



# **Student Handbook for the Master of Science Programs in:**

**International Business**

**Business & Management**

**Economics**

**Finance**

**Accounting, Valuation & Financial Management**

**VALID FOR STUDENTS ENROLLED FROM 2016**

The rules and regulations recorded in the Student Handbook have been ratified by the Faculty and Program Board.

This document is updated on an as-needed basis. The most recent version is published by the Academic Support & Records 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.

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## DOCUMENT HISTORY

The following changes concerning rules and regulations have been made to the content since the revision of the *Student Handbook for the MSc Programs* (as decided by the Faculty and Program Board 2015-07-01) was published on 2016-08-11:

- 2017-03-09 Chapter 2, section 2.4.2, Course director decides on extended time for thesis work.
- 2017-05-04 Chapter 2, section 2.2.2, Course Grades and Grade Distribution, clarifying table.  
Chapter 2, section 2.1.8, Program description added for K-A Bonnier International Fellows Program (KAB-IFP).
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- 2017-09-12 Chapter 2, section 2.1.8, Regulations for Optional Program Components, Wallenberg International Fellows Program (WIFP), who may apply.  
Chapter 2, section 2.4.1 Prerequisites and section 2.4.2, Time period and format
- 2018-07-03 Chapter 1, section 1.7, IT Services renamed to Student IT Support (SITS).  
Appendix 1: Student Pledge updated.
- 2018-09-14 Chapter 2, section 2.1.8, Regulations for Optional Program Components, K-A Bonnier International Fellows Program (KAB-IFP) updated.
- 2019-02-04 The Master of Science Program in Accounting & Financial Management changes its name from the academic year 2018/2019. The new name is Accounting, Valuation & Financial Management.
- 2019-06-27 Chapter 2, section 2.1.2, Postponement of Program Start revised  
Chapter 2, sections 2.1.2 Maximum Period of Study and 2.1.4 Study Pace Requirements, decision-maker updated.  
Chapter 2, section 2.1.8, Student Exchange Program and Wallenberg International Fellows Program updated regarding MIB students.  
Chapter 2, 2.3.2, Regulations at the exam, examination monitor now exam invigilator.

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## PREFACE

This MSc Student Handbook is a compilation of information, regulations and guidelines that are relevant to you as a student at the Stockholm School of Economics (SSE). It is intended for students enrolled from 2016 in the Master of Science (MSc) programs in International Business (MIB), Business & Management (MBM), Economics (MECON), Finance (MFIN), and Accounting, Valuation & Financial Management (MAVFM). The overall purpose is to inform you about what regulations apply and to help you prepare for and complete your studies.

These academic regulations 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.

You will find information about individual courses on the SSE Portal. The Support page will also provide you with information about various services offered at the school.

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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, §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 economic life, globalization in general and the internationalization of higher education have led SSE to extend its outlook, reach and its activities well beyond the borders of Sweden.

At present SSE offers the following degree programs:

- Three-year Bachelor of Science Program in Business and Economics
- Three-year Bachelor of Science Program in Retail Management
- Two-year Master of Science Program in International Business
- Two-year Master of Science Program in Business & Management
- Two-year Master of Science Program in Finance
- Two-year Master of Science Program in Accounting, Valuation & Financial Management
- Two-year Master of Science Program in Economics
- Four-year PhD Program in Business Administration
- Four-year PhD Program in Economics
- Four-year PhD Program in Finance
- Eighteen-month 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 (CEMS MIM) 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 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.

The 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. The Master of Science programs provide an advanced-level education and are intended for students who already hold a bachelor degree. The Doctoral programs are intended for students with a university degree in one

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

of the economic disciplines, meanwhile executive education programs are offered 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. You are obliged to evaluate each course you attend using a web-based evaluation tool.

