



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 Academic Support & Records and posted on the SSE website (www.hhs.se) and on the SSE Portal. The document history lists the changes made since publication of the first version of the document.

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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.

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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). 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.

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1 GENERAL INFORMATION ABOUT YOUR STUDIES AT SSE

“The aim of the Stockholm School of Economics is to promote the advancement of business in Sweden through academic education and research” (SSE Charter, section 1, 1909).

More than 100 years have passed since the first students began their studies at SSE, and this aim has remained intact and continues to guide the School’s activities and priorities. However, the internationalization of Swedish business, globalization in general and the internationalization of higher education in particular have led SSE to extend its outlook, its reach and its activities well beyond the borders of Sweden, just like SSE alumni have always done.

With this as a starting point, SSE offers the following degree programs:

- Bachelor of Science Program in Retail Management
- Bachelor of Science Program in Business and Economics
- Master of Science Program in International Business
- Master of Science Program in Business & Management
- Master of Science Program in Finance
- Master of Science Program in Accounting, Valuation & Financial Management
- Master of Science Program in Economics
- PhD Program in Business Administration
- PhD Program in Economics
- PhD Program in Finance
- SSE MBA Executive Format
- Executive MBA Program (Riga)
- Executive MBA Program (Russia)

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

- CEMS Master in International Management together with CEMS, *The Global Alliance in Management Education*¹
- Double-degree program in Finance with Università Commerciale Luigi Bocconi, Italy
- Double-degree program in Economics with the University of St. Gallen (HSG), Switzerland
- Double-degree program with Sciences Po, France
- Wallenberg International Fellows Program (WIFP) with Georgetown University, USA
- K-A Bonnier International Fellows Program (KAB-IFP) with the National University of Singapore (NUS).

SSE works in close collaboration with the Stockholm School of Economics in Riga (SSE Riga), where a BSc program in Economics & Business and Executive Education programs are offered.

SSE’s Bachelor of Science programs are intended mainly for those who are recent secondary school graduates with outstanding grades and with limited or no work experience. Our Master of Science

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

programs provide an advanced-level education and are intended for students who already hold a bachelor's degree.

In addition to the bachelor's and master's programs, SSE offers four-year PhD programs to those who have a university degree in one of the economic disciplines, as well as executive education programs for the students with the 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.²

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.

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. There is a wireless network at SSE, so you can work anywhere. In addition, there are a limited number of computer labs.

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

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

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 on the course's website 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](#)³ 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. At the end of each academic year, you will participate in a mandatory program evaluation to evaluate your experiences as an SSE student and the quality of your program. It is of the utmost importance that SSE receives student input in order to further develop its programs.

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.

³ See <https://www.hhs.se/en/Education/study-at-sse/student-handbook--grading/>

1.7 SERVICES FOR STUDENTS

Academic Support & Records and Program Office

The Academic Support & Records department are responsible for academic counseling, issues related to special needs, coordination regarding student-health issues, formal grade transcripts, degree certificates, examinations, system support, scheduling, statistics, and central course coordination. For further information, refer to the SSE Portal.

The Program Office handles questions concerning program marketing, student recruitment, admissions, central course evaluation, program support, quality assurance, and student mobility.

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 offices are close to the computer labs at Saltmätargatan 13-17. 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.

1.8 SSE ALUMNI

Once you graduate from the Stockholm School of Economics, you become part of the SSE alumni community and our global alumni network. As SSE alumni, your commitment and experience from professional life and the program are invaluable and SSE seeks to make you a continued part of the school even after your studies. You can do so by serving as a mentor or guest lecturer, through partnership with your company and/or contributing financially to the school. We believe in lifelong learning and therefore encourage you to continue to keep in touch and receive our news, invitations and information on alumni lectures. For questions or comments, please contact the SSE Alumni Office at alumni@hhs.se.

1.9 STUDENT ASSOCIATION (SASSE)

The Student Association at SSE (SASSE) is a non-political, secular organization that has about 2,000 members. SASSE exists thanks to the strong drive and commitment among the students and their desire to have fun and develop as a community. The purpose of SASSE is fundamentally to care for the joint interests of the students, which roughly can be summarized in educational

oversight, extracurricular activities, and career services. For more information, refer to the SASSE website (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. Students should have a Swedish personal identity number (personnummer) and should be registered in the Swedish Social Insurance Agency (Försäkringskassan). The insurance does not cover 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) 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 Coordinator BSc (adjunct member)

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 Coordinators. 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.

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.

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 appendix⁴.

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

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 he/she 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.⁵

Applications for exemptions should be submitted to an academic advisor, a decision is made by the head of the academic counseling.

