2, Access to Examination Copies added.
- 2025-06-12 Chapter 2, 2.1.7, Academic Misconduct updated.  
Chapter 2, 2.2.4, Awards for Outstanding Course Achievements discontinued from the start of academic year 2025/2026, decision in Faculty and Program Board 2024-11-11.  
Chapter 2, 2.3.2, Regulations at the Exam. Food and drink added.

## PREFACE

This Student Handbook is a compilation of information, rules and regulations that are relevant to you as a student. It is intended for students enrolled in 2018 or later in the Stockholm School of Economics (SSE) Bachelor of Science program in Retail Management. The Student Handbook is compiled to provide you with information about what regulations apply and to help you prepare for and complete your studies.

A central part of the Student Handbook is the programs' collective rules and regulations that govern the relationship between SSE and you. The regulations stipulate and specify the responsibilities and rights you have as a student. One of your basic responsibilities is to stay informed about regulations and guidelines that are in effect during your studies at SSE.

The studies in the bachelor program are pursued full time and teaching and learning are based on attendance and interaction. This means that it is not suitable to combine the studies with other demanding daytime activities, such as other studies or work.

For further information, refer to SSE's website, ([www.hhs.se](http://www.hhs.se)). Information on individual courses can be found on the SSE Portal and under Support, you can find information on official transcripts, student exchange, course registration, career service and examinations.

Pär Åhlström  
Vice President Degree Programs

Person legally responsible for this document: Pär Åhlström, Vice President Degree Programs  
([Par.Ahlstrom@hhs.se](mailto:Par.Ahlstrom@hhs.se))

## CONTENTS

<b>1 GENERAL INFORMATION ABOUT YOUR STUDIES AT SSE .....</b>	<b>6</b>
1.1 STUDENT RIGHTS AND RESPONSIBILITIES .....	7
1.2 TEACHING .....	7
1.3 SSE PORTAL .....	8
1.4 REGISTRATION AND WITHDRAWAL .....	8
1.5 EXAMINATION .....	9
1.6 STUDENT EVALUATIONS AND SURVEYS .....	9
1.7 SERVICES FOR STUDENTS .....	10
1.8 SSE ALUMNI.....	11
1.9 THE STUDENT ASSOCIATION AT THE STOCKHOLM SCHOOL OF ECONOMICS, SASSE.....	11
1.10 STUDENT INSURANCE .....	11
1.11 GOVERNANCE OF THE BSC PROGRAMS.....	12
<b>2 SSE ACADEMIC REGULATIONS.....</b>	<b>13</b>
2.1 PROGRAM RULES AND REGULATIONS.....	13
2.1.1 Degree Requirements .....	13
2.1.2 Maximum Period of Study .....	14
2.1.3 Transfer of Credits .....	15
2.1.4 Study Pace Requirements.....	15
2.1.5 Grade Point Average (GPA) .....	15
2.1.6 Tuition Fees.....	16
2.1.7 Academic Misconduct.....	16
2.1.8 Regulations for Elective Program Components .....	17
2.1.9 Admission to Degree Project (year 3) .....	17
2.2 COURSE RULES AND REGULATIONS .....	18
2.2.1 Registration and Withdrawal.....	18
2.2.2 Publishing Course Literature on the Course Catalog .....	18
2.2.3 Rules and Regulations for Course Grades.....	19
2.2.4 Awards for Outstanding Course Achievements until June 2025 .....	21
2.2.5 <i>President's List</i> of Outstanding Students .....	21
2.3 RULES AND REGULATIONS FOR THE ASSESSMENT OF STUDENT LEARNING .....	22
2.3.1 Rules and Regulations for Examination Components.....	22
2.3.2 Rules and Regulations for Written Examinations .....	23
2.3.3 Rules and Regulations for Other Forms of Assessment.....	28
2.4 RULES AND REGULATIONS FOR THE DEGREE PROJECT .....	28
2.4.1 Prerequisites .....	28
2.4.2 Time Period and Format.....	28
2.4.3 Writing the Degree Project with a Student from Another University .....	29
2.4.4 Writing Abroad or Having a Supervisor from Another University .....	29
2.4.5 Supervisor and Examiner .....	30
2.5 DEGREE CERTIFICATE .....	30
2.5.1 Application for a Degree .....	30
2.5.2 Processing Time .....	30
2.6 OTHER REGULATIONS.....	30
<b>APPENDIX 1: STUDENT'S PLEDGE: .....</b>	<b>31</b>

## 1 GENERAL INFORMATION ABOUT YOUR STUDIES AT SSE

The Stockholm School of Economics (SSE) is, according to the Financial Times rankings, the leading business school in the Nordic region. It was founded in 1909 on the initiative of the corporate world and with the approval of the Swedish government, since then it has evolved in close dialogue with industry and society. In the decade since adapting to the Bologna Accords, SSE has embraced a multi-program international strategy that is embedded in all of the School's activities. Significantly, that strategy is consistent with the mission upon which SSE was founded: to support Swedish competitiveness through academically sound teaching based upon scientific research.

SSE educates leaders and equips them with the knowledge, skills, and dispositions to pursue this global agenda for sustainable development. Because the solutions to the challenges we face do not exist within a single academic discipline, a multidisciplinary approach is necessary with collaboration across all of SSE's core subjects—business, economics, and finance—and involving all SSE's various activities. SSE strives to integrate sustainability in all its major operations, divided in the four pillars research, education, campus and outreach. The School's sustainability strategy is thus developed in collaboration between a variety of entities, dedicated faculty, and students. See [Sustainability at SSE](#)

SSE's core values inform its overarching educational mission —FREE, which aims to ensure that the individuals who pass through our programs are fact and science based, reflective and self-aware, empathetic, and culturally literate, and entrepreneurial and responsible, an ambition that applies both to students in degree programs and to participants in executive education. A FREE individual has an understanding of the state of the planet and an urge to change the world for the better, not least because the E attributes of entrepreneurial and responsible, are directly relevant to addressing the environmental and social challenges of sustainable development. See [Mission and Vision](#)

At present SSE offers the following degree programs:

- Bachelor of Science Program in Retail Management (three years)
- Bachelor of Science Program in Business and Economics (three years)
- Master of Science Program in International Business (two years)
- Master of Science Program in Business & Management (two years)
- Master of Science Program in Finance (two years)
- Master of Science Program in Accounting, Valuation & Financial Management (two years)
- Master of Science Program in Economics (two years)
- PhD Program in Business Administration (four years)
- PhD Program in Economics (four years)
- PhD Program in Finance (four years)
- SSE MBA Executive Format (eighteen months)

SSE also offers the following at the master's level:

- CEMS Master in International Management together with CEMS, The Global Alliance in Management Education<sup>1</sup>
- Double-degree program in Finance with Università Commerciale Luigi Bocconi, Italy
- Double-degree program in Economics and in Finance with the University of St. Gallen (HSG), Switzerland
- Double-degree program with Sciences Po, France
- Wallenberg International Fellows Program (WIFP) with Georgetown University, USA

SSE's Bachelor of Science programs are intended mainly for secondary school graduates. The Master of Science programs provide an advanced-level education and are intended for students who already hold a bachelor's degree.

The PhD programs are intended for students with a university degree in one of the economic disciplines, meanwhile the MBA program is offered for students with relevant professional experience.