**You have rights, but you also have responsibilities as a student. SSE expects that you follow SSE's code of conduct embodied in a number of policies and governing ordinances. This means that you show respect for other students, faculty, staff and SSE guests and that you act towards others in such a way as to uphold and promote the 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 for 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 (Appendix 1)**

## 1.2 TEACHING AND LEARNING

The academic year is divided into four teaching periods, period 1 and 2 in the fall and period 3 and 4 in the spring. Each 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, projects and other assignments. Group instruction, projects, and written assignments are common and may be assigned to individuals or groups. While you can book a place in one of the SSE's computer rooms, 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 for all MSc programs 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 on the SSE premises.

Studies at SSE proceed 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 compulsory parts of a program, nor are other voluntary activities, including those within the Student Association (SASSE). In a course that carries 7.5 ECTS credits<sup>3</sup> (1.5 ECTS credits are equal to one week of full-time studies) there may be 2-3 in-class teaching sessions a week. A teaching session usually consists of two lectures or seminars (45 minutes each).

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<sup>2</sup> Equality at SSE, see more here: <https://www.hhs.se/en/about-us/equalityanddiversity/>

<sup>3</sup> European Credit Transfer and Accumulation System credits; hereinafter referred to as ECTS credits or credits.

Generally, students study two courses in parallel, which means that the scheduled instruction is 4-6 lectures or seminars per week (8-12 hours). 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.

Teachers 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 some problems following the study pace of the program or have difficulty developing good study routines, you may contact an academic advisor.

*Academic requirements are described in [Degree Requirements for the Master of Science Programs](#)*

### 1.3 SSE PORTAL

Through SSE Portal (<https://portal.hhs.se/>) you can conduct functions such as viewing important course and program announcements, registering for courses, checking your schedule, accessing e-mail, and ordering transcripts or letters of enrolment. To access the SSE Portal, please use your SSE registration number as your username. The SSE Portal is the most important information channel at SSE and all important information is uploaded to the Portal.

### 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.

Registering for a course is done on the *My upcoming courses* page on the SSE Portal or on the course's website during the registration period, which takes place in the term prior to the course being given – usually in April/May for fall courses and November/December for spring courses. You will find the exact dates for each registration period under Support on the SSE Portal.

*You will be automatically registered for some courses, but you have to register for other courses on your own. See the academic regulations in Section 2.2.1. Read what regulations apply for registering for exams in Section 2.3.2.*

### 1.5 EXAMINATION

Examination on a course can be conducted in different ways and may combine various forms of examinations, including written examinations, assignments, projects, presentations and, in certain cases, oral examinations. You are awarded a grade on each course, based on these criteria. Courses are graded on a scale where the approved 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 an approved grade on all of the learning objectives of the course.

To safeguard fair treatment and academic honor, SSE applies Disciplinary Regulations<sup>4</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. After you have participated in a course, you are obliged to complete an evaluation of the course where all participants express their opinions anonymously. This is an important tool for maintaining high quality and continuously 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 align the programs and services 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. For these reasons, it is of a great 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 Employment Report survey, surveys for program rankings and surveys for long-term program development. The Employment Report presents data on SSE's 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 competitive positioning and for prospective students when they choose schools. 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 AVAILABLE TO STUDENTS**

### **Academic Support & Records and Program Office**

Academic counseling, special needs and coordination regarding student-health issues, formal grade transcripts, degree certificates, examinations, system support, scheduling, statistics, and central course coordination are the main areas of responsibility of the Academic Support & Records department. For further information please see Support on the SSE Portal.

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<sup>4</sup> See link: [SSE Disciplinary Regulations](#)



Questions concerning program marketing, student recruitment, admissions, central course evaluation, program support, quality assurance, and student mobility are handled by the Program Office.

## **SSE Library**

The SSE Library is offering a vast array of printed and digital resources within business and economics. Apart from a major collection of printed books and journals, the library offers printed textbooks and reference collections, electronic books and journals, some 60 databases, reference management tools, and interlibrary loans from other libraries. All students writing their Master thesis 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 ([www.hhs.se/library](http://www.hhs.se/library)).

