Student Handbook for the SSE MBA Programs

Executive Format
Nordic Defense

VALID FOR STUDENTS ENROLLED IN THE SSE MBA 2026 PROGRAMS

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 Strategic and Academic Governance and posted on the SSE webpage (www.hhs.se) and on the SSE Portal. The document history (below) lists the changes made since publication of the first version of the document.

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PREFACE

This MBA 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 in the SSE MBA Executive Format and SSE Nordic Defense MBA programs. This handbook has been compiled 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 in the SSE MBA LMS (Learning Management System) Canvas.

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Vice President Degree Programs

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1 General Information About Your Studies at SSE

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

At present SSE offers the following degree programs:

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

SSE also offers four double-degree programs at the master's level:

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

The Bachelor of Science programs are intended mainly for secondary school graduates. The Master of Science programs provide an advanced-level education and are intended for students who already hold a bachelor degree. The PhD programs are intended for students with a university degree in one of the economic disciplines. The MBA program is intended for working professionals with a university degree and at least five years of relevant work experience.

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

1.1 Student Rights and Responsibilities

The programs of 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 Program Director SSE MBA, faculty and your Cohort Director. You are also encouraged to evaluate each module and course you attend using the web-based evaluation system.

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, as well as the collaborative partners of the SSE MBA programs, both academic and other partners[2]. SSE's policy states that everyone should be treated equally regardless of their religion, ethnicity, sexual preference, social background, etc.[3]

In cases of discrimination, harassment or grave misconduct, students will be reprimanded, suspended or expelled in accordance with the SSE Disciplinary Regulations. Decisions will be made by the President after recommendation of appropriate measures by the Office of Academic Affairs. Decisions made by the President in accordance with the SSE Disciplinary Regulations can be appealed to the Disciplinary Committee. You must be aware of the regulations that apply to studies and examinations as well as the guidelines for being on SSE's premises, as well as on partner premises. For more information about the academic regulations see Chapter 3. **When you are admitted to the Stockholm School of Economics SSE MBA, you will 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 2).**

1.2 SSE MBA LMS (Learning Management System)

The SSE MBA LMS in Canvas is the primary communication and learning platform for the program. Students can access program and course announcements, schedules, assignments, course outlines, readings, slides, and other learning materials. All program-related news and important information are posted in Canvas, and assignments must be submitted through the LMS. Some materials may be distributed only in printed form due to copyright restrictions. Students are responsible for regularly checking Canvas to stay informed, while faculty and staff are responsible for ensuring that relevant information is communicated through the platform.

1.3 Assessment

Teachers may assess your performance in a course in various ways and by combining different forms of assessment such as written examinations, written assignments, projects, presentations and in some cases formal oral examinations. On the basis of these assessments, you receive a grade for each

[2] Partners are other universities, business schools, organizations, companies and individuals, which operations help us deliver the content and logistics of the SSE MBA.

[3] For further information please visit https://www.hhs.se/en/about-us/organization/diversityequityinclusion/

discipline based course. Courses are graded on a scale where the approved grades are *Excellent, Very Good, Good* and *Pass or Fail.*

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 learning objectives of the course.

To safeguard fair treatment and academic honor, SSE applies Disciplinary statue 3 in all assessments of student performance. All violations of the Code of Conduct are reported and investigated and result in the appropriate measures being taken. See further in Section 3.1.6.

1.4 Student Evaluations and Surveys

After each course, there will be an evaluation of the courses where you can express your opinions. During the program there will also be a few program evaluations focusing on overarching program questions not related to specific courses. The two types of evaluations are completed using electronic evaluation forms, filled out by the students. Students are expected to share their opinions in the evaluations. This is a very important tool for maintaining high quality and continuously improving our programs.

1.5 Services Available to Students

SSE Library

The SSE Library functions as the principal information resource for SSE students, 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. For more information, please see the Library website[4].

Student IT Support (SITS)

Student IT Support (SITS) is available to support you in all IT related issues. You can contact them by phone and email. For contact information and a list of IT-related services available for you as a student, please contact student IT support at sits@hhs.se. You can also have your laptop configured such that you can access Eduroam, the worldwide internet service for university students, researchers and staff.

Career Management

During your studies at SSE, you have access to a broad range of career support. The main route is through SSE's platform; SSE Career Hub, which you can access with your SSE credentials. In the Career Hub, which is geared towards Bachelor and Master students, you can find job ads and sign up for career-related events and career coaching. You can also access a variety of tools, such as an interactive CV review tool, interview and salary negotiation training, as well as career guides. As an alum, you will be able to keep your SSE Career Hub account. For further information please visit the Career Management section on the Student Portal or contact careermanagement@hhs.se.

