



**Stockholm School of Economics**

**Academic Policies for the  
SSE Master of Science Program  
in Business and Economics**

**ONLY APPLICABLE TO STUDENTS ENROLLED BEFORE 2012**

Version: 2011-05-24

Policy changes in the Academic Policies are determined by the Faculty and Program Board and are updated continuously. The most recent version of this document is published by Student Services and posted on [www.hhs.se](http://www.hhs.se). The document history on the next page shows the changes that have been made since the first version was published on 2007-06-07.

## DOCUMENT HISTORY

**The following changes have been made to content or decisions since the first version of *Academic Policies* was published on 2007-06-07:**

- 2008-06-10 3.10.1 Certificate of non-liability no longer required.
- 2010-04-16 3.7 Examination regulations for the Master thesis completed.
- 2010-08-17 3.12 The correct usage of the Stockholm School of Economics trade name.
- 2010-11-22 3.1.1 Postponement of Acceptance has changed.
- 2010-11-23 3.5.1 First year students taking/enrolling in second year subjects.
- 2010-12-13 3.7 Examination rules for the Master thesis has changed.
- 2011-01-10 3.5.4 The number of exam occasions has been reduced.
- 2011-01-13 3.1.2 Interruption of Studies has changed.
- 2011-03-14 1.4 Rules regarding the Fx grade have changed.

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## PREFACE

This handbook, *Academic Policies*, is a compilation of information, regulations and guidelines that are relevant to you as a student. The handbook is intended for students enrolled in the Stockholm School of Economics (SSE) Master program in Business and Economics (MSc BE). This handbook has been compiled to inform you about what regulations apply and to help prepare for and complete your studies. It contains the curriculum for the MSc BE and the study regulations of the program.

The MSc BE is a two-year full-time program, and the program's pedagogical platform is built on presence and close interaction. This means that students are not recommended to combine studies with other demanding activities during the daytime such as other studies or work.

A key part of the handbook is the collection of study regulations for the program, which are the regulations and guidelines that govern the relationship between you and the School. The regulations stipulate and specify your responsibilities and rights you have as a student. One of your basic responsibilities is to keep informed about what regulations/guidelines are in effect when you study at SSE.

You will find information about individual courses on the Student Web. The [Student Services](#) homepage will also provide you with information about various services offered at the School.

Stockholm, May 2011

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Program Director

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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).

On the basis of this, SSE offers the following degree programs:

- Three-year Bachelor of Science Program in Business & Economics (Stockholm)
- Three-year Bachelor of Science Program in Retail Management (Norrtälje)
- Two-year Master of Science Program in Business & Economics (Stockholm)
- Two-year Master of Science Program in General Management (Stockholm)
- Two-year MBA Program in Executive Format (Stockholm, St.Petersburg)
- Four-year PhD Program (Stockholm)
- A variety of Executive Education Programs (Stockholm, St.Petersburg)

SSE also offers two double-degree programs for Master of Science students:

- CEMS Master in International Management (CEMS MIM) together with CEMS<sup>1</sup>, The Global Alliance in Management Education.
- Double-degree program in Finance together with Università Commerciale Luigi Bocconi, Milano.

SSE works in close collaboration with the Stockholm School of Economics in Riga (SSE Riga), where a Bachelor of Science program (Business and Economics) is offered.

The Bachelor programs are intended mainly for those who are recent high school graduates with outstanding grades and have little or no work experience. The Master programs are at a more advanced level and are intended for those who already hold a Bachelors degree.

In addition to its Bachelor and Master programs, SSE has PhD programs for students with a university degree in one of the economic disciplines as well as executive education programs for students with relevant professional experience. SSE also runs educational programs in Riga, Latvia (a Bachelor program and executive education) and St. Petersburg, Russia (executive education).

### 1.1 STUDENT RIGHTS AND RESPONSIBILITIES

The Stockholm School of Economics degree programs are characterized by an open atmosphere with an emphasis on the student's presence and active participation. Students are represented in all decision-making and some advisory bodies. Through your representatives, you can convey your views on matters, such as the design of the program. You can also convey your views directly to the teacher and to the program director. You are expected to evaluate each course you attend using a web-based evaluation tool.

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<sup>1</sup> CEMS is a global alliance of leading business schools and multinational companies.

You have rights, but you also have responsibilities as a student. SSE expects that you follow SSE's code of conduct. This means that you show respect for other students, teachers and other staff members 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. SSE has a Board for Equal Treatment whose task is to handle matters of discrimination, harassment or grave misconduct. You must be aware of the regulations that apply to studies and examination as well as the guidelines for being on the School's premises. For more information about the study regulations see section 3. **When you are admitted to the Stockholm School of Economics, you sign a pledge in which you acknowledge and accept these regulations and SSE's rights to modify them and make decisions based on these (appendix 2).**

## 1.2 TEACHING AND LEARNING

The school 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 week.