## **Student IT Services (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**

SSE seeks to engage its alumni fully in the life of the School as valued supporters, advocates, and lifelong learners who contribute to and benefit from connections to each other and to SSE. Students who attend SSE become part of the SSE alumni community. SSE alumni are a strong part of our global network. We encourage alumni to stay connected with SSE by attending alumni events, lectures and reunions. SSE alumni are also encouraged to get involved. You can mentor a student, give a guest lecture, involve your company or contribute financially to the School's future. Also, be sure to keep your contact information updated with the Alumni Office to ensure you receive the latest news and event invitations. For questions or comments, please contact the SSE Alumni Office at [alumni@hhs.se](mailto:alumni@hhs.se).

## **1.9 STUDENT ASSOCIATION (SASSE)**

The Student Association at SSE (SASSE) is a non-political, non-religious organization that has about 1800 members from the BSc, MSc, and PhD programs. SASSE exists thanks to the strong drive and commitment among the students and their wish 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 coverage, extracurricular activities, and career services. Please refer to the Master Guide (is sent out to the new students) and the SASSE website ([www.sasse.se](http://www.sasse.se)) for more information.

## 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](http://www.if.se)) or via phone 0771 815 818. If something happens during the school trip, contact ERV's assistance company Euro-Alarm, that is open 24/7. Tel: +46 770 456 919.

## 1.11 GOVERNANCE OF SSE MSc PROGRAMS

The governance and management of SSE MSc 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 SASSE 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 promotion issues, equality issues, scholarship and award issues.

### 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 MSc Programs**

The Program Committee MSc Programs consists of the following delegates:

- The Vice President Degree Programs (chair)
- The Program Directors for all MSc Programs
- The Program Director CEMS
- Two SASSE student representatives
- Program Coordinator MSc (adjunct member)

The Program Committee MSc Programs is an advisory body to the Program Directors for MSc Programs. Within the framework provided by the FPB, the focus is the competitiveness, content and quality of the MSc Programs.

## **Program Directors**

Program Directors are responsible for one or more Degree Programs. Within the framework provided by the 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 for each cohort. They consist of two students for each program and normally meet twice per semester.

## 2 SSE ACADEMIC REGULATIONS

### 2.1 PROGRAM RULES AND REGULATIONS

The rights and obligations of SSE students are formulated below. These rules and regulations govern the relationship between SSE and its students.

#### 2.1.1 Degree Requirements

In order to receive an SSE Master of Science (MSc) degree, students must earn 120 ECTS credits.<sup>5</sup> These credits consist of 45-60 credits of courses divided between mandatory courses and core elective courses as stipulated by the specified rules for each program, 30-45 credits of independent elective courses (open or advanced), and a 30 credits Master thesis. Specified degree requirements for each program can be found in [Degree Requirements for the MSc Programs](#).

The requirement for independent elective courses (open or advanced) can also be fulfilled through successful participation in one of the optional program components according to the rules in Section 2.1.8, and the specified degree requirements for each program (see [Degree Requirements for the MSc Programs](#)).

Once a student has fulfilled the requirements specific to the program within which he/she is enrolled, that student can apply for the MSc degree certificate (see Section 2.5).

In addition to the credits required to meet the degree requirements (120 ECTS credits), students may earn up to a maximum of 15 credits for additional SSE MSc courses (for CEMS MIM students it could be more).

When students with more than 120 ECTS credits apply for their degree certificate they choose which courses are used to meet the specified MSc degree requirements and which courses will serve as complement to the MSc degree. The complementary courses are **not** part of the MSc degree and are not listed on the degree certificate, but they are included in a special appendix to that certificate.<sup>6</sup>

#### 2.1.2 Maximum Period of Study

Studies in the MSc programs are full time and students are expected to fulfill the requirements of their program within 2 years. The period of study is defined as starting the day the student enrolls in a program and ending when he/she fulfills all requirements for that specific degree. **The maximum period of study for the MSc programs is 3 years.** Students may be exempted from this regulation only if exceptional grounds exist.<sup>7</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 MSc programs who were deregistered without completing a degree from SSE can be readmitted in competition with other applicants provided that they meet the relevant admission

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<sup>5</sup> European Credit Transfer and Accumulation System credits; hereinafter referred to as ECTS credits or credits.