[4] www.hhs.se/library

The SSE MBA Executive Format has an additional route in form of the LeadershipLive course, in which you will get your own coach and follow a structured coaching program.

1.6 SSE Alumni

SSE seeks to fully engage its alumni in the life of the SSE as valued supporters, advocates, and lifelong learners who benefit from and contribute to connections with each other and with SSE. As SSE alumni you become part of our extensive global alumni network that is useful both in your personal and professional life. We encourage your continued engagement through avenues such as mentoring, internship opportunities, guest lecturing, corporate partnerships, or financial contributions. Additionally, please make sure to keep your contact information updated to ensure that you receive the latest updates and event invitations from the school. The SSE Alumni Office handles alumni affairs and welcomes your thoughts and ideas at alumni@hhs.se.

1.7 Student Association (SASSE)

The Student Association at SSE (SASSE) is a non-political, non-religious organization with about 2,000 members from the BSc, MSc, PhD and MBA 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 to care for the joint interests of the students, which can roughly be summarized in educational coverage, extracurricular activities, and career services.
For more information, please refer to the SASSE website.

1.8 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 transportation due to medical treatment for accidents that occur during SSE and SASSE activities. The insurance covers accidents outside the SSE premises, and the travel insurance is valid only for the travel organized by the school.

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

If an accident has happened, contact IF (www.if.se) or via phone +46-771 815 818. If something happens during the school trip, contact ERV's assistance company Euro-Alarm, that is open 24/7. Tel: +46 770 456 919.

2. Overview of the SSE MBA Executive Format Program

The SSE MBA Programs are between 15 (Nordic Defense) to 18 months (Executive Format). long executive programs, consisting of 10 intensive five-day campus weeks (50 class days). To facilitate and accelerate the learning process, the programs are supported by distance learning and extensive self-directed study. To enhance the learning experience in an increasingly global business world, two to three international campus weeks are included in the program.

Upon the successful fulfillment of the SSE MBA requirements students are awarded a Master of Business Administration (MBA) degree from the Stockholm School of Economics.

2.1 Teaching and Learning

The programs run for 15 (Nordic Defense) to 18 months (Executive Format). The programs consist of campus weeks, during which you are required to be present for all sessions. There are several scheduled lunch and evening sessions during the campus weeks, and in addition to those the mornings, lunches and evenings during campus weeks are often used for class preparations, group meetings etc. Hence, it is highly recommended that you devote the entire campus weeks, including evenings, to the program. Students are required to participate actively in all activities included in the program's curriculum. Active participation entails full attendance, timely submission of all assignments and meaningful participation in group work and in class-room sessions.

In between the campus weeks there are assignments to be prepared, group work to be done, take-home exams and readings to be completed and webinars to be attended. In between the campus weeks, the program demands approximately half-time work from the students throughout its duration. In practice, "half-time" means that you during campus weeks are expected to be fully devoted to the program, and in between the campus weeks you may estimate some 20 hours a week on your studies. Some students may require more but 20 hours per week is an estimate given by former SSE MBA students.

The programs employ a multifaceted learning approach, in which pedagogical tools vary depending on the subject area and problem type. The program is guided by four major learning pillars, each corresponding to different learning styles:

> **Theoretical** because this is an academic program that builds on the latest research to improve your analytical capacities. The program's faculty consists of active researchers and belongs to the foremost experts among their fields of expertise.
>
> **Practical** because the program brings hands-on action and real-world experiences to the learning environment, through cases, live change projects, and the experiences of the students.
>
> **Reflective** because reflection is one of the central pedagogical tools employed; the program aims at shaping a mental and social space where meaning can be created and learning takes place.

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Skills-focused because you will be given ample opportunity to develop your personal leadership style through coaching and training in areas such as idea generation, negotiation and presentation.

The four learning pillars are supported by the pedagogical backbone of SSE: dedicated faculty, small groups, practice orientation, and problem-driven learning. The SSE MBA focuses on applying theoretical knowledge to real life organizational issues in the MBALive pedagogy, to make the education relevant and useful already during the program.

Our teaching can take many different formats: lectures, seminars, case discussions, workshops, exercises, simulations, role-plays, etc. We combine many different formats in order to support students' various ways of learning. In the beginning of the program, all students will review and reflect on their own way of learning. The pedagogical idea on which the program is based stresses the importance of presence and attentiveness. This means that you as a student should be at the School physically during campus weeks and that there is much interaction between the teaching faculty and students. You are expected to participate actively in the program and class discussions and to both learn from and contribute to the learning of your peers.