Teaching is in the form of lectures, seminars and various projects/assignments. Group instruction, project work and written assignments are typical and are generally done in groups of 2-4 students. While you can book a place in one of the School's computer rooms, it is good to have access to your own computer. There is a wireless network at the School so you can work anywhere.

The keywords for the program's pedagogical approach are *presence* and *closeness*, that is, students are physically present and there is close interaction between teachers and students.

Studies are on a full-time basis and thus require that you set aside the time needed. It is not recommended to work or pursue other studies at the same time, so this is not acceptable grounds for missing compulsory parts of the program, nor is other voluntary activities or activities within the Student Association. In a course that carries 7.5 ECTS credits (European Credit Transfer System credits), there may be 2-4 in-class teaching sessions a week (1.5 ECTS credits is equal to one week of full-time studies). A teaching session usually consists of two lectures of 45 minutes each. As a rule, students study two courses in parallel, which means scheduled instruction is 4-8 lectures/week (8-16 hours). In addition to this, time should be spent on preparation, group work and the student's own study of course material, which together with the instruction hours total about 40 hours a week.

Teachers and administrative staff are willing to provide help and support, but you are the one responsible for ensuring your studies are successful. If you experience any problems following the pace of the program or have difficulty developing good study routines, you may contact an academic counselor at Student Services.

*Study requirements are described in the study regulations in section 3.3.*

### 1.3 SIGN-UP AND WITHDRAWAL

Students are to sign up for all courses, seminar groups and exams and give notification of withdrawal from any of these on the Student Web ([studentweb.hhs.se](http://studentweb.hhs.se)). Log-in is required. Read more in section 3.5.

Sign-up for a course is done on the course homepage during the sign-up 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 sign-up period on the [Student Services](#) website, which can be accessed via the Student Web (log-in required).

*You will be automatically signed up for some courses, but you have to sign up for other courses on your own. See the study regulations in section 3.5.1.*

*Read what regulations apply for signing up for exams in section 3.6.3.*

### 1.4 EXAMINATION

Examination for a course can be done in various ways and by combining different formats of examination like written exams, written assignments, project work and in some cases oral exams. You receive a grade for each course. Courses are graded on a scale where A, B, C, D, E represent passing grades (with A the highest grade) and Fx and F represent failing grades. Please see 3.6.2 for more information.

There are learning outcomes formulated for each course. These describe in concrete terms what you should know after completing the course. Examination at SSE is based on Intended Learning Outcomes (ILO). To get a passing grade in a course, students must satisfy all learning outcomes for the course.

### 1.5 COURSE EVALUATION

All courses are evaluated and assessed. At the end of or after you have taken part in a course, an evaluation of the course will be completed where all participants express their opinions anonymously. This is a very important tool for maintaining high quality and continuously improving the courses and is also the basis for teachers' salaries and employment conditions. It also means that you and the teacher in charge can make relevant comparisons between courses and see the development over time. Course evaluations are posted on the relevant homepage, regardless of which form (or combination of forms) the evaluation has taken. There may also be other types of course evaluations in addition to this.

## 1.6 SERVICES AVAILABLE TO STUDENTS

Student Services provide a range of support, information and services to students of the Stockholm School of Economics during your studies. For further information about these services i.e. course advice, ordering transcripts, career services, the exchange and CEMS programs, the Library and IT services, please see the following webpages:

Student Services (StS) web: <https://studentweb.hhs.se/StudentServicesintern/>

The Library: [www.hhs.se/library](http://www.hhs.se/library)

Student Web: <https://studentweb.hhs.se>

## 1.7 ALUMNI OFFICE

To facilitate contacts with and between alumni, The Stockholm School of Economics has created the web-based portal AlumniNet. Read more at:

<http://www.hhs.se/se/BusinessAndSociety/Alumni/>.

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## 2 CURRICULUM: SSE MSc IN BUSINESS AND ECONOMICS

The SSE Master of Science Program in Business and Economics consists of 120 ECTS credits and has five specializations: Accounting & Financial Management, Economics, Finance, Management, and Marketing & Media Management. You will deepen your knowledge in one of these core subjects (60 ECTS credits), broaden your understanding through elective courses (30 ECTS credits) and write a Master thesis (30 ECTS credits). The two year, full-time program is intended for both Swedish and foreign students and the language of instruction is English.

### 2.1 INTENDED LEARNING OUTCOMES (ILO)

The overall purpose of the Master program is to give students with a Bachelor degree from SSE or other Swedish/foreign institution of higher education deeper knowledge in one of SSE's areas of expertise.