<sup>6</sup> Complementary courses are, however, included in the calculation of GPA (Grade Point Average – see Section 2.1.5).

<sup>7</sup> Examples of exceptional grounds are hospital stay, death of a family member, parental leave or an illness which prevents the student over a long period from completing her or his studies. Employment and the responsibilities incumbent upon the student are not considered exceptional grounds. An application for exemption based on exceptional grounds must be supported by certified documents.

requirements. The credits earned by readmitted students during previous enrollment(s) will not necessarily be counted towards their degree. Decisions about these transfers rest with the Program Director.

### **Postponement of the Program Start<sup>8</sup>**

Students can, in conjunction with their admission to SSE, apply to postpone their program start. The application supported by the certified documents should be submitted to [admission@hhs.se](mailto:admission@hhs.se). Postponements are approved if exceptional grounds exist and the decision is made by the Admissions Board MSc Programs. A postponement is given for 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. A formal leave of absence is approved if exceptional grounds exist.<sup>9</sup> The application should be submitted to an academic advisor who investigates the case and makes a decision.

#### **2.1.3 Transfer of Credits**

##### **Transfer of Course Credits – Student Exchange Program & CEMS Program**

Course credits earned for studies carried out under the scope of the SSE Student Exchange Program as well as the semester abroad within the CEMS program can be used toward an MSc degree. Transfer of course credits is subject to approval by SSE. A maximum of 30 ECTS credits per semester can be transferred<sup>10</sup>, but no grades will be stated.

##### **Transfer of Course Credits and Grades – SSE Programs & 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 (with the exception for parallel MSc-PhD enrollment, please refer to [Degree Requirements for the MSc Programs](#) (Chapter 7).

Course credits and grades obtained through SSES (Stockholm School of Entrepreneurship) can be counted as independent electives if the course has been approved by the Program Committee MSc Programs.

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<sup>8</sup> The Program Start is defined as the point of time when the accepted applicant signs the SSE Student Pledge.

<sup>9</sup> Examples of exceptional grounds are hospital stay, death of a family member, parental leave or an illness which prevents the student over a long period from completing her or his studies. Employment and the responsibilities incumbent upon the student are not considered exceptional grounds. An application for exemption based on exceptional grounds must be supported by certified documents.

<sup>10</sup> Students, who spend more than one semester abroad within the CEMS Tri-National Track, must contact an academic advisor to determine how a suitable credit transfer can be arranged within the framework of the regulations.

Information on course transfers and grade translations within the double degree programs and partnership programs, please refer to [Degree Requirements for the MSc Programs](#) (Chapter 8-9)

#### 2.1.4 Study Pace Requirements

In the first year, every student is required to earn at least 30 ECTS credits in program's core courses. If no particular grounds<sup>11</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:

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

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 120 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 (*beslut nr 61 – 2012 dnr 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:

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<sup>11</sup> Examples of particular grounds are illness, the illness of a close family member, or other circumstances beyond the control of the applicant, which have prevented him/her from fulfilling the study requirements. Employment, commissions, other studies, etc., do not count as particular grounds. An application for exemption based on particular grounds must be supported by certified documents.

- 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 Optional Program Components

**Students can be accepted and participate only in one optional program component. Due to the predefined curricula of the programs, MIB (incl. CEMS MIM) students and double degree students are not entitled to apply for any optional program component.**

#### Student Exchange Program

Students apply to the SSE MSc exchange program during their first academic year, and it is open to students in the MIB (excl. CEMS MIM), MBM, MECON, MFIN and MAVFM programs. 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, either the fall or spring semester of the second academic year. MIB students can only go on exchange during the fall semester.

**Students are required to study full-time during their exchange semester. The maximum allowed transfer from an exchange to an SSE MSc degree is 30 ECTS credits.** Transfer of credits is subject to approval by SSE (see the SSE Portal for further information), and SSE may decline transfer of course credits beyond the MSc degree requirements (see Section 2.1.3).