## 1.1 STUDENT RIGHTS AND RESPONSIBILITIES

The programs at the Stockholm School of Economics are characterized by an open atmosphere with an emphasis on student attendance and active participation. Students are represented in all decision-making and some advisory bodies. Through your student representatives, you can convey your views on matters, such as program design. You can also convey your views directly to the teachers or the program directors. After completing a course, you are asked to evaluate it using a web-based evaluation tool.

**You have rights, but you also have responsibilities as a student at the Stockholm School of Economics. SSE expects that you follow SSE's code of conduct embodied in a number of rules and regulations. This means that you show respect to other students, faculty, and SSE staff and that you act towards others in such a way as to uphold and promote the good reputation of the Stockholm School of Economics. SSE's policy states that everyone should be treated equally regardless of religion, ethnicity, sexual preference, social background, disability, etc.<sup>2</sup>**

You must be aware of the regulations that apply to studies and examinations, as well as the guidelines when being on SSE's premises. For more information about the academic regulations, see Chapter 2. **When you are admitted to the Stockholm School of Economics, you sign a pledge by which you acknowledge and accept these regulations and SSE's rights to modify them and make decisions based on them (see Appendix 1)**

## 1.2 TEACHING

The academic year is typically divided into four teaching periods, period 1 and 2 in the fall and period 3 and 4 in the spring. Every period ends with an exam period. The fall semester takes place between August and January and the spring semester between January and June.

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<sup>1</sup> CEMS is a global alliance of leading business schools and multinational companies, see <http://www.cems.org/>

<sup>2</sup> Equality at SSE, see more here: [Equality and Diversity](#)

Teaching takes the form of lectures, seminars, workshops, tutorials, projects and other assignments. Project work and written assignments are common and may be assigned to individuals or groups. It is good to have access to your own computer, there is a wireless network at SSE, so you can work anywhere.

A cornerstone of the pedagogical approach is attendance and interaction. The learning process is based on close interaction among students and between students and faculty, both of which require substantial presence at SSE.

Studies at SSE are pursued on a full-time basis and require that you set aside the time needed. It is not recommended to work or pursue other studies at the same time, so these are not acceptable grounds for missing mandatory parts of a program, nor are other voluntary activities, including those within the Student Association (SASSE). Generally, students study two or three courses in parallel with lectures, seminars, workshops, and tutorials in the courses. In addition to this, time should be spent on preparation, group work and the student's individual studying of course material, which together with formal instruction in total is about 40 hours a week.

Faculty and administrative staff are willing to provide help and support, but you are the one responsible for ensuring that your studies are successful. If you experience problems following the study pace of the program or have difficulty developing good study habits, you may contact an Academic Advisor.

*Academic requirements are described in the academic rules in Chapter 2.*

### **1.3 SSE PORTAL**

The SSE Portal (<https://portal.hhs.se/>) is a central information channel at SSE and all important information is published there. On the SSE Portal, you can see important course and program announcements, register for courses, check your schedule, access e-mail, and order transcripts or letters of enrollment. To access the SSE Portal, please use your SSE registration number as your username.

### **1.4 REGISTRATION AND WITHDRAWAL**

Students have to register for all courses, seminar groups, and exams and give notification of withdrawal from any of these on the SSE Portal. Read more under Section 2.2.1.

Registering for a course is done on the *My upcoming courses* page on the SSE Portal or in the Course catalog during the regular registration period, which takes place in the semester before the course is held – usually in April/May for fall courses and November/December for spring courses. You will find the exact dates for each registration period under Student Support on the SSE Portal.

Just prior to every teaching period, there is a late registration period when you can supplement or change your selections from the regular registration period. During late registration, you can both withdraw and register for courses. Note that courses may already be full from the regular registration period. Courses may also already be canceled after the regular registration period if the number of students registered is too low.

*Read what applies for exam registration in Section 2.3.2.*



## 1.5 EXAMINATION

Examination on a course can be conducted in different ways and Course Directors may combine various forms of examinations, including written examinations, assignments, projects, presentations and, in some cases, oral examinations. You are awarded a grade on each course, based on these criteria.

Courses are graded on a scale where the passing grades are *Excellent*, *Very Good*, *Good* and *Pass* (with *Excellent* being the highest grade). See Section 2.2.2 for more information.

At SSE, the basis for the assessment is the learning objectives. These are formulated for each course and are included in the course description. They detail what you should know after completing the course. Passing the course requires a passing grade on all of the learning objectives of the course.

To safeguard fair treatment and academic honesty, SSE applies the [SSE Disciplinary Regulations](#)<sup>3</sup> in all assessments of student performance. All violations of the Code of Conduct are reported and investigated and result in the appropriate measures being taken. See further under Section 2.1.7.

## 1.6 STUDENT EVALUATIONS AND SURVEYS

### Course Evaluations

All SSE courses are evaluated. At the end of or after a course you participated in, an evaluation of the course is done where all participants are given the opportunity to express their opinions on the course. Participating in the course evaluation is a mandatory course requirement in all courses at SSE. You participate anonymously in the course evaluations. They are a very important instrument for maintaining a high level of quality in the programs and in improving the courses. The results are posted on the SSE Portal which means that students can make relevant comparisons between courses and follow developments over time.

### Other Evaluations

As SSE continuously improves its programs and services, it is also necessary to conduct a range of other evaluations during and after programs. The aim of these evaluations is to develop the programs and services in line with the SSE vision and student needs. To improve an on-going course, SSE collects “mid-course feedback” from students. This can be done in many different ways, for example through class representatives, in connection with a class or through a short questionnaire. Once you have completed your entire program, you will participate in a mandatory Program Experience Survey to reflect on your time at SSE as an SSE student and the quality of your program. Your valuable input will be used to further develop SSE’s programs.

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<sup>3</sup> See [SSE Disciplinary Regulations](#)

## **Alumni Surveys**

As an alumna/alumnus you will also receive surveys from SSE, such as the Placement Report, surveys for program rankings and surveys for long-term program development. The Placement Report provided information on SSE alumni's career paths and is a service to students and prospective students interested in the career potential provided by SSE programs. SSE also conducts surveys as a basis for school and program rankings, which are important for SSE's international positioning and as marketing for prospective students. Surveys intended for program development purposes may also be distributed, for example to examine the relative importance and usefulness of different program components in a long-term career perspective.

Responding to our surveys is an important way to support SSE and ensure the quality of its future offerings and graduates.

## **1.7 SERVICES FOR STUDENTS**

### **Education Office**

Education Office function as a hub in the SSE journey. We provide and develop professional academic support for all stakeholders and students (BSc, MSc, PhD) during their SSE journey. It includes assessment, program management, scholarships, international collaborations, and quality measurements, academic support, central course and exam coordination, degrees, and degree certificates. We also provide support to courses and departments. For further information we refer to the SSE Portal.

### **SSE Library**

The SSE Library offers a vast array of printed and digital resources within business administration, finance, and economics. Apart from a major collection of printed books and journals, the library offers printed textbooks and reference works, electronic books and journals, some 60 databases, reference management tools, and interlibrary loans from other libraries. All students writing their Degree Project can contact the library to arrange the time for individual instruction in the use of the library resources. For more information, please see the Library website (<https://www.hhs.se/en/library/>).