It is of utmost importance that you follow the pace of the program and do not lag behind in your studies. It is difficult to catch up once you fall behind. Teachers and administrative staff will help and support you, but you are yourself responsible for ensuring that your studies are successful.

2.2 Student's Contributions

The pedagogy in the program is based on different learning styles and on the four pillars theory, practice, reflection, and skills. These four pillars all rest on the student's active participation. Students need to be prepared to contribute to the fellow students' learning. This includes the active sharing of knowledge and experiences. The group work, assignments, and exercises will give you opportunities to test ideas, theories and models. You need to be well prepared by reading the cases and literature assigned. You are encouraged to take the opportunity to ask active questions to the lecturers and allow yourself to be challenged. It is through listening to your fellow SSE MBA students that much of the learning will occur, so this component is key to success in the program. Contributions to the discussions, both in class and in smaller groups are an absolute necessity for the successful completion of the program.

Through working with actual business challenges, you will be able to raise your level of critical leadership competence by further developing your analytical skills and reflective capability. You learn together with other students, SSE faculty and case company representatives through employing new perspectives and challenging assumptions. You develop feasible recommendations for action, drive real, measurable change, and reflect upon current developments.
MBALive encourage problem-driven, action learning through theoretical knowledge and exposure to "live" problems through cases and projects. The Live Streams take different forms, corresponding to the learning philosophy of the program. It encourages you to think, do, watch and feel in different ways.

Each campus week, one reflection group is responsible for the Monday morning reflection. This includes pinpointing key learning points and insights from the previous campus week. Each campus week, a reflection group is responsible for an evening event. Examples are invitations of guest lecturers, company visits or purely social events.

2.3 FACULTY AND STAFF

There are three cornerstones in the design and delivery of the SSE MBA program, functions that must be attended to and performed. These are the *program content*, the *learning process* and the *continuous program development*. Below we briefly discuss how this responsibility is divided between:

- Faculty and Program Board
- Vice President Degree Programs
- Program Committee
- Advisory Board
- Academic and Program Director SSE MBA
- Operational Lead
- Cohort Directors
- Course Directors and Faculty
- Program Managers

Faculty and Program Board
The Faculty and Program Board at the Stockholm School of Economics is SSE's governing body with oversight in policy matters concerning all programs at the school. The Faculty and Program Board approves the general design, content, admission rules, diploma requirements etc.

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
The Program Committee consists of the following delegates:

- The Vice President Degree Programs (chair)
- The Academic and Program Director SSE MBA
- The Program Director SSE Riga MBA
- Five faculty representatives

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

Advisory Board
The Advisory Board consists of the following delegates:

- The Vice President Degree Programs (chair)
- The Program Director SSE MBA

- The Academic and Program Director of SSE MBA
- Five industry representatives

The Advisory Board is a business advisory body to the Academic Director for the SSE MBA program. The focus is the competitiveness, relevancy and value of the SSE MBA Programs.

Academic and Program Director SSE MBA

The SSE MBA programs are led by the Academic Director, who is also the Program Director for SSE MBA, and as such appointed by the President of SSE and responsible for the overall content, delivery and academic quality of the SSE MBA programs

This responsibility includes ensuring that the overall learning goals are achieved, the continuous development of the academic content and processes in the programs, that the programs are of high international standards and benchmarked with other programs. Also, that handbooks are updated and adhered to, and that quality of programs is assessed regularly. The Academic Director SSE MBA is responsible for guiding the Cohort Directors, Operational Lead and Program Managers in relation to academic content.

The SSE MBA Academic Director is also overall responsible for the business area, managing the team and operations such as marketing and student recruitment, program operations and specific alumni activities, as well as all the administrative matters related to the SSE MBA programs.

Operational Lead SSE MBA

The Operational Lead is responsible for the effective coordination and day-to-day delivery of the SSE MBA programs. The role ensures operational excellence, consistent program quality, and seamless collaboration among faculty, participants, program teams, internal functions, and external partners. The Operational Lead coordinates the daily program operations with schedules, modules, and activities across program rounds, including the daily work of Program Managers, and other team members. The Operational Lead also leads continuous improvement to strengthen program quality, efficiency, and participant experience, as well as the coordination of academic partnerships, external engagements and other collaborative activities.

Cohort Director

A Cohort Director is appointed for each program and follows the class throughout the program. The Cohort Director is together with the Academic Director an instrumental part of planning their specific program and the interface between the Course Directors, participants and the Academic Director. The Cohort Directors plays an important part in the continuous development of the program.