Grades on the courses taken within the frameworks of the Student Exchange Program are not translated into the SSE grading scale. Consequently, they are not included in the GPA.

MSc students who have participated in the SSE student exchange on the BSc level are welcome to apply for the student exchange program on the MSc level. Students enrolled in the CEMS MIM program which includes a semester of studies abroad, are not permitted to participate in the MSc student exchange program.



If a student has been absent from his/her studies during most of the first year due to especially serious grounds<sup>12</sup>, and has as a consequence of this received an exemption from the deregistration rules, he/she may apply for the exchange program during the second year. That student will then be assessed on academic results accrued during the second year only.

If a student has accepted a place within the Student Exchange Program but fails to attend, an additional application to the exchange program will not be considered, unless the reason for the prior non-attendance derived from exceptional grounds<sup>13</sup>.

## **CEMS Master in International Management (MIM)**

Students in the MBM, MECON, MFIN and MAVFM programs apply to the CEMS MIM program during their first semester of SSE studies. Information about the application to CEMS MIM is available on the SSE Portal. Participation in the CEMS program may prolong the duration of the Master program.

For CEMS core courses, CEMS electives, Block Seminars, Business Project and Skills Seminars offered as part of the CEMS MIM program at SSE, standard SSE study regulations apply. Similarly, SSE's code of conduct and disciplinary regulations apply also to studies in the CEMS MIM program at SSE.

Up to 30 ECTS credits from the CEMS program can be counted as independent elective courses in the MSc program (see Section 2.1.3).

Additional regulations and requirements for CEMS MIM students are described in the CEMS MIM Student Guide, which can be obtained from the SSE CEMS Office. CEMS MIM students also sign a student pledge that provides guidance for professional conduct in interaction with corporate partners and in the CEMS Business Project.

Specific CEMS MIM regulations include:

- Once admitted to the CEMS program, a student cannot postpone acceptance or attendance.
- A minimum workload of 24 ECTS credits earned per semester is required to continue in the program.
- A maximum of 15 ECTS credits of independent elective courses and skills seminars can be earned before or after the MIM year.
- Graduation from the home school's MSc program is a necessary requirement for graduation from the CEMS MIM program.

## **Executive Trainee Module (XTM)**

The XTM module is open for students in the MBM, MECON, MFIN and MAVFM programs. It is a full semester component (30 ECTS credits), in which hands-on learning at a company is integrated into traditional academic training. XTM replaces the independent elective courses within a program.

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<sup>12</sup> Examples of exceptional grounds are hospital stay, death of a family member, parental leave or an illness which prevents the student over a long period from completing her or his studies. Employment and the responsibilities incumbent upon the student are not considered exceptional grounds. An application for exemption based on exceptional grounds must be supported by certified documents.

<sup>13</sup> See the footnote above.



The module requires a general BSc-level familiarity with the basic concepts of strategy, organization, management, accounting and finance.

The application deadline for XTM is in March and September every year (please see the SSE Portal for the exact dates).

### **Wallenberg International Fellows Program (WIFP)**

The Wallenberg International Fellows Program is a highly selective program where up to three exceptionally qualified students each year from SSE and three from Georgetown University (GU) can participate.

SSE first year MSc students (except for students going on CEMS MIM exchange, students within KAB-IFP and any double degree programs) are eligible to apply.

For SSE participants, the program starts with an internship in the US during the summer and is followed by a study semester at GU's [Landegger Program](#) in International Business Diplomacy during the fall.

Students can transfer course credits from GU meeting their SSE elective course requirements. We expect the course transfer to be at or close to 30 ECTS.

### **K-A Bonnier International Fellows Program (KAB-IFP)**

The K-A Bonnier International Fellows Program (KAB-IFP) is a selective program conducted in collaboration with NUS Business School, National University of Singapore. The program is specifically geared towards students with a strong interest in entrepreneurship and SME growth in Southeast Asia and the Nordic countries.