### **Student IT Support (SITS)**

The Student IT Support (SITS) department is available to support you in all IT related issues. Their office is located in the Library on the 5<sup>th</sup> floor, in the SSE Main Building. For contact information and a list of IT-related services available to you as a student, please see the Student Support page on the SSE Portal.

### **Career Management**

During your studies at SSE, you have access to a broad range of career support. Our main platform is the SSE Career Hub, which you can access with your SSE credentials. On the Career Hub, you

can find job ads (for internships, full-time and part-time positions, and student jobs – both in Sweden and abroad) and sign up for career-related events and career coaching. You can also access a variety of tools, such as an interactive CV review tool, interview and interview and salary negotiation trainings, as well as career guides. As an alum, you will be able to keep your SSE Career Hub account. For further information please visit the Career Management section on the Student Portal or contact [careermanagement@hhs.se](mailto:careermanagement@hhs.se).

## **1.8 SSE ALUMNI**

SSE seeks to fully engage its alumni in the life of the School as valued supporters, advocates, and lifelong learners who benefit from and contribute to connections with each other and with SSE. Upon graduation, you become part of our extensive global alumni network, where your expertise and experiences gained from both your professional life and the program are highly valued. We encourage your continued engagement through avenues such as mentoring, internship opportunities, guest lecturing, corporate partnerships, or financial contributions. Additionally, please make sure to keep your contact information updated to ensure that you receive the latest updates and event invitations from the school. For inquiries or feedback, please contact the SSE Alumni Office at [alumni@hhs.se](mailto:alumni@hhs.se).

## **1.9 THE STUDENT ASSOCIATION AT THE STOCKHOLM SCHOOL OF ECONOMICS, SASSE**

The Student Association at the Stockholm School of Economics, SASSE, is a non-partisan, non-religious organization with about 2,000 members. Its purpose is to promote good camaraderie and care for the joint interests of all SSE students, which it does through its three pillars: social, educational, and professional.

Membership in SASSE offers students more than just a vibrant student life. With access to weekly sports activities, invaluable company lectures, networking opportunities, and memorable parties, it's a gateway to forging lifelong friendships and enhancing leadership skills through project work. Joining SASSE isn't just about being a member; it's about embracing a community that fosters personal and professional growth while creating unforgettable memories.

For more information, please refer to the Småtting Guide/Master's Guide or [www.sasse.se](http://www.sasse.se).

## **1.10 STUDENT INSURANCE**

All students (including PhD students) registered at SSE are insured by the Stockholm School of Economics via IF (accident insurance) and via ERV (travel insurance). The insurance covers medical treatment and travel due to medical treatment for accidents that occur during SSE and SASSE activities. The insurance covers accidents outside the SSE premises, and the travel insurance is valid only for the travels organized by the school.

Before traveling, students are encouraged to study the conditions for their home and/or travel insurance.

If an accident has happened, contact IF ([www.if.se](http://www.if.se)) or via phone 0771 815 818. If something happens during the school trip, contact ERV's assistance company Euro-Alarm, which is open 24/7, year-round. Tel: +46 770 456 919.

## **1.11 GOVERNANCE OF THE BSc PROGRAMS**

The governance and management of SSE BSc programs are conducted primarily through the following decision-making bodies and positions:

### **Faculty & Program Board (FPB)**

The Faculty & Program Board consists of the following delegates:

- The President (chair)
- The Vice President Degree Programs
- All SSE Heads of Departments
- Two student representatives
- Two faculty representatives appointed by the Faculty Forum
- Anyone co-opted to the meeting by the President

The Faculty and Program Board decides on the following matters: education issues, recruitment and marketing issues, equality issues, and scholarships and appointments in connection with doctoral thesis defenses.

### **Vice President Degree Programs**

The Vice President Degree Programs has the overall responsibility for the SSE Degree Programs. Within the framework provided by the FPB, the Vice President Degree Programs is responsible for the review, follow-up and coordination of all programs.

### **Program Committee BSc Programs**

The Program Committee BSc Programs consists of the following delegates:

- The Vice President Degree Programs (chair)
- The Program Directors for the BSc Program in Business and Economics
- The Program Director for the BSc Program in Retail Management
- The Program Director for the BSc Program in Economics & Business at SSE Riga
- A faculty representative from each department
- Two student representatives
- Program Managers BSc (adjunct members)

The Program Committee BSc Programs is an advisory body to the Program Directors where the focus of the work – in the scope of the decisions made by FPB – is the competitiveness, content and quality of the programs.

## Program Directors

Program Directors are responsible for one or more Degree Programs established by FPB. The Program Directors are responsible for the content, delivery and quality of their program.

## Student Influence

The Student Association at SSE (SASSE) is represented in all decision-taking bodies at SSE.

In addition, there is also a focus group consisting of student representatives for the courses in year one, two and three, as well as Program Directors and Program Managers. The focus groups meet twice per semester.

# 2 SSE ACADEMIC REGULATIONS

## 2.1 PROGRAM RULES AND REGULATIONS

This chapter contains the rights and obligations of SSE students. These rules and regulations govern the relationship between SSE and its students.

### 2.1.1 Degree Requirements

In order to obtain an SSE Bachelor of Science in Retail Management, the student must have earned 180 ECTS credits. They must consist of 165 ECTS credits in mandatory courses and a Degree Project comprising 15 ECTS credits.

For students enrolled 2018-2022 the mandatory courses during semester 5 can be replaced with participation in the student exchange program. Students need to pass 30 ECTS credits during their exchange semester.

For students enrolled 2023 the mandatory courses during semester 5 or semester 6 can be replaced with participation in the student exchange program. Students need to pass 30 ECTS credits during their exchange semester.

Once a student has fulfilled the requirements specific to the program, the student can apply for the degree certificate.

In addition to the credits required to meet the degree requirements (180 ECTS credits), students may earn up to a maximum of 15 ECTS credits for additional SSE BSc courses. Courses in addition to the degree are **not** a part of the BSc degree and are not stated on the degree certificate but are listed in a separate appendix<sup>4</sup>.

Specified degree requirements can be found in [\*Degree Requirements for the BSc Program in Retail Management, from 2018\*](#)

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<sup>4</sup> Courses in addition to the degree are, however, included in the calculation of the grade point average (GPA). See Section 2.1.5.

## 2.1.2 Maximum Period of Study

Studies in the BSc program are full time and students are expected to fulfill the requirements of the program within 3 years. The period of study is defined as starting the day the student enrolls in the program and ending when the student fulfills all requirements for the specific degree. **The maximum amount of time that a student may be enrolled in the SSE BSc program is 5 years.** Students may be exempted from this regulation only if exceptional grounds exist.<sup>5</sup> Applications for exemptions should be submitted to an Academic Advisor, a decision is made by the head of the academic counseling.

Former students in the BSc program who were deregistered without completing a degree from SSE are not entitled to be re-admitted to the same program level. An exception may be granted if particular grounds exist<sup>6</sup>. The Program Director investigates the case and makes a decision. The students who are re-admitted may not automatically transfer credits earned in earlier periods of enrollment. Decisions regarding this matter rest with the Program Director.