The Master degree is a degree at an advanced level, which means in part that courses are at a higher theoretical level and generally develop knowledge gained at the Bachelor level.

The goals of the MSc program in Business and Economics are to produce

- qualified economists and managers for industry and the public sector in Sweden and abroad,
- Master degree holders who are qualified to continue their studies in a PhD program at SSE or other institution of higher education in Sweden or abroad.

### 2.2 OVERALL DESIGN AND CONTENT

The program begins with several orientation days, when all new Bachelor and Master students are welcomed to SSE. The orientation days are intended to give new SSE students an overview of SSE as an institution of higher education and inform you about what to expect from your studies and about your opportunities for the future. You will learn more about the program, as well as about the School in terms of routines and regulations etc. The introduction is arranged in partnership between SSE and the Student Association.

**Year 1:** Students deepen their knowledge in the core subject in their chosen specialization (60 ECTS credits).

**Year 2:** Students take elective courses (30 ECTS credits) and write a Master thesis (30 ECTS credits). Students can apply for the Student Exchange Program or the CEMS Program and take the elective courses at one of SSE's partner institutions.

Year 1	Year 2
<b>Specialization Foundation Courses</b> (Blocks, Electives, Seminars, Projects)	<ul style="list-style-type: none"><li>• Electives</li><li>• Master Thesis</li><li>• Student Exchange Program (optional)</li><li>• CEMS Program (optional)</li></ul>

You can find more information about individual courses on the individual course homepages on the Student Web and on SSE's external website ([www.hhs.se/Education/MSc/MScBE/Pages/default.aspx](http://www.hhs.se/Education/MSc/MScBE/Pages/default.aspx)).

Students in the MSc Program in Business and Economics are allowed to take certain courses (excluding core courses) at the Stockholm School of Entrepreneurship (SSES) as electives. Only four courses can be included in the degree

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## 3 SSE STUDY REGULATIONS

### 3.1 MAXIMUM PERIOD OF STUDY

The MSc Business and Economics program is a full time program and students are expected to fulfill the requirements of the program within 2 years. The period of study is defined as starting the day the student enrolls in a program and ends when she/he completes a degree in that program. The maximum period of study for the MSc program in Business and Economics is **3 years**. Students are exempted from the regulation for the maximum period of study only if there are especially serious grounds<sup>2</sup>. Students can apply for an exemption with the SSE president.

Former students in the Master program who withdrew without completing a degree from SSE can be readmitted in competition with other applicants provided that they meet the relevant qualification requirements. Students who are readmitted will not have the credits they earned during their previous enrollment(s) counted automatically, but may apply for a credit transfer to the program director.

#### 3.1.1 Deferral of Acceptance

Students can apply to defer acceptance to begin their studies if especially serious grounds exist. Deferrals are approved by the president. The deferral may be for up to 18 months.

Students apply for the deferral in conjunction with their application to the School. This means that students can reapply to SSE the following year without having to compete with other applicants; however, the student must fulfill the eligibility requirements applicable to the program. The year of enrollment is considered to be the year the student enrolls in the School.

#### 3.1.2 Interruption of Studies

Studies must be completed within the boundaries of the stipulated period of study (3 years). A leave of absence within these frames can only be granted for a full semester or an academic year. A formal leave of absence, which does not affect the maximum period of study, can only be granted if especially serious grounds exist<sup>3</sup>, and is granted by the president.

### 3.2 CREDIT TRANSFER

Credits earned for studies carried out under the scope of partner programs accredited by SSE can be used toward an SSE degree.

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<sup>2</sup> Examples of especially serious 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 especially serious grounds.

<sup>3</sup> See previous footnote.

### 3.3 STUDY REQUIREMENTS

#### 3.3.1 Pace of Studies

In the first year, every student is expected to earn passing grades for at least 30 ECTS credits. Anyone who has fewer than 30 ECTS credits after the exam period in August will be, if no special circumstances exist, deregistered from the program (This rule is valid for students admitted from 2011). Note that courses may require previous knowledge based on courses earlier in the program. Students who have passing grades for no more than 15 ECTS credits in semester 1 will be contacted by the student counselors at Student Services for help in making a study plan.

### 3.4 TUITION FEES

SSE charges tuition fees for both the BSc and MSc students who are citizens of a country outside the EU/EEA or Switzerland (third-country). The regulations for this are specified in a separate agreement for fee-paying students.