Up to four students yearly can be selected for the program. The program is open to students applying to the SSE MSc Program in Business & Management, and the students need to be admitted both to SSE and to NUS as well as be selected as fellows by the K-A Bonnier Foundation in order to be enrolled in the KAB-IFP. Exception: Students from South East Asia have the option to study two years at SSE instead of combining studies at SSE and NUS.

The program starts with one semester at SSE, which is followed by two semesters at NUS and a final semester at SSE. The program also encompasses an internship and participation in the SSE MSc mentor program.

Credit transfer for courses between NUS and SSE under this arrangement is only carried out for KAB fellows, i.e., students enrolled at both schools and awarded a fellows scholarship from the K-A Bonnier Foundation.

Students from South East Asia that decide to follow the 2-year option at SSE will only receive a degree from SSE and thus not two degrees. Students studying only at SSE will follow the degree requirements for SSE MSc Program in Business & Management completely.

## 2.2 COURSE RULES AND REGULATIONS

### 2.2.1 Registration and Withdrawal

Students must be registered for courses and seminar groups 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 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.

**Students are automatically registered for the courses (but not seminar groups) in their first semester. After this, every student must register for the courses he/she plans to attend.**

Students who wish to register for more than 15 ECTS credits within the same period must contact an academic advisor. This will be approved if the student has a good study track record i.e. has taken all courses on time with grades above average.

For some courses the number of participants is limited. In those cases the course director is responsible for the selection of students.

**Students are not allowed to register for courses for which they do not meet specified prerequisites.** If a student is uncertain about course prerequisites, he or she has to consult with the course director in a timely manner.

For first-year students who wish to enroll in independent elective courses, the following applies **in addition to the above rules:**

- Students within a specific program have priority to required courses within their program.
- Independent elective courses cannot be taken *instead* of first-year specialization courses. The first-year course requirements must always be fulfilled, regardless of additional coursework taken on by the student.
- Second year students have priority over first year students to all independent elective courses<sup>14</sup> except language courses, SSES (Stockholm School of Entrepreneurship) and business law courses.

**Students are obliged to withdraw from courses they do not intend to complete as soon as possible but no later than three weeks after the period started.** For late registrations please see the SSE Portal.

### 2.2.2 Rules and Regulations for the course grades<sup>15</sup>

#### Examiner

The teacher responsible for the course is normally the examiner on the course and, as such, is responsible for the implementation of examinations and determines grades.

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<sup>14</sup> This priority does not apply to courses which are required for the specializations in Corporate Finance and Investment Management.

<sup>15</sup> These examination regulations also apply to relevant parts of the student's Master thesis.

## 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 be approved on a course, he/she must have achieved at least a pass grade on all learning objectives.

Students who have been approved on a course, normally receive a course grade in accordance with the scale *Excellent*, *Very Good*, *Good*, *Pass*. On 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 not 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 on 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 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 other 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 addressed 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.

## 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 principal occasion that it is held or submitting work late cannot receive such awards).
3. The student must have gained 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 on the course for the first time.

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

## President's list of Outstanding Students

The 10 percent of students with the highest GPA on the graduate program who complete their studies on time, that is, no later than two years after they were admitted, 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 on 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 on 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 fulfills the requirements for approval on the examination component, the student is approved on that component. Performance failing to achieve approval result in a Fail on the component, or in a result requiring further performance to achieve approval (*Failx*). Complementary performance to address a *Failx* grade can only be awarded the lowest points required for approval on the component (or a *Pass* grade).

Students are entitled to receive information on their performance 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 Partial Examinations

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 an essay is valid as long as the course is being offered at SSE with the same course number.

Other examination components, known collectively as course tasks, 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.

Assignments or project work not returned to the student shall, unless otherwise stated, be kept by the relevant department, division or equivalent for one year from the date on which the material in question was submitted.