The Cohort Directors' most vital task is to ensure the success of the program/cohort for which they have the main responsibility. They are the main channel between students, the Directors SSE MBA, and the Course Directors. Cohort Directors are responsible for upholding the academic quality and content of their specific program, for managing students' expectations, for bridging the different courses, for the classroom atmosphere, for the overall learning climate, and for ensuring that the students' feedback and improvement suggestions are acted upon. Finally, they are responsible for ensuring that students adhere to the rules of conduct that are applicable to the program, and that the Academic Policies are adhered to.

Cohort Directors have a Ph.D. in Business Administration or an equivalent subject, and are employed by or closely connected to SSE, combining solid research with holding the position as Cohort Director.

Course Directors and faculty

For each course, a designated Course Director has responsibility for content, process and development of that specific course. The Course Director has a solid research record within the field, and is an excellent teacher, and is responsible for the academic delivery of the course. Responsibility always includes examination, feedback to students, and development of the subject area to reflect current trends in the area.

The Course Director is the final guarantee for the learning experience, including both academic materials, the digital and classroom learning process and how these are connected to the students' world-of-practice.

Faculty are chosen with great consideration in terms of their expertise in the specific area, ability to teach, command of language and knowledge of actual business practice. They should be stimulating and encourage the connection between academia and practice – actionable knowledge. The teachers ideally have a base at SSE, but teachers from outside SSE are also contracted.

Program Manager

The Program Manager is responsible for all the administration of the program. This includes updating the LMS with course materials and student's assignment status, and supporting the Cohort Director, Course Directors and other Teachers with necessary teaching material. The Program Manager is not a travel agent but provides program-related administrative support to students in conjunction to travels. The Program Manager supplies the students with necessary reading material.

3. SSE ACADEMIC REGULATIONS

3.1 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.

3.1.1 Degree Requirements

The SSE MBA Programs are part-time, 15-18 months programs, consisting of 10 intensive five-day campus weeks (50 class days). To facilitate the learning process the program is supported by distance learning, digital content and extensive self-directed study. To enhance the learning experience in an increasingly global business world three international study trips are included in the program.

The demands placed on the students of the MBA programs shall be adapted so that a student who not only has the required prior knowledge but also makes effective use of the teaching they receive is able to earn the degree after 18 months (the equivalent of one year of full-time studies).

Upon successful fulfillment of the SSE MBA requirements students are awarded a Master of Business Administration (MBA) degree from the Stockholm School of Economics.

3.1.2 Maximum Period of Study and Study Pace Requirements

Students should complete all outstanding examinations, assignments and projects by the end of the last campus week or no later than either July 31st for the Executive Format, and January 30th for the Nordic Defense, in the second year of the program. In instances when this is not done, students must successfully complete all outstanding assignments no later than four months after the last campus week.
A student who has not completed all outstanding tasks four months after the last campus week will be dismissed from the program.

A student may apply for an additional 8 months to complete their studies if there are especially serious grounds. This application has to be in writing. The Academic Director SSE MBA makes a final decision based on this application.

3.1.3 Participation and Attendance

Participation in class is essential to ensure that the intended learning objectives are met and this encompasses the following dimensions:

- To be prepared for and attend all class sessions, both digital and in person sessions.
- To actively participate in all class activities.
- To reflect on and share experiences and learning.
- To refrain from using digital devices for activities not related to class activities.

Students are to attend all class sessions and to arrive on time for classes. Attendance is mandatory. If the student due to illness cannot attend a session they are to inform the Cohort Director in advance (work-related reasons are normally not valid reasons for absence). The following rules regarding attendance apply:

- In the case of absences exceeding 3 hours, but less than 2 days, during one campus week, the student always has to complete make-up assignments as prescribed by the Cohort Director. Absences of less than 3 hours may also result in an extra assignment.
- Absences of 50 % or more of a course will result in a "no credit" for that course. Absences of this extent will be referred to the Academic Director who, together with the Cohort Director, decides on appropriate actions. The MBA degree is not granted until all courses and assignments are completed.
- If a student is absent more than 5 days without academic leave granted, the student will be dismissed from the program.

3.1.4 Formal Leave of Absence

The SSE MBA Programs are to be followed from start to end. A formal leave of absence may in exceptional cases be granted on an individual basis. Work-related circumstances are normally not valid reasons for academic leave. The decision for academic leave is made by the Academic Director SSE MBA. Academic leave is granted for a period of no longer than one year. Applications for the formal leave of absence are made on a special form that the Cohort Director