### 3.5 REGULATIONS FOR COURSE SIGN-UP AND PARTICIPATION

#### 3.5.1 Sign-Up and Withdrawal

A student must be signed up for a course in order to take part in seminars and take any exam for the course. Sign-up is done on the course homepage during the sign-up period in the semester before the course is given (see 1.4). **Students will be automatically signed up for the courses in the first semester. After this, every student must sign up for the courses she/he plans to attend.**

In addition to the courses that are part of their program, students can sign up for courses corresponding to a maximum of 15 ECTS. (The courses in language/business communication usually run at quarter speed, that is, each course runs for the entire semester.) The extra courses are not part of the Master degree but are included in a special appendix to the certificate.

Students who wish to sign up for more than two courses (15 ECTS) within the same period must contact a student counselor.

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

Students are not allowed to sign up for courses for which they do not meet specified knowledge requirements. In case of doubt, students should consult with the course director in a timely manner.

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

- Elective courses cannot be taken instead of first-year courses. 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 elective courses except language, SSES and law courses.
- Students within a specific specialization have priority to mandatory courses within their specialization.

**Students are responsible for their timely withdrawal from courses they do not intend to take part in.**

### 3.6 REGULATIONS FOR COURSE EXAMINATION<sup>4</sup>

A course can be examined in various ways, for instance through a written exam, written assignment, project work or oral exam. The regulations also apply where applicable to elective courses and supplementary modules in the CEMS program (for example, Block Seminar). Below is a description of the regulations that apply to these different examination modules which together can constitute examination for a course.

#### 3.6.1 Examiner

The course director is normally the examiner for the course and accordingly bears responsibility for conducting the examination and making decisions on grades.

#### 3.6.2 Grades

##### Grading

Students receive a grade for every course. The student's work in a course is normally assessed and given a grade using the scale A-F below.

Symbol	Verbal equivalent
<b>Passing grades:</b>	
E	Sufficient
D	Satisfactory
C	Good
B	Very good
A	Excellent
<b>Failing grades:</b>	
F	Fail
Fx	Fail – Further work is required before a grade can be given. Please note that students can only be awarded an E for the specific course component where further work is required. The grades for the other course components are not affected.

<sup>4</sup> These examination regulations also apply for relevant parts of the student's Master thesis.

**The following information applies from August 2011:**

A grade point average (GPA) is calculated as follows: A = 5.0 points, B = 4.0, C = 3.0, D = 2.0, E = 1.0. The GPA for a student can range from 1.0 – 5.0, with 5.0 being the highest. Only courses with letter grades are calculated in the GPA.

The target distribution for grading outcomes at SSE is displayed in the table below:

Marks (maximum 100)	Grade	Target distribution	Acceptable variation
85 – 100	A	10%	5 – 15%
70 – 84	B	40%	35 – 45%
55 – 69	C	45%	40 – 60%
52 – 54	D	4%	0 – 6%
50 – 51	E	1%	0 – 3%

For examiners who choose to use marks when grading different parts of the course, including a written exam, the table above should be used for converting the total mark from all course components to course grades according to the ECTS scale.

For information about Class GPAs and grade distributions, please refer to the SSE home page ([www.hhs.se](http://www.hhs.se)).

For a student to get a passing grade for a course, the student must have a passing grade for every learning outcome.

The minimum grade of E is needed for a student to have completed the course with a passing grade.

Individual work constitutes at least half of the maximum grade possible for the course. This does not preclude the possibility of written assignments and project work constituting more than half of the course requirements in a course. However, in such cases, the assignment of grades for these modules must be designed in such a way that the examiner can assess the work of individual students.

**Grading decisions may not be appealed.** However, there may be a change in or review of a decision (see below).

**Note that once a passing grade has been awarded, examination cannot be repeated to raise the grade. This applies to exams as well as to other forms of examination.**

There is a strict policy about "cheating" which is formally regulated by the [Disciplinary Regulations](#). These rules and its measurements are enforced by the SSE faculty as well as the SSE management. Some concrete examples of what the SSE approach means, can be found below.

- You are not allowed to copy any text without making it clear that you are NOT the author. This is applicable to all types of hand-ins, reports, essays etc. Furthermore, students should never quote anyone without making it clear that it is a quote. If a student is unsure what is the correct thing to do please consult the course director or the APA Guidelines

[\(http://owl.english.purdue.edu/owl/resource/560/01/\)](http://owl.english.purdue.edu/owl/resource/560/01/).

- There is also a strict policy against use of prohibited assistance during exams, or in any other way try to mislead in connections with exams. Inappropriate behavior at exams leads, with no exemptions, to disciplinary measures. For more detailed exam rules see section 3.6.3.
- If a student is not actively contributing to a group task, the student may not receive a pass on that particular part of the course. In a group assignment all participants are expected to contribute.