#### Exceptions and exemptions

In exceptional cases, requirements may be fulfilled gradually through the examiner, or someone appointed by him/her, requiring the student to perform one or more specific tasks, such as by authoring one or more written memorandums. These tasks 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 to take its examination the first time it is offered (hereafter the **main examination date**). Students must register for any other examination dates 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 examination date for the version of the course that the student is enrolled in (for instance, students cannot take a retake examination in August before the course starts in period 1 of the same year).

### Number of Examination Occasions

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

### Number of Examination Occasions for a Course

Whenever a course is held **two examination occasions are offered (one main examination date and one retake) within a year of the start of the course**. 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. In such cases, the department must inform students who have not passed the examination that the course in question will no longer be offered. Students who have completed parts of the examination for a previous mandatory course cannot normally be given credit for those grades in the 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 examination dates must be provided normally in the retake periods in January and August. The department must inform students who have not passed the examination that the course will no longer be offered and refer them to the regular retake and the two additional dates.

## **Examination Off Campus**

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

However, if there are exceptional grounds<sup>16</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 whom 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 International Student 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 in similar locations. It is the duty of the relevant examiner to ensure that the formats of examination are satisfactory.

## **Lost Examination**

If a student's written examination (or parts of it) is lost, and it can be proved that SSE is responsible for the loss, the student will be offered a new examination date within a week unless the student requests to have the examination later.

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<sup>16</sup> Examples of exceptional grounds are hospital stay, death of a family member, parental leave or an illness which prevents the student over a long period from completing her or his studies. Employment and the responsibilities incumbent upon the student are not considered exceptional grounds. An application for exemption based on exceptional grounds must be supported by certified documents.



## Regulations at the Exam

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

- **Seat for the examination:** Students taking the examination are to sit in the seat assigned to them after signing up for the examination (this is posted on the SSE Portal under My Courses as of midnight on the day of the examination and outside the examination rooms). Students who have not registered should consult the Examinations Office and may take the examination if there are seats available. The exam invigilators are obliged and empowered to turn away anyone who has not registered in time and to direct the student to the Examinations Office.
- **Identification:** Only students with a valid photo ID are allowed to enter the examination room and to take an examination. Valid ID includes: 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 examination, but did not show a valid ID, will not have their examination graded. **Taking an examination without showing a valid ID qualifies as 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, and CASIO FX-85ES PLUS are allowed in an examination (older models are also accepted – see the SSE Portal for a complete list). Students taking an examination are not allowed to bring or use study aids other than those indicated on the information sheet accompanying the examination.
- **Attendance in the examination room:** Late arrivals of up to 30 minutes are permitted. Student 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 taken whenever 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 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 communicative and receptive equipment - regardless of form or technique – as well as any other means than those allowed are to be placed on location, designated by the exam invigilators. Examinee is reminded on his/her duty 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. The examinee is required, on the exam invigilator's request, to show the carried study aids and personal effects. Draft paper is provided at the request of the examinee by the exam invigilator. After writing time 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 leave 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 invigilator), 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 the communication and the electronic equipment during writing time must be completely turned off.
- **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 this regulation 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 examination:** 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 that examination, which means that the examination 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 included with the examination cover. In general, students taking an examination can keep the information sheet. In some cases, the information sheet must be returned in the examination cover folder; 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 or any other assessment. The disciplinary measures are warning, suspension and expulsion (see [Disciplinary Regulations](#)). If the attempt of academic dishonesty has been ascertained, it results normally that the academic performance is not 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 examiner or his/her replacement 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<sup>17</sup>, those students affected are to be informed of this, preferably at the time of the examination.

## **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 fourteen working days, calculated during the term, 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 regulations 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>18</sup>

#### **Time Frame for Completing Different Formats of Examination**

Other forms of assessment should normally be completed during the course and prior to the examination. However, a student may take an examination without having completed the other assessments required during a course. Information about examination results is to be given to students even if they have not completed every format of examination for the course.

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<sup>17</sup> Exemptions are granted by the Program Director.