## Postponement of the Program Start

A student admitted to the BSc program may apply to postpone their program start.<sup>7</sup> The application must be submitted to [bsc.admissions@hhs.se](mailto:bsc.admissions@hhs.se). Postponements are approved if exceptional grounds<sup>8</sup> exist and the decision is made by the Admissions Board BSc Programs. A postponement is given for a maximum of 12 months, i.e. to the start of the following academic year. Postponement means that students can reenter SSE the following year without having to compete with other applicants.

## Formal Leave of Absence

A formal leave of absence within a period of study can only be granted for a full semester or an academic year; the maximum period of study is extended with the corresponding time period. An application must be submitted to an Academic Advisor. A formal leave of absence is approved if exceptional grounds exist<sup>9</sup> and the decision is made by the advisor who investigates the matter.

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<sup>5</sup> Examples of exceptional grounds are hospital stays, parental leave or an illness which prevents the student over a long period from completing the studies. Employment, appointments and the like are not considered exceptional grounds. Exceptional grounds must always be supported by documentary evidence.

<sup>6</sup> Examples of particular grounds are illness, illness of a close relative or other reasons over which the student personally had no control that prevented the student from meeting the requirements. Employment, appointments, other studies and the like do not count as particular grounds. Particular grounds must always be supported by documentary evidence.

<sup>7</sup> Program start is defined as the point in time that the person admitted enrolls in the SSE enrollment book.

<sup>8</sup> Examples of exceptional grounds are hospital stays, parental leave or an illness which prevents the student over a long period from completing the studies. Employment, appointments and the like are not considered exceptional grounds. Exceptional grounds must always be supported by documentary evidence.

<sup>9</sup> See previous footnote.

### 2.1.3 Transfer of Credits

#### **Credit Transfer – Student Exchange Program**

Credits earned under the scope of the SSE Student Exchange Program can be transferred and included in a BSc degree. A maximum of 30 ECTS credits per semester can be transferred, but no grades will be stated. For more information, see SSE Portal.

#### **Credit Transfer and Grades – SSE Programs and Partnership Programs**

Transfer of course credits and grades between SSE programs at the same level needs the approval of both Program Directors concerned. An SSE course (including its grade) can, however, only be counted towards one SSE degree, and only towards a degree at the level the student was registered in when the courses were taken.

Course credits and grades obtained through SSES (Stockholm School of Entrepreneurship) can be counted as courses in addition to the degree for students in the Retail Management program if the course has been approved by the Program Committee BSc Programs.

### 2.1.4 Study Pace Requirements

In the first year, students in the BSc program are required to earn at least 30 ECTS credits in mandatory courses. If no particular grounds<sup>10</sup> exist, anyone who has fewer than 30 ECTS credits after the August examination period will be deregistered from the program. Applications for exemptions should be submitted to an Academic Advisor, a decision is made by the head of the academic counseling.

Students who have passed 15 ECTS credits or less of mandatory courses in the first semester will be contacted by the Academic Advisor for help in making a study plan.

### 2.1.5 Grade Point Average (GPA)

A Grade Point Average (GPA) is calculated on all approved courses graded on the Excellent – Pass grading scale. The calculation is performed by assigning a numerical value to each grade (Excellent = 5.00 points, Very Good = 4.00, Good = 3.50, Pass = 3.00) which is then weighted by the number of credits for each course. This is done by multiplying the numerical value by the number of credits for each course and then calculating the sum total. To calculate the GPA, the total is then divided by the total number of credits achieved as shown in the formula below:

$$GPA = \frac{\sum (Grade\ value) \cdot (ECTS\ credits)}{\sum ECTS\ credits}$$

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<sup>10</sup> Examples of particular grounds are illness, illness of a close relative or other reasons over which the student personally had no control that prevented the student from meeting the requirements. Employment, appointments, other studies and the like do not count as particular grounds. Particular grounds must always be supported by documentary evidence.



A student's GPA can vary between 3.0 and 5.0, where 5.0 is the highest. The GPA also includes any complementary courses taken beyond the 180 ECTS credits degree requirement.

### 2.1.6 Tuition Fees

Students from EU/EEA and Switzerland are not charged tuition. SSE charges tuition fees for both the BSc and MSc students who are citizens of a country outside the EU/EEA or Switzerland. The regulations governing tuition fees are specified in the President's decision on tuition fees (Decision no. 61 – 2012 ref. no. 60/043-11).

### 2.1.7 Academic Misconduct

SSE has a strict policy on academic honesty, which is formally regulated by the [Disciplinary Regulations](#). The rules and measures that follow from this are enforced by the SSE faculty and management. Some specific examples of what this policy means can be found below:

- There is a strict prohibition on using any unauthorized assistance during examinations and other forms of assessment. It is also prohibited to conduct assessed assignments in ways that may mislead an examiner (e.g., presenting work of others as your own). Inappropriate behavior leads, with no exception, to strict disciplinary measures.
- A student may not copy and use any text without making clear references to the source. This is applicable to all types of submissions, reports, essays, thesis work, etc. Furthermore, students should never quote anyone without making it clear that it is a quotation. If a student is unsure about the correct procedure, they should contact the Course Director.
- If a student is not actively contributing to an academic group assignment, the student may not receive a pass on that particular part of the course. In a group assignment all participants are required to contribute.
- Unless otherwise provided in course regulations, in group assignments all participants are expected to contribute to the best of their respective efforts to the completion of the assignment. All group members have joint responsibility for materials submitted for assessment. Should any instances of misleading conduct or academic dishonesty be identified; they will be addressed in accordance with Disciplinary Regulations.

Please note that the above include only a few examples. SSE students are obliged to be familiar with the SSE Disciplinary Regulations in their entirety.

See also Section 1.1 about SSE policies concerning equal treatment and conduct towards others. Any form of harassment or offensive behavior will lead to strict disciplinary measures.

Both academic misconduct and breaches of the rules of conduct specified in the pledge (see Appendix 1) may lead to the following sanctions: warning, suspension, or deregistration from the program.



## 2.1.8 Regulations for Elective Program Components

### Student Exchange Program

Students apply to the student exchange program during the second year of study. The application deadline is usually in late January (see the SSE Portal for detailed information about the application process). The student spends one semester, or a corresponding period, at the partner university.

For students enrolled in the BSc Retail Management program **2018-2022**, the exchange only takes place in the fall semester of year three.

For students enrolled in the BSc Retail Management program **2023**, the exchange takes place in the fall semester or in the spring semester of year three.

**Students are required to study full-time during their exchange semester. The maximum allowed transfer from an exchange to an SSE BSc degree is 30 ECTS credits.** Transfer of ECTS credits is subject to approval by SSE (see the SSE Portal for further information).

Students in the Retail Management program that participate in the student exchange must arrange to have selected courses approved by the Program Director for Retail Management before departure.

Grades in courses completed in the scope of the Student Exchange Program are **not** translated to the SSE grading scale. Consequently, they are not included in the GPA.

If a student declines an awarded place in the program, the student will not be considered in a possible second application round for exchange places.

If a student has accepted a place in the Student Exchange Program but fails to attend, the student must submit documents that confirm exceptional grounds<sup>11</sup> for not attending.

## 2.1.9 Admission to Degree Project (year 3)

Students must have 120 ECTS credits registered in connection with the start of the Degree Project in Semester 6.