Please note that these only are a few examples, and that SSE students are obliged to be familiar with the SSE Disciplinary Regulations. See also section “1.1 Student Rights and Responsibilities” about SSE’s policy about equal treatment and acting towards others in such a way as to uphold and promote the reputation of the Stockholm School of Economics.

### **Posting of Grades**

Course grades are posted on the Student Web on the *My Results* page once the student has completed all aspects of examination associated with the course.

A passing grade cannot be revoked. The only exception is in conjunction with cheating that resulted in deception about the student’s knowledge. Nor are students allowed to have a passing grade changed to a failing grade.

The grading decision cannot be appealed. However, correction and review of a grade may be made (see below).

### **Correction of Grades<sup>5</sup>**

After students have received part of their grade, the grade may be corrected or reviewed if the result was incorrect due to an entry error, accounting error or similar oversight by the examiner or other staff member at SSE.

In such cases, the correction can be either to the benefit or detriment of the student. A correction to the detriment of a student entails a mistake that is obvious to both the examiner and the student, and the student is given an opportunity to express her or his view prior to the amendment.

The student is to be informed regardless of whether the amendment is to her or his benefit or detriment.

### **Review of a Grade<sup>6</sup>**

A grade for a course is to be changed to the benefit of the student if the examiner finds that the grade awarded is clearly wrong. Such a review requires that a mistake that has been noted without any further assessment can be said to have resulted in the awarding of an erroneous grade, and thus entails no further obligation for the examiner to make a new unbiased assessment of a student’s answer or other work. Examples of such errors are that the examiner overlooked parts of an answer, was clearly mistaken in terms of the correct answer or misunderstood the answer given or

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<sup>5</sup> Complaints about the grade, which should include the student’s reason for the complaint, are to be presented in writing (by post or e-mail) to the examiner in charge as soon as possible, but no later than two weeks after the grade for the course has been posted, the criteria on which examination is based have been made available and a review of the exam has been provided or a key posted.

<sup>6</sup> See previous footnote.

other work submitted. **Please note that if an exam is returned to the student, the right to review a grading decision is void.**

### **Partial Grades**

If examination of a course is done in different modules, then the different phases are examined by the examiner or person(s) delegated the task. Assessment of a single module results in a module grade which is then considered together with the grades from the other modules. Students must receive a passing grade on all modules and learning outcomes covered by these in order to receive a passing grade for the course.

Partial grades for a course are posted on the course's homepage or the equivalent – not on *My Results*. Final grades for the course are posted under *My Results*.

Students are entitled to receive information about their results for individual modules (parts of exams, assignments, project work) and the maximum grade possible for these.

### 3.6.3 Exams

Module exams are treated the same as course exams.

#### **Number of Exam Occasions**

Students are allowed to take an exam for the same course five times without a passing grade. To take an exam for the same course more than five times, students must be granted an exemption from a student counselor (Student Services).

If a student has not earned a passing grade after three exam occasions, it is recommended that she/he contacts a student counselor. A student counselor should also be contacted if the student has not earned a passing grade in several courses in the same semester.

If exam material submitted by the student should be lost, the student is entitled to a new exam occasion. Exam material already submitted may not be withdrawn.

#### **Number of Exam Occasions for One Course**

Whenever a course is held, **a maximum of two exam occasions are offered (one main exam and one re-examination occasion) within a year of the start of the course.** On these occasions, the scope and content of examination are unchanged. (These rules apply from October 2011).

The next time a course is given, the syllabus may have been modified, which can affect the scope and content of examination. This in turn may mean that modules the student passed, that were part of examination from the last time the student took the course, may no longer be relevant or that new modules that are part of examination have been added. The examiner determines which modules are still valid and which need to be retaken/supplemented.

If a course is being offered for the last time, an additional two exam occasions are to be provided, normally in the retake periods for the following year. The department is to inform students who have not passed the exam that the course is no longer being given and when the two additional exam occasions will be held.

For compulsory courses, exam occasions are to be made available to students during their entire maximum period of study. If a compulsory course is no longer being held, alternative courses are to be offered so that students can meet the requirements for completing the degree. Students who have completed parts of the examination for a previous compulsory 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/supplemented.

## Exam Regulations

It is the duty of the invigilator of the exam to, if necessary, censure and/or dismiss anyone who does not follow the regulations in effect.