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

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

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 exist⁶. 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.⁷ The application must be submitted to antagning@hhs.se. Postponements are approved if exceptional grounds⁸ 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 exist⁹ and the decision is made by the advisor who investigates the matter.

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.

⁶ Examples of particular grounds are illness, illness of a close relative or other reasons over which the student him or herself had no control that prevented him/her 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.

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

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

⁹ See previous footnote.

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 grounds¹⁰ 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:

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

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 a President's decision on tuition fees (Decision no. 61 – 2012 ref. no. 60/043-11).

¹⁰ Examples of particular grounds are illness, illness of a close relative or other reasons over which the student him or herself had no control that prevented him/her 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.

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.

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. Within the BSc Retail Management program, the exchange only takes place in the fall 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, he or she must submit documents that confirm exceptional grounds¹¹ 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.

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 on the course's website 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 courses. (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 he/she 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 Rules and Regulations for Course Grades¹²

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.

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

¹² These examination regulations also apply to Degree Projects where applicable.

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, he/she 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.

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

Correction and Review of a Course Grade

Grading decisions cannot be appealed. However, obviously erroneous result calculations and result registrations can be corrected (see below).

Correction of Grades

Once a student has been informed of his/her examination results, corrections can be made if **the decision is erroneous due to typographical error, miscalculation or similar oversight** by the examiner or another SSE employee. In such cases, a correction can be made, either raising or lowering the student's result (even to a failed result). A correction to the detriment of the student assumes that the error is obvious both to the individual responsible for making the decision and to the student, and that the student is afforded an opportunity to be heard before the correction is made. The student shall be notified regardless of whether the correction is to his/her benefit or detriment.

Reassessment of Grades

Requests for reassessments of course grades are to be made to the examiner responsible, who will only deal with requests in cases where an **obviously** erroneous assessment has been made. Reassessment requires that an observed error can, without more detailed analysis, be said to have led to the grade being erroneous and **accordingly represents no obligation for the examiner to perform a new unbiased assessment of an answer or other performance**. Examples of such errors include the examiner having **overlooked parts of an answer**. Reassessment and correction of grades can be made both to the benefit or detriment of the student. The request should be explained in detail and the causes for reconsideration must be specified. This shall be submitted in writing (by letter or e-mail) to the examiner responsible as soon as possible, but no more than two weeks after the announcement of the grade. Note that if the examination paper has been collected, the right to request reassessment of the grade is forfeited.

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.

2.2.3 Awards for Outstanding Course Achievements

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

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

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

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

2.2.4 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 him/her, 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 who are registered in a course for the current semester are automatically registered for the **main exam date**. Students must register for any other exams themselves. Registration and withdrawal are done via the SSE Portal on the *My Courses* page no later than **three working days prior to the examination**.

Note that students are not permitted to take an examination for a course **prior to** the main exam date that a 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).

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 he/she 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 course¹³. On these occasions, the scope and content of examination are unchanged.

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

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 grounds¹⁴, 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 Program Office 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.

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

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.

- **Assigned seats for the Examination:** The students taking the exam must sit in the seat he/she 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 room. Students who are not registered must contact the Examinations Office and may take the exam if there are seats available. The exam invigilator has the right and obligation to turn away anyone who has not registered in time and direct the student to the Examinations Office.
- **Identification:** Only students with a valid photo ID are allowed to enter the examination hall and to take an exam. Valid ID includes: a driver's license, passport, national ID card, Swedish national ID card, bank ID, student ID card from the student's home university (applies to exchange students) or the equivalent. Students without identification will be instructed to take the examination the next time it is held. Students who have taken an exam 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 these calculator models, the CASIO FX-82EX CLASSWIZ, CASIO FX-82ES, CASIO FX-82ES PLUS, CASIO FX-85 ES, CASIO FX-85ES PLUS, CASIO 82TL and CASIO82MS are allowed in an examination. 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 room 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 room during the examination. No one may therefore leave the examination room 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 room. The bathroom located closest to the examination room 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 technique – as well as any aids other than those allowed are to be placed on 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 room.
- **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 room 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.
- **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 his/her examination graded. The examiner decides if the information sheet must be handed in and his/her 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.

Obligation to Return Examinations

Examinations are to be returned to a student upon request. This service is limited to office hours or opening hours for the department or equivalent. If an examination is returned to the student, the right to request a review or correction of the grading decision is forfeited.

Examinations that are not picked up by the student are to be kept by the relevant department, center or equivalent unit for one year from the date of the examination.

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.¹⁵

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

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.

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.

The students must write the Degree Project in pairs.

The Course Director, or the person he/she 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.