Students enrolled in 2023 who go on student exchange in Semester 6 will do their Degree Project in Semester 5. They must have 105 ECTS in connection with the start of the Degree Project in Semester 5. The Degree Project will replace two of the courses in Semester 5. The program director decides which courses every year.

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<sup>11</sup> Examples of exceptional grounds are hospital stays, parental leave or an illness which prevents the student over a long period from completing the studies. Employment, appointments and the like are not considered exceptional grounds. Exceptional grounds must always be supported by documentary evidence.

## 2.2 COURSE RULES AND REGULATIONS

### 2.2.1 Registration and Withdrawal

Students must be registered for courses in order to take part in lectures and seminars (for examination registration, see Section 2.3.2). Registration is done on the *My upcoming courses* page on the SSE Portal, or in the Course catalog during the ordinary registration period in the semester immediately prior to the course being given, usually in April/May for fall courses and November/December for spring courses.

Changes and completions must be made during the late registration period right before course start. **Students are obliged to withdraw from the courses they do not intend to take as soon as possible and no later than three weeks after the start of the period.**

In the BSc program, it is permitted to register for a maximum of 15 ECTS credits per period on the SSE Portal. Beyond this, the student can register for courses in languages/business communication, law and skills and career management seminars. (The courses in languages/business communication are usually at 1/4 speed, meaning that each course extends over a whole semester.)

A student who wants to take more than 15 ECTS credits during a period must contact an Academic Advisor. This will be approved if the student has a good earlier academic track record, meaning the student passed all of the courses on time and has an above-average GPA.

Students who register for a course during the ordinary registration period are normally guaranteed a place in this course.

### 2.2.2 Publishing Course Literature on the Course Catalog

To provide students with timely information on which course literature is used for a course, the following rules apply for publishing course literature on the Course catalog:

For courses on the spring term, a final list of course literature must be published on the Course catalog before the course registration opens, usually by mid-November.

For courses on the autumn term, a final list of course literature must be published before June 1, although it is advisable to publish the final list before the registration opens in April.

Occasionally new research articles or cases, for example, are published after course registration opens and the course director wishes to use them in the current course. In such cases, the course director must provide all necessary assistance, so all students have equal access to the material.

## 2.2.3 Rules and Regulations for Course Grades<sup>12</sup>

### Examiner

The Course Director is normally the examiner in the course and, as such, is responsible for the implementation of examinations and decisions on grades.

### Course Grades and Grade Distribution

The grading of each course is based on the principle of “absolute grades”, which is, in turn, based on the student’s fulfillment of the learning objectives. For a student to pass a course, the student must have achieved at least a passing grade on all learning objectives.

Students, who have passed a course, normally receive a course grade in accordance with the scale Excellent, Very Good, Good, Pass. In certain courses, only a grade of Pass is awarded.

Grade	Grade limits
Pass	$50 \leq \text{Marks} < 60$
Good	$60 \leq \text{Marks} < 70$
Very Good	$70 \leq \text{Marks} < 80$
Excellent	$80 \leq \text{Marks} \leq 100$

Examiners who choose to use marks for the grading of different parts within a course (examination components, see Section 2.3.1), including a written examination, are to use the above table to convert the total score from all parts of the course to a course grade as described above.

If the examiner uses the grading scale to grade the different components within a course, including a written examination, the following marks are to be used to weigh together the results of the course components to a total, which is then converted into a course grade in accordance with the above scale.

Results of course components	Marks for weighting
Pass	55
Good	65
Very Good	75
Excellent	90

Course grades are not required to maintain a specific distribution, although the level of the course should be such that the percentage gaining an Excellent grade should not normally exceed 25 percent of the students taking the course on any particular occasion.

Individual performance should represent at least half of the maximum possible results in the course. This does not exclude assignments and projects constituting more than half of the requirements for a course. In such cases, however, the reporting of these components is to be structured in a way that permits the examiner to assess individual student performance.

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<sup>12</sup> These examination regulations also apply to Degree Projects where applicable.

Note that an approved result cannot be raised by retaking certain examination components. This applies to both written examinations and other forms of examination.

### **Courses Offered within the Stockholm School of Entrepreneurship (SSES)**

Stockholm School of Entrepreneurship (SSES) is a collaboration of six schools in the Stockholm area. In order to harmonize the SSE grading scale with that of the other participating schools and to adapt to the pedagogical design of the courses, SSE has decided to use the following grading scale:

Grade	Grade limits
Pass	$50 \leq \text{Marks} < 60$
Good	$60 \leq \text{Marks} < 75$
Very Good	$75 \leq \text{Marks} < 90$
Excellent	$90 \leq \text{Marks} \leq 100$

If the examiner uses the grading scale to grade the different components within a course, including a written examination, the following marks are to be used to weigh together the results of the course components to a total, which is then converted into a course grade in accordance with the above scale.

Results of course components	Marks for weighting
Pass	55.0
Good	67.5
Very Good	82.5
Excellent	95.0

The SSES course grading scale is valid for courses offered from fall 2020

### **Correction and Review of Course Grades**

Grading decisions **cannot be appealed**. However, obviously erroneous result calculations and erroneous result registrations can be corrected (see below). The form to request a review of a course grade can be found on the SSE Portal under: [Student Support/Examinations/Results](#).

### **Correction of a Course Grade**

Once a student has been informed of their examination result, a correction can be made if the grade is erroneous due to a typographical error or similar oversight by the examiner or another SSE employee. In such cases, the correction can result in either an increase or decrease in the student's grade (including a potential change to a failing grade). A correction that disadvantages the student requires that the error be obvious to both the person responsible for the grading decision and the student, and the student must be given the opportunity to respond before the correction is made. The student will be notified of any correction, regardless of whether it is to their benefit or detriment.

## Request for Review of a Course Grade

Requests for review of course grades must be submitted to the responsible examiner as soon as possible after the grade has been registered. The likelihood of processing the request decreases over time due to regulations on document retention. Requests will only be considered in cases where an obviously erroneous assessment has been made. A review requires that the error is clear and identifiable without detailed analysis, and it **does not oblige the examiner to perform a new, unbiased assessment of the student's work or regrade the exam**. Examples of such errors include typographical mistakes, miscalculations, or the examiner overlooking parts of an answer. The request must include a detailed explanation, specifying the reasons for reconsideration. If the examiner finds that the grading decision is evidently and clearly incorrect, the examiner shall correct the decision accordingly, but only if this can be done without requiring substantial time or effort and provided that the grade **is not** lowered.

## Grade Announcements

Course grades are announced via the *My Results* page on the SSE Portal once the student has been approved on all of the examination components on the course and has fulfilled the course requirements.

### 2.2.4 Awards for Outstanding Course Achievements until June 2025

Awards for Outstanding Course Achievements were awarded to students between the academic years 2016/2017 and 2024/2025

During this period, an examiner had the opportunity, but no obligation, to present awards to students demonstrating outstanding achievements during a course. To receive such an award, the student had to meet three requirements:

1. It had to be the first time the student was registered on the course.
2. All course requirements had to be fulfilled at the end of the course (students failing an examination on the main exam session or submitting work late could not receive such awards).
3. The student had to have earned an Excellent grade on the course.

The person responsible for the course was able to present the award to at most 10 percent of the students registered for the course for the first time.