- Seat for the exam: Students taking the exam are to sit in the seat assigned to them after signing up for the exam. (This is posted on the Student Web under *My Courses* as of midnight on the day of the exam and on lists by the entry at Sveavägen 65 and outside the exam rooms.) Students who have not signed up should consult the Examinations and Records Office and may take the exam if there are seats available. The exam invigilators are obliged to turn away anyone who has not signed up in time or via the Examinations and Records Office.
- Identification: Only students with a valid ID are allowed to enter the exam room and take the exam. 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 are instructed to take the exam the next time it is held. Students who have taken an exam but lack a valid ID will not have their exam graded. **Taking an exam without a valid ID qualifies as one exam occasion and the grade recorded is a failing grade.**
- Study aids allowed in an exam: The examiner determines, within the limits set by the Faculty and Program Board or other SSE body, what study aids are allowed at the exam. This may include tables, formula sheets, legal texts, course literature or dictionaries. The Study Programs Board has determined that only one type of calculator, the CASIO FX-82ES, is allowed in an exam. (The older 82TL and 82MS models are also allowed.) Students taking a test are not allowed to bring or use study aids other than those indicated on the information sheet.
- Attendance in the exam room: Late arrivals of up to 30 minutes are permitted. No one may leave the exam room until 30 minutes have passed since the start of the exam. This also applies to students who submit blank answer sheets (students are required to hand in the cover sheet, with their name and registration number written on it, to the invigilator). Visits to the bathroom are allowed, although not before 30 minutes have passed since the start of the exam. Only one person at a time may leave the room. The bathroom located closest to the exam room must be used. The invigilators check prior to and during the exam to ensure that no study aids are available in the bathrooms.
- Personal effects: Bags and similar items may not be brought into the exam room but must be placed in a special place – determined by the invigilator – in the exam room. It is not allowed to leave course literature or any other objects that might be used as prohibited study aids in the exam in the corridor or any other place in close proximity to the exam room.

- Prohibited equipment: No cell phones (turned off and left in a bag or in a place determined by the invigilator), hand-held computers, MP3 players or datebooks/planners may be brought into the exam room or brought along on a bathroom visit.
- Individual exam sheets and exam cover: In written exams, the requisite exam sheets and exam 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 exams graded.**
- Exam language: If the exam is given in English, then the answers must also be in English.
- Completed exam sheets are to be covered so that they cannot be seen by other people taking the exam.
- Handing in the exam: When the invigilator informs students that the time allotted for the exam is over, students must stop writing. All papers that are to be handed in should then be labeled with the student's name and enrollment number. Anyone who continues to write and fails to hand in their exam despite the invigilator's warning will not have their exam graded. Students who hand in a blank answer sheet are considered to have used one exam occasion, which means the exam will be recorded as a fail. Students taking the exam are to check that the right exam with the day's date is included with the exam cover. In general, students taking an exam can keep the information sheet. In some cases, the information sheet must be returned in the exam cover folder; otherwise, there is a risk that the student will not have her/his exam graded. In such cases, instructions are found on the information sheet. In these cases, the instructions also apply to students taking the exam who do not complete it.

*Disciplinary measures may be taken against any student who attempts deception in an exam or test or when study-related work is to be assessed. The disciplinary measures are warning, suspension and expulsion. (See [Disciplinary Regulations](#).)*

### Regulations Pertaining to Oral Exams

For legal reasons, another person from the department or the equivalent, in addition to the examiner and student, must be present whenever there is an oral exam.

### Regulations Pertaining to Take-Home Exams

Take-home exams are considered equivalent to written assignments. For take-home exams, the same regulations apply, where relevant, as for course exams and module exams. It is the examiner's duty to ensure that the take-home exam is assessed based on individual performance.

### Examination Off Campus

Students are not allowed to be examined in the School's courses at a site off campus.

However, if there are especially serious grounds<sup>7</sup>, the program director in consultation with the examiner involved can allow a written exam to be held at another site.

<sup>7</sup> Examples of especially serious 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 especially serious grounds.

Exchange students from foreign universities that SSE has organized student exchanges with who have pursued studies at the School, are entitled to take any remaining SSE exams after they return to their own institution of higher learning. The course administrator/examiner then works in collaboration with the International Student Office to take any measures necessary to ensure exams can be held. For instance, there must be an exam invigilator who can guarantee that the conditions set for examination have been met.

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

### **Grading Period**

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

### **Exam Review**

A review of the exam 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 Exams**

Exams are to be returned to the student upon the request of the student. This service is limited to student office hours or opening hours for the department or the equivalent. If the exam is returned to the student, the right to review a grading decision is void.

Exams that are not picked up by the student are to be kept by the relevant department, section or the equivalent for a year from the date of the exam.

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

For written exams, the examiner in charge, or someone appointed by that person, should normally be available to handle any student questions. If study aids are allowed, this person is encouraged at the same time to check that the students taking the exam are using the proper study aids.

### **Other Forms of Examination**

#### *Timeframe for Completing Different Forms of Examination*

Other forms of examination, apart from exams, should normally be completed during the course and prior to the exam. However, a student may take an exam without having completed these other forms of examination held during the course. Information about exam grades is to be given to students even if they have not completed every form of examination for the course.