Once all examination requirements are met, the Degree Project grade is registered. Once the grade is registered, the Degree Project becomes public.

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 he/she 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, he or she must do the following:

- Fill out the form “Application for Degree Certificate, BSc in Retail Management”.
- Submit/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 his/her last course or thesis examination within the degree.

The student will be informed via student/alumni 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 4-14 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 student pledges to commit no copyright infringement by making copies of works protected by copyright or making such works available to the public.
- The first time the student logs in to the SSE Portal, he/she accepts the terms of the IT agreement in effect at SSE.
- The Stockholm School of Economics, Handelshögskolan i Stockholm and Handelshögskolan, SSE, and HHS are important and valuable trademarks and trade names of the Stockholm School of Economics. These distinctive signs, and other registered trademarks of Stockholm School of Economics, may under no circumstances be used in connection with personal e-mail mailings, as an address on Facebook, or in other similar contexts in a way that suggests that the use is authorized by the Stockholm School of Economics.
- The student allows SSE to convey his/her contact information to a third party. This is done very restrictively and mainly applies to recruitment and surveys and similar measures where the aim is to provide information useful to society. When requested by a third party, SSE will only confirm whether a student is or has been enrolled and the dates for that enrollment, also what degree (if any) the student has received at SSE.

APPENDIX 1: STUDENT'S PLEDGE:



Student's Pledge and Personal Data Processing

The Stockholm School of Economics' aims, values and mission

Since 1909, the objective of the Stockholm School of Economics has been to, through scientific teaching and research, strengthen Sweden's competitiveness. Building on that primary mission, the SSE is today an international business school based in Stockholm.

Core values of the SSE

Scientific. SSE is a place for organized skepticism, for questioning, and for critical thought. SSE will inspire individuals to challenge established conventions. Knowledge produced at SSE will be widely shared and transcend political, national and religious prejudices.

Responsible. SSE is committed to upholding high standards of conduct in all spheres of its activities. All individuals in the SSE community must be aware of their responsibilities to society at large. SSE trains individuals to take ethical and responsible decisions.

Transparent. The School seeks transparency, clarity and fairness. Be it the presentation of methods used in research, be it grading schemes or be it recruitment or promotion decisions, it should be clear to all individuals involved why particular decisions are taken.

Values that distinguishes the SSE

Inventive. In all the School's activities, SSE seeks innovation and continuous improvement. The work aspires to be inventive and our pedagogical models are constantly developed in order to provide tools and models for innovative thoughts. SSE is a place where people are inspired to become

leaders that challenge the status quo and drive change.

International. Sweden is a small country reliant on and embedded in international interaction. SSE has therefore adopted a global state of mind. All the School's stakeholders look outwards, and its networks and new opportunities must be international.

Excellent. In all activities that produce an output from SSE, we strive for excellence. SSE will offer a high-class educational and research environment to those who have exceptional talent and ambition to attain more, regardless of their background or their means.

The SSE Educational mission

The SSE upholds an educational mission to foster learning where students embrace a fact- and science-based mindset and where they reflect critically, constructively and become self-aware. The SSE endeavors to facilitate a study environment where students are empathetic and culturally literate. Also, the school encourages an entrepreneurial and responsible way of thinking among faculty, researchers and students. At SSE, we actively work for equal opportunities and increased diversity.

The SSE welcomes an open debate from faculty, researchers and students and everybody is encouraged to contribute to establish the SSE as the natural arena and platform for constructive and critical discussions on today's and future challenges in business and society in general.

Special rules for all usage of user accounts, computer networks and IT resources

The usage of the SSE's computer network is intended to facilitate studying, research and the carrying out of normal working duties. Other types of usage that counteracts this purpose or causes harm for the SSE is not permitted.

In additional, the following applies:

- that all usage of user accounts and IT infrastructure must be done in accordance with Swedish law and the SSE regulations and by-laws,
- that user accounts, passwords and codes are individual and shall only be used by the intended individual,
- that computers, mobile devices and other network-connected equipment that is connected to the SSE computer network must have relevant protection such as anti-virus, anti-spyware and firewall, and finally

- that the ethical rules of SUNET regulate the usage. SUNET considers it unethical e.g. when e.g. someone:
 - attempts to gain access to network resources without due authorization;
 - attempts to conceal their user identity;
 - attempts to interfere or disrupt the intended usage of the network;
 - clearly wastes available resources (personnel, hardware or software);
 - attempts to disrupt or destroy computer-based information;
 - infringes on the privacy of others.

Any person found violating or suspected of violating these rules can be disconnected from the network and subject to investigation. Furthermore, disciplinary or legal actions can be taken.