The award did not impact the calculation of the student's Grade Point Average (GPA).

### 2.2.5 President's List of Outstanding Students

The 10 percent of students with the highest GPA in the BSc program who complete their studies on time, that is, no later than three years after they were enrolled, receive the President's list award. Completion of studies on time entails having completed all courses in connection with the examination retake period in August at the latest. The normal rules on interrupted studies are applied when calculating when your studies must have been completed.

## **2.3 RULES AND REGULATIONS FOR THE ASSESSMENT OF STUDENT LEARNING**

Students' performance in a course can be assessed in various ways, including through written examinations, assignments, projects, essays, oral presentations, degree of active participation or oral examination. Described below are the rules that apply to these different examination components.

### **2.3.1 Rules and Regulations for Examination Components**

#### **Results on Examination Components**

An examiner may use one or more forms of examination to assess a student's performance in a course.

The various examination components are assessed by the examiner or those to whom the examiner has delegated that task.

The assessment of student performance results in a mark (or an assessment on the scale Excellent, Very Good, Good, Pass) for the examination component. If the mark meets the requirements for passing the examination component, the student passes that component. Performance failing to achieve a passing result leads to a Fail on the component or to a result requiring further performance to pass (Failx). Supplemental performance to address a Failx grade can only be awarded the lowest points required to pass the component (or a Pass grade).

Students are entitled to receive information on their results in each individual assessment and of the maximum score on each examination component or the proportion of the overall examination that the component represents.

#### **Announcement of Results on Examination Components**

Results are announced via the SSE Portal.

#### **Validity of Results of Examination Components**

An approved result on an examination (written, oral or take-home examination) and a Degree Project is valid as long as the course is being offered at SSE with the same course number.

Other examination components, known collectively as course assignments, including hand-in assignments, project work and course participation, are valid for one year from the start of the course. An examiner may decide to extend the period of validity.

Written assignments or project work not returned to the student shall, unless otherwise stated, be in record of the relevant department or equivalent for one year from the date on which the material in question was submitted.

#### **Exceptions and Exemptions**

In exceptional cases, mandatory assignments that have not been fulfilled may be examined after deadline by the examiner, or someone appointed by the examiner, requiring the student to perform

one or more separate assignments, such as by authoring one or more written reports. These assignments must be completed and submitted before a specified date.

## 2.3.2 Rules and Regulations for Written Examinations

### Registration for Examinations

In order to take an examination in a course, students must first be registered for the course in question. Students must also be registered for the examination. Students must register for all examinations during the exam period themselves. Students who are registered in a course are automatically registered for any mid-term examination. Registration and withdrawal are done via the SSE Portal on the *My Courses* page no later than **10 calendar days prior to the start of the examination period**.

Note that students are not permitted to take an examination for a course **prior to** the main examination date that the student is registered for (for instance, students cannot take a retake examination in August before the course starts in period 1 of the same year).

### Registration for Examinations and Adjustments

Students must register themselves for all examinations during the exam period. Students who are registered in a course are automatically registered for any mid-term examination. Students registered for an examination or mid-term examination will automatically be granted any adjustments that have been approved by the Specific Educational Needs Coordinator. If you do not wish to use the adjustments, you will have to go into the Student Portal and de-register from the adjustments yourself. For more information regarding adjustments see the Academic Counseling pages on the SSE Portal.

### Number of Examination Sessions

Students are allowed to take an examination for the same course several times without a passing grade. If a student has not earned a passing grade after taking an examination three times, it is recommended that the student contacts an Academic Advisor. The advisor should also be contacted if a student has not earned a passing grade in several courses in the same semester.

Note that both the maximum period of study (Section 2.1.2) and the study pace requirements (Section 2.1.4) supersede the right to take the same examination several times.

The scheduling of retake examinations is a complex process. Therefore, multiple retake examinations may be scheduled at the same time. It is the student's responsibility to check the examination schedule and plan their studies so conflicts can be avoided. The examination schedule is normally published about six months in advance.

## **Number of Examination Sessions for a Course**

Two exam sessions are offered in each course (the main exam and one retake) within one year after the start of the course<sup>13</sup>. On these occasions, the scope and content of examination are unchanged.

The next time a course is given, the syllabus may be modified, which can affect the scope and content of the examination. This in turn may mean that one or more coursework assessments that were part of the overall assessment the last time the student took the course, may no longer be relevant or that new assessments have been added.

## **Discontinuation of Courses**

### *Mandatory courses*

For mandatory courses, opportunities to take an examination must be made available to students during their entire maximum period of study. If a mandatory course is no longer being held, alternative courses are to be offered so that students can meet their requirements for completing the degree. Students who have completed parts of the examination for a previous mandatory course cannot normally be given credit for those grades in the new course(s). The Course Director for the alternative course determines which modules are still valid and which need to be redone or supplemented.

### *Elective Courses*

When an elective course is being offered for the last time, two additional exams must be offered, normally in the retake periods in the following year. The department must inform students who have not passed the examination that the course will no longer be offered and when the two additional exams will be held.

## **Examination Off Campus**

With the exception of take-home examinations, students are not entitled to be examined in SSE courses at a site off campus.

However, if there are Exceptional grounds<sup>14</sup>, the Program Director in consultation with the examiner involved can allow a written examination to be held at another site. An application should be submitted to the Program Director and the Course Director in a timely manner (at least one month ahead of time).

Exchange students from foreign universities where SSE has organized student exchanges, who have pursued studies at SSE, are entitled to take any remaining SSE examinations after they return to their home institution. The course administrator/examiner works in collaboration with the

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<sup>13</sup> In accordance with previous rules, during the academic year 2018/2019, two retakes are offered on courses in year 2.

<sup>14</sup> Examples of exceptional grounds are hospital stays, parental leave or an illness which prevents the student over a long period from completing the studies. Employment, appointments and the like are not considered exceptional grounds. Exceptional grounds must always be supported by documentary evidence.



Education Office/Student Exchange to take any measures necessary to ensure examinations can be held. For instance, there must be an exam invigilator who can guarantee that the conditions set for examination have been met.

Examinations may only be held at embassies, hospitals, police stations, universities or similar locations. It is the duty of the relevant examiner to ensure that the formats of examination are satisfactory.

### **Lost Examination Assignments**

If a student's written examination (or parts of it) is lost, and SSE is clearly responsible for the loss, the student is entitled to a new exam date within a week unless the student requests to have the examination later.

### **Regulations at the Exam**

The exam invigilator is empowered to reprimand and/or dismiss anyone who does not follow the applicable rules or any other regulations that are in effect.