<sup>18</sup> Examples of exceptional grounds are hospital stay, death of a family member, parental leave or an illness which prevents the student over a long period from completing her or his studies. Employment and the responsibilities incumbent upon the student are not considered exceptional grounds. An application for exemption based on exceptional grounds must be supported by certified documents.

## 2.4 RULES AND REGULATIONS FOR THE MASTER THESIS

### 2.4.1 Prerequisites

To commence writing the Master thesis the student must have passed at least 37,5 ECTS credits of mandatory courses and core electives within their program.

### 2.4.2 Time Period and Format

The thesis work can be written during spring or fall semester, during the second year of studies. The thesis work starts at the beginning of the semester and ends at the end of the semester. The course director can also allow a student to stretch out the thesis work over a full academic year.

Students are to write their essays in pairs.

In addition to writing and submitting the thesis, examination requirements for the Master thesis also include attendance at thesis presentation seminars, presenting your own thesis and acting as discussant on another Master thesis. The exact requirements as well as the required length of a thesis, deadlines, etc. are decided by the faculty member responsible for a program's/specialization's thesis process.

The thesis shall be presented to a seminar group convened by the faculty member responsible for a program's/specialization's thesis process, who also decides on the format of these seminars.

Following the presentation, the examiner grades each thesis on the scale *Excellent, Very Good, Good, Pass, Fail, Failx*). If the examiner, following the presentation, expresses viewpoints requiring completion in one or more respects, the authors shall revise the thesis taking these into account. Note that such amendments cannot raise the grade, with the exception of *Failx*, which, following approval, is raised to the grade of *Pass*. A pdf file containing the revised thesis is to be uploaded in accordance with SSE practices no later than 30 working days, during the semester, following the presentation. If this deadline is not met, the paper may be failed.

Once all examination requirements have been fulfilled, the grade for the thesis is registered. Once the grade has been recorded, the thesis is made public.

The thesis shall be published in accordance with SSE practice (see the SSE Portal), and made available to the faculty member responsible.

All theses will be published in a database and screened for plagiarism by means of an external Internet-based services.

### 2.4.3 Writing the Thesis with a Student from a Different Program or University

Students from two different SSE MSc programs/specializations can write a joint thesis **only** if the faculty members responsible for thesis processes within each program and the main supervisors involved approve the planned collaboration. Arrangements for supervision and examination must be decided by the involved faculty.

Students are not permitted to write the Master thesis together with students from other schools.

#### 2.4.4 Writing Abroad or Having a Supervisor from another University

Students may write a thesis abroad **only** if allowed to do so by the faculty member responsible for the thesis process and the thesis main supervisor. Students who do write their thesis while abroad must nevertheless interact with their supervisor as agreed and must fulfill all other obligations related to the thesis process (specified in Section 2.4 and [Degree Requirements for the MSc Programs](#)) as if they were on location at their home campus (Stockholm).

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

#### 2.4.5 Supervisor and Examiner

The Head of the program or the faculty member responsible for a program's/specialization's thesis process appoints a main supervisor and an examiner (usually upon completion of the thesis). The process by which this is done may vary across programs/specializations and the students are expected to be proactive in this process, e.g. by keeping the main supervisor updated on the progress of the thesis.

The program provides tutoring, support with methods etc. but the basic rule is that the students work independently. A special methods tutor may be appointed in addition to the main supervisor.

No faculty member can examine a thesis he/she has supervised.

### 2.5 DEGREE CERTIFICATE

#### 2.5.1 Application for a Degree

Student who has fulfilled the academic requirements for a MSc degree (see [Degree Requirements for the MSc Programs](#) for specified requirements) and would like to obtain a degree certificate, should do the following:

- Fill out the form “Application for a Master Degree”.
- Submit the completed form to the Degree Office.

The application form and further information are available on the Support page on the SSE Portal.

The degree certificate shows the title of the degree and the courses successfully completed (with grades). The graduation date is the date on which the student has passed his/her last course or thesis examination.

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

#### 2.5.2 Turn-around Time

Turn-around 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, 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 to provide information on an SSE student (current or former), 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 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 addition, 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](mailto: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