Information about processing of personal data

During your studies at the SSE, the school will process personal data about you, which is necessary to carry out the school's higher educational activities and needed for the operations and to fulfil the obligations of the school, i.e. to plan courses and programs or to award grades. Data will also be collected and used in conjunction with evaluations, quality improvement and development of the school's operations and activities. In this respect, all processing of personal data corresponds to under what applicable law is referred to as performance of a task carried out in the public interest. Personal data in the form of grades and other academic information will be kept without a retention period. The personal data that SSE is not required to keep following legal requirements will be removed when it is no longer relevant for the school to hold. This is usually upon graduation but depending on study breaks and non-completed studies as well as the type of data it may differ between individuals.

Personal data handled and processed at the SSE are confidential; they are not public documents under Swedish administrative law; they are not subject to public access; and they are not disclosed

to any party outside of the SSE, unless the SSE is required to disclose such information by law or pursuant to other requirements in carrying out the school's educational activities. Neither do we use automated decision-making based on your personal data, with the exception for an automated system that ensures that academic pre-requisites are fulfilled before you are enrolled in specific courses at the school.

Should you have any privacy related questions, the DPO can be contacted at dpo@hhs.se. The GDPR gives data subjects the right to access the information that is being processed and relates to them, to rectify this information, to demand the erasure of the information and to object to the processing of the information. Should you wish to exercise any of the user rights outlined by the GDPR, there are forms available on the website that you can fill in and send to the DPO and we will do our best to accommodate your request as soon as we can.

If you believe that SSE has either violated privacy laws or your own privacy, you have the right to lodge a complaint to Datainspektionen.

Graduating and becoming SSE alumni

The school seeks to engage its alumni, friends and supporters fully as lifelong learners, advocates and supporters who contribute to and benefit from connections to each other and to the School and collectively help to protect and guarantee the future of the School. Upon graduation, you will therefore become part of our alumni network and personal data about you will be transferred to our alumni database in order for us to be able to

include you in the network and to communicate with you. You can find more extensive information on how we process personal data relating to alumni on the SSE website and in this respect, the SSE deem to have a strong and, under applicable law referred to, legitimate interest in maintaining and nurturing the relationship with alumni.

Information about course and program evaluations

The SSE conducts evaluations after every offered course, through student evaluation surveys, distributed digitally to students upon completion of each academic period throughout the year. In addition, evaluations are annually conducted for each program, at different levels.

The evaluations are important tools for the School to collect valuable information, to help improve the students' overall academic experience, and to ensure that the SSE maintains its high-quality programs and its standing as one of Europe's leading business schools.

Whilst conducting courses and programs, the SSE collects both quantitative (scores for the course), and qualitative (written comments about the

course) data, which is shared with selected key academic and professional staff of SSE. The evaluation results are processed to anonymous data, after which it is not possible to trace any answers to individual persons other than any teacher mentioned in the answers. The answers to the surveys are not public data.

To ensure that the SSE accurately assesses which areas of the courses and programs are of expected quality, as well as which areas you believe may need some improvement, it is very important that the SSE receives your valuable input and constructive feedback. The SSE therefore expects you to respond to the various evaluation surveys sent out to you.

Storing of course and program evaluation results

- Quantitative course evaluation information is stored to enable tracking and improving courses and programs over time.
- Qualitative information is deleted at the latest three months after the information was collected and received.
- Gender- and diversity-related qualitative information is stored by the SSE Equality and Diversity Manager in the SSE system in an aggregated way.

Ranking

Aggregated, statistical data from SSE's activities are used for the ranking processes the school partakes in.

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

By accepting admission as a student at the Stockholm School of Economics (the SSE) to the 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;
- to respect the SSE's disciplinary regulations and acknowledge that consequences may follow upon infringing these regulations;
- in using shared resources such as the library and IT, to follow the relevant regulations and by-laws governing those activities and functions;
- not to 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;
- for students with bachelor's degree from other universities than SSE: to present my original bachelor's degree certificate, in

both the original language and an official English translation (if the original language is not Swedish, Norwegian, Danish or English), no later than December 15 the year of enrolment;

- for SSE BSc graduates: to apply for the SSE BSc degree certificate no later than December 15;
- if I am a citizen of a country outside of the EU/EEA and Switzerland and am not excluded from paying the tuition fees at SSE: to execute the relevant tuition payments within the time frames given by the school;
- to conduct my studies with respect for my fellow students, teachers and other staff members, and to act towards others in such a way as to uphold and promote the aims and values of the 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 enrolment at the Stockholm School of Economics are accurate and valid.

Stockholm, Date: _____

Signature

Name (printed)

Personal identity number

Citizenship

Second citizenship