- **Assigned seats for the Examination:** The students taking the exam must sit in the seat assigned to them after signing up for the exam. This is posted on the *My Courses* page of the SSE Portal as of midnight on the date of the exam and outside the examination hall. The exam invigilator has the right and obligation to turn away anyone who has not registered for the examination in time.
- **Identification:** Only students with a valid photo ID are allowed to enter the examination hall to take an examination. Valid ID includes passport, national ID card issued by an EU/EEA-country authority, Swedish national ID card, Swedish driver's license, or an equivalent Swedish ID issued by a Swedish government authority, see link [Valid ID](#). Please check the expiration date of your ID! Students without identification will be instructed to take the examination the next time it is held. Students who have taken an examination but did not show a valid ID will not have their examination graded. **Taking an examination without showing a valid ID qualifies as an attempt to pass the examination occasion and the result recorded is a Fail.**
- **Study aids allowed in an examination:** The examiner determines, within the limits set by the Faculty & Program Board, what study aids are allowed at an examination. This may include tables, formula sheets, legal texts, course literature, or dictionaries. Only specific calculator models are allowed in an examination, see link for [valid CASIO calculators](#). Students taking an examination are not allowed to bring or use study aids other than those indicated on the information sheet accompanying the examination.
- **Presence in the examination hall:** Late arrivals of up to 30 minutes are permitted. Students, who arrive late, within the 30 permitted minutes, have to show respect and enter the hall quietly not to disturb the students who have already started their examination. The same consideration should, of course, be shown when students leave or enter the hall during the examination. No one may therefore leave the examination hall until 30 minutes after the start of an examination. This also applies to students who submit blank answer

sheets. Visits to the bathroom are allowed, although not before 30 minutes after the start of an examination. Only one student at a time may leave the examination hall. The bathroom located closest to the examination hall must be used. **The exam invigilators check prior to, and during the examination to ensure that no study aids are available in the bathrooms.**

- **Personal effects:** Bags, coats, pencil and glasses cases, cell phones, tablets, and other communication and receptive equipment - regardless of form or technology – as well as any aids other than those allowed are to be placed in a location, designated by the exam invigilators. Students taking an exam are reminded of their obligation to find out what aids are allowed in the exam, and that only means approved beforehand by the examiner may be brought to the exam. Students taking an exam are obliged to show aids and articles brought with upon the exam invigilator's request. Draft paper is provided by exam invigilator at the request of the examinee. After the exam has begun, it is not allowed to take out any material from clothing or other belongings without permission from the exam invigilator. It is not permitted to place course literature or any other objects that might be used as prohibited study aids for the examination in the corridor or any other place in close proximity to an examination hall.
- **Prohibited equipment:** No mobile phones (they should be turned off and left in a bag or in a place determined by the exam invigilators), hand-held computers, MP3 players or datebooks/planners may be brought into an examination hall or brought along on a bathroom visit. The examinee is specifically reminded that under current regulations communication and electronic equipment must be completely turned off during the exam time.
- **Individual examination sheets and examination cover:** In written examinations, the requisite examination sheets and examination cover are to be used. Students should limit their text to the writing space indicated on the sheets. Students may not bring or use their own writing paper. **Students who fail to observe these rules will not have their examination graded.** Completed examination sheets are to be covered so that they cannot be seen by other students taking the examination.
- **Food and drink:** Students can bring food and drinks into the examination room but it must be on the table at all times. However, you are not allowed to walk out to buy food and drinks during the examination. SSE is a peanut-free institution and snacks/drinks with peanuts are not allowed during exams or in the SSE premises.
- **Submitting an exam:** When an exam invigilator informs students that the time allotted for the examination is over, students must stop writing. All papers that are to be handed in should by that time be labeled with the student's enrollment number. Anyone who continues to write and fails to hand in their examination despite the exam invigilator's warning will not have their examination graded. Students who do not want to submit answers should only hand in the examination cover with their registration number written on it (no answer sheets). Such students are considered to have used one attempt to pass the exam, which means that the exam will be recorded as a fail. The examination is considered submitted when the student has handed in the examination (filled in or blank) to the exam invigilator. A submitted exam cannot be withdrawn.

Students taking the examination are to check that the right examination with that day's date is in the examination cover. Students taking an examination can usually keep the information sheet. In some cases, the information sheet must be returned in the examination cover; otherwise, there is a risk that the student will not have the examination graded. The examiner decides if the information sheet must be handed in and the examiner's instructions also apply to students who take the examination but do not complete it. These instructions are generally found on the information sheet.

*Disciplinary measures may be taken against any student who attempts any form of academic dishonesty during an examination, test or any other assignment to be assessed. The disciplinary measures are warning, suspension and expulsion. (See the [SSE Disciplinary Regulations](#)) If an attempt of academic dishonesty has been ascertained, it normally results in the academic performance not being assessed by the examiner; the decision is made by the examiner.*

### **Examiner's Presence at Written Examinations**

The examiner or someone appointed by the examiner must be present at SSE and available for questions and, if necessary, make corrections to the questions during the examination.

If study aids are allowed, this person is encouraged at the same time to check that the students taking the examination are using the proper study aids.

### **Grading Period**

Grades for a written examination held during the regular examination period are normally to be reported within eleven working days of the examination. If an extended grading period has been granted, those students affected are to be informed of this, preferably at the time of the examination. Extended grading periods are granted by the Program Director.

### **Examination Review**

A review of the examination in a suitable form, or a posting of the answers, is to be provided for every course. The review or posting of answers should take place within 14 working days, calculated during the semester, of the posting of examination grades.

### **Access to Examination Copies**

Students have the right to request a **copy** of physical examinations and access to digital examinations after their grade has been registered. This service is available during office hours or the department's opening hours.

### 2.3.3 Rules and Regulations for Other Forms of Assessment

#### **Rules Pertaining to Oral Examinations**

Another person from the department or the equivalent, in addition to the examiner and student, must be present whenever there is an oral examination.

#### **Rules Pertaining to Take-Home Examinations**

For take-home examinations, the same rules apply, where relevant, as for written examinations. It is the examiner's duty to ensure that the take-home exam is assessed based on individual performance. Not handing in a take-home examination on time is equivalent to submitting blank answer sheets at an examination, unless exceptional grounds exist.<sup>15</sup>

#### **Time Frame for Completing Examination Components**

Examination components other than exams should normally be completed during the course and prior to the exam. However, a student may take an exam without having completed the other assessments required during a course. Information about exam results is to be given to students even if they have not completed all examination components in the course.

## **2.4 RULES AND REGULATIONS FOR THE DEGREE PROJECT**

### 2.4.1 Prerequisites

To begin writing the Degree Project, the student must, no later than the beginning of the spring semester, have passed courses equivalent to 120 ECTS credits.

Students enrolled in 2023 who go on student exchange in Semester 6 will do their Degree Project in Semester 5. They must have 105 ECTS in connection with the start of the Degree Project in Semester 5. The Degree Project will replace two of the courses in Semester 5. The program director decides which courses every year.

### 2.4.2 Time Period and Format

The Degree Project, which comprises 15 ECTS credits, can only be written during the spring semester of the third year of study except for students enrolled in 2023 who go on exchange in Semester 6 they will do their Degree Project in Semester 5.

The students must write the Degree Project in pairs.

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<sup>15</sup> Examples of exceptional grounds are hospital stays, parental leave or an illness which prevents the student over a long period from completing the studies. Employment, appointments and the like are not considered exceptional grounds. Exceptional grounds must always be supported by documentary evidence.

The Course Director, or the person the course director delegates the responsibility to, decides on regulations for the Degree Project, such as scope, subject, and submission date.

The Degree Project shall be published in accordance with SSE's practice (see the SSE Portal) and be made available to responsible faculty member(s).

All Degree Projects are published in a database and reviewed with regard to plagiarism through an external web service.

### **Presentation of Degree Project**

Presentation of the Degree Project takes place during a continuous period of time during the semester and attendance is mandatory. It is incumbent on the students to stay informed and fulfill these regulations.