#### *Exceptions and Exemptions*

Requirements can in exceptional cases be fulfilled afterwards by the examiner, or a person appointed by the examiner, assigning the student one or more special tasks, for instance, in the form of one or more written reports.

#### *Period of Validity*

A passing grade in a compulsory module is valid for one year, unless communicated otherwise.

Written assignments or project work that is not handed back to the student, unless communicated otherwise, is to be held by the relevant department, section or the equivalent for a period of one year from the date the material in question was submitted.

### Sign-Up for Exams

In order to take an exam in a course, students must first be signed up for the course in question. Students must also be signed up for the exam. Students who are signed up in a course for the current term are automatically signed up for the **main exam occasion**. Students must sign up for any other exam occasion themselves. Sign-up and withdrawal are done via the Student Web on the *My Courses* page no later than **three working days prior to the exam**.

Note that it is not permitted to take an exam for a course **prior to** the time the course that the student is enrolled in is held (for instance, take a retake exam in August before the course starts in period 1 of the same year).

## 3.7 EXAMINATION REGULATIONS FOR THE MASTER THESIS

For grades on the Master thesis, students are referred to 3.6.2 where applicable.

The Master thesis is a 30 ECTS credits independent piece of work where the student shall show that she/he can identify and analyze a problem and present and defend the thesis in a proper way. The thesis should pose a theoretical methodological and/or empirical challenge, illustrating the student's ability to think systematically and critically as well as showing an ability to collect, interpret and discuss data and literature. The format will vary between the specializations but a common feature is academic rigor. All theses will be published in a database and will be scanned using a computer program to detect plagiarism.

Students from two different specializations can write a joint thesis **only** if the faculty responsible for thesis processes within each specialization and the involved supervisors approve the planned collaboration. Arrangements for supervision and examination shall be decided by involved faculty.

Students may write their thesis abroad **only** if allowed to do so by the faculty responsible for the thesis process and the thesis supervisor. Students are allowed to write their thesis while abroad should conduct the interaction with their supervisor as agreed and have to fulfill all other obligations related to the thesis process as if they were on location at their home campus (Stockholm).

SSE does not cede responsibility for supervision to faculty at other schools.

Students are not permitted to write a thesis together with co-authors from other schools.

### 3.7.1 Prerequisites

In order to write the thesis the student must have passed 45 ECTS of courses from the first year of the MSc specialization.

### 3.7.2 Learning Objectives

After finishing the thesis the student shall be able to independently plan, conduct, report and present a scholarly study.

### 3.7.3 Examiner

The Specialization Head will appoint an examiner. The tutor cannot be the examiner of a thesis. The ECTS scale will be used for grading.

### 3.7.4 Format of the Thesis

The format may vary between the specializations from a traditional academic piece of work to more practically oriented projects. The final report can vary between a single thesis to a couple of shorter papers that will be lumped together to form a thesis. In some of the specializations the CEMS Business Project may become part of the thesis.

### 3.7.5 Process

- The thesis work can take place both in the spring or in the fall. The examiner can also allow a student to stretch out the thesis work over a full academic year. The thesis work starts at the beginning of the semester and ends at the end of the semester, when the presentations take place.
- The preferred format is that the students work in pairs.
- The specialization provides tutoring, support with methods etc but the ground rule is that the students shall work independently. A special methods tutor may be appointed in addition to the tutor from the specialization.
- Details as length of the thesis, deadlines etc will be decided by the Specialization Heads.
- The thesis shall be presented to a seminar group put together by the Specialization Head who will decide on the format of these seminars.
- The thesis shall be published in accordance with SSE normal rules.
- Standard programs for control of content will be used.

## 3.8 STUDENT EXCHANGE

Studies abroad that are certified under the frameworks for SSE's student exchange program, the CEMS program or other approved partnership program can be awarded credit and included in an SSE degree. Students at SSE are allowed 30 ECTS credits in the Bachelor program and 30 ECTS credits in the Master program. Students who study in both the Bachelor and Master programs at SSE are allowed to go on a student exchange in both programs. Students who are following the CEMS program, which includes a term of student exchange studies, are not allowed to go on another student exchange in the Master program. In order to transfer course credits to SSE, the content of the course must conform to the goals on which SSE's curricula are based.

Students in the Master program can apply in period 2 for a student exchange during period 3 or 4.

### 3.9 CEMS MASTER IN INTERNATIONAL MANAGEMENT (MIM)

Students in the MSc in Business and Economics program have the possibility to apply for the CEMS program. If a student is admitted to the CEMS program, this becomes an additional third year after the two years of the MSc in Business and Economics are completed.