### **Approval of Degree Project**

Examiners grade the Degree Project after presentation on the scale of Excellent, Very Good, Good, Pass, Failx and Fail.

If the examiner expresses opinions that give rise to a requirement for revisions in one or more respects, the authors must revise the Degree Project in consideration of these. Note that such supplementations cannot raise the grade, except for Failx, which after approval provides the grade of Pass. A pdf-file with the revised Degree Project shall be uploaded in accordance with SSE's practices no later than 30 working days, counted from semester time, after the presentation. If this time limit is not observed, the Degree Project may be graded as a Fail.

The final version of the Degree Project must be uploaded and published in the Publish Thesis application after approval by the examiner. Once all examination requirements have been fulfilled and the Degree Project has been published, the final grade for the Degree Project is registered.

### **2.4.3 Writing the Degree Project with a Student from Another University**

Students are not permitted to write the Degree Project together with students from other universities.

### **2.4.4 Writing Abroad or Having a Supervisor from Another University**

Students may write their Degree Project abroad only if allowed to do so by the examiner and supervisor. Students who have received permission to write their thesis while abroad must meet the agreed requirements regarding supervision meetings and must fulfill all other obligations related to the Project work to the same extent as if they were on location at their home campus (Stockholm).

SSE does not transfer responsibility for supervision to faculty at other universities.

## 2.4.5 Supervisor and Examiner

The Course Director appoints the supervisor and examiner. More than one supervisor may be appointed, such as a main supervisor and a method supervisor.

A faculty member cannot be the examiner of a Degree Project for which the faculty member has been the supervisor.

## 2.5 DEGREE CERTIFICATE

### 2.5.1 Application for a Degree

Once a student has fulfilled the academic requirements for a BSc degree at SSE and would like to have a degree certificate issued, the student must do the following:

- Complete the mandatory Program Experience Survey.
- Fill out the form “Application for Degree Certificate, BSc in Retail Management”.
- E-mail the completed form to the Degree Office.

The application form and further information are available on the SSE Portal (Student Support).

The degree certificate shows the title of the degree with all the courses successfully completed (with grades). The degree certificate is dated with a graduation date, which is the date on which the student passed the last course or thesis examination within the degree.

The student will be informed via student e-mail when the degree certificate is ready.

### 2.5.2 Processing Time

The processing time for a degree certificate, provided that all grades have been reported, is normally 4-12 weeks depending on when during the year the application is received. Applications are processed in order, strictly according to the date of receipt. No priority is given. A degree certificate will only be issued once.

## 2.6 OTHER REGULATIONS

The Stockholm School of Economics, Handelshögskolan i Stockholm and Handelshögskolan, SSE, and HHS and related signs and logotypes are important and valuable trade marks and signs of the Stockholm School of Economics. These distinctive signs, and other registered trade marks of Stockholm School of Economics, may under no circumstances be used in connection with personal e-mail mailings, as an address in social media, or in other similar contexts in a way that suggests that the use is authorized by the Stockholm School of Economics.

## APPENDIX 1: STUDENT'S PLEDGE:



### Student's pledge

#### Stockholm School of Economics' aims, values and mission

Stockholm School of Economics is an academic hub for ambitious students and researchers from all over the world. By working closely with corporate partners and society at large, SSE has been creating opportunities for its graduates since 1909.

##### SSE Educational mission

Stockholm School of Economics' Educational Mission is based on the view that the decision makers of tomorrow will approach the world with curiosity and confidence.

In terms of processing capacity, future decision makers will often be outperformed by artificial intelligence, robots, and machines. However, human beings' core competence is being human, and SSE's learning objectives, or Educational Mission respects this. The decision makers of the future will be those who make use of their human potential. Accordingly, SSE has formulated its Educational Mission with the abbreviation FREE, which stands for:

##### Fact and Science-based Mindset

We are fundamentally a scientific institution, and facts are the basis for all critical and analytical thinking. An SSE graduate will make decisions based on facts and have the ability to differentiate between types of knowledge. This ability becomes particularly important in a world of alternative facts, "fake news" and filter bubbles.

##### Reflective and Self-aware

The future will require more reflection and self-knowledge. SSE-trained individuals will be able to contemplate what role they play in the world, understand the impact they have on others, evaluate their personal preferences, and be aware of how their choices are determined.

##### Empathetic and Culturally Literate

Empathy and cultural sensitivity are so far, something that artificial intelligence cannot accomplish. We are convinced that an empathetic person becomes a better leader

and decision maker; thus, we hope our students will be able to consider the perspective of others fully. Cultural literacy is also critical. To interact with someone from another background, expertise, or profession than one's own is a prerequisite for the future.

##### Entrepreneurial and Responsible

Students graduated from SSE have an entrepreneurial and creative approach to the world. They strive to create change in a responsible manner. They should not accept the status quo but seek improvement for society and the world at large.

##### Your studies come first

SSE is a higher education institution where the studies demand focus and full-time work. A student's top priority should be the studies at SSE and to contribute to SSE's learning environment.

During the time at SSE, students often engage in the Student Association, have internships, start their own companies, or work alongside their studies in order to increase their employability and fund their studies. SSE acknowledges the fact that such activities are positive and necessary for future careers and study opportunities. Even though students' extra-curricular activities can be applauded, studies always have to come first.

##### An arena for discussions

SSE welcomes an open debate from faculty, researchers and students alike. Everybody is encouraged to contribute to establish SSE as the natural arena and platform for constructive and critical discussions on today's and future challenges in business and society in general. At SSE, we actively work for equal opportunities and increased diversity.



## Student's Pledge

### Student's pledge – General rules for the education at SSE

By accepting admission as a student at Stockholm School of Economics (SSE) to the educational program I will be enrolled with, I hereby pledge to:

- accept and follow the applicable SSE regulations and by-laws stipulated inter alia in the Student Handbook for the program and other policy documents,
- respect SSE's disciplinary regulations and acknowledge that consequences may follow upon infringing these regulations,
- follow the relevant regulations and instructions governing shared resources, such as the library and SSE IT-resources,
- not violate applicable copyright laws including, but not limited to, unauthorized reproduction, dissemination or make available of copyrighted material, whether by analogue or digital means or otherwise,
- complete any and all program and course evaluations provided throughout the program,
- execute the relevant tuition payments within the time frames given by the school if I am a citizen of a country outside of the EU/EEA/UK and Switzerland and am not excluded from paying the tuition fees at SSE,
- not engage myself in extra-curricular activities that will adversely affect my studies whilst acknowledging that studies at SSE is a full-time activity,
- keep myself informed about relevant activities about the program on SSE Portal and courses as made available in Canvas,
- always use and be accessible via the student's e-mail address provided by SSE in all matters related to your studies at SSE,
- conduct my studies with respect for my fellow students, teachers and other staff members of Stockholm School of Economics.

### Student's pledge:

- ☐ I hereby certify that I have understood and pledge that I will abide by the general and specific regulations and by-laws as stated above.
- ☐ I assure that all documents submitted relating to my application to and enrollment at Stockholm School of Economics are accurate and valid.

Stockholm, Date: \_\_\_\_\_

Signature	
Name (printed)	Personal ID No./Coordination No. (else date of birth)
Citizenship	Second citizenship