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

Additional regulations and requirements for CEMS MIM students are described in the CEMS MIM University Guidelines, Student Guide MIM and Student Guide for CEMS Management and Business Communication, 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.
- Students interrupting their studies before commencing the MIM year are eligible to apply for CEMS again in the following application round, but are not guaranteed readmission.
- A minimum workload requirement of 24 ECTS passed per semester has to be achieved to continue in the program.
- A maximum of 15 ECTS of elective courses and skills seminars can be taken 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.

### 3.10 DEGREE CERTIFICATE

#### 3.10.1 Application for a Degree

When a student has fulfilled the study requirements for a degree at SSE and wants a degree certificate issued, the student should do the following:

1. Fill in the form "Application for a Master Degree".
2. Submit the completed form to the Office of Examinations & Records, OER.

The application form and further information will be available on the Student Services search page under "[Degrees](#)" (log-in required).

The student will get word via e-mail when the degree certificate is ready to be picked up at the Office of Examinations and Records. Upon request, the degree certificate can also be sent by registered letter.

### 3.10.2 Turn-Around Time

Turn-around time for a degree certificate, provided that all grades have been reported, is normally 4-16 weeks depending on when during the year the application is received.

## 3.11 MSc-PHD PARALLEL ENROLLMENT

Some MSc students can be admitted into the PhD program in the second year of their MSc studies, in the so-called MSc-PhD parallel enrollment. When admitted to the PhD program, the MSc student begins in the PhD program the following fall semester instead of continuing his or her second year studies within the MSc program.

For the qualified MSc student who applies to the PhD program after the first year in the MSc program, and who is accepted into the PhD program for the second year of the MSc program, the requirements to graduate from the Master program, and receive the MSc Diploma, are:

- completed studies (60 ECTS credits) in the first year of the MSc program.
- a Master thesis of 30 ECTS written in the PhD program but also examined within the MSc program.
- PhD courses of totally 30 ECTS credits that are specified as elective courses in the MSc program: in Economics and Finance, any of the courses of the PhD program may be specified as elective courses within the MSc program; in Business Administration, only the compulsory courses in the SUBS program may be specified as elective courses within the MSc program.

## 3.12 OTHER REGULATIONS

- The student also 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 Intranet, she/he accepts the terms of the IT agreement in effect at SSE.
- Stockholm School of Economics, Handelshögskolan i Stockholm and Handelshögskolan, SSE and HHS are important and valuable Trademarks/Trade names of the Stockholm School of Economics. An appropriate use of 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 the address on Facebook or in other contexts in a way that suggests that the use is authorized by the Stockholm School of Economics.
- The student allows SSE to convey her or his contact information to a third party. This is done very restrictively and mainly applies to recruitment and/or surveys and similar measures where the aim is to provide information useful to society (see "[Riktlinjer för hantering av studentuppgifter gentemot extern part](#)").

## APPENDIX 1: LINKS

[Admissions Regulations for the Master of Science Programs, the Stockholm School of Economics\\*](#)

[Disciplinary Regulations](#)

[Guidelines for Providing Support for People with Special Needs\\*](#)

[Guidelines for Handling Information about Students with Respect to External Parties – the Bachelor’s, Master’s and PhD Programs in Stockholm \(in Swedish\)\\*](#)

[Equal Treatment of Students Policy 2011](#)

\*Please note that these links can only be accessed if you open them internally at SSE.

ONLY APPLICABLE TO STUDENTS ENROLLED BEFORE 2012

## APPENDIX 2: STUDENT PLEDGE

### PLEDGE

By accepting my admission as a student in the Master of Science program in Business and Economics at the Stockholm School of Economics (120 ECTS credits), as decided by the Stockholm School of Economics' Admissions Board, I hereby pledge:

- to accept and follow the Academic Policies for the program as determined by the authorized School body,
- to respect the disciplinary regulations adopted for the program and accept the consequences that may arise if these are infringed upon, as determined by the authorized School body,
- in using shared resources such as the library and IT support, to thus follow the regulations stipulated and accordingly and otherwise not commit or abet in any infringement upon the intellectual property rights of others,
- to submit my original Bachelor degree certificate no later than November 1, 2011 (this does not concern students with a degree from SSE). I assure that all documents submitted in connection with my admission are valid and accurate,
- if I am a citizen of a country outside of the European Union (EU), European Economic Area (EEA) and Switzerland, and therefore a fee paying student, to execute the relevant tuition payments to the school within the timeframes given by the school and
- to otherwise carry out 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 reputation of the Stockholm School of Economics.

Stockholm, August 2011

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Signature

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Name (printed)

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Personal identity number

/ *Student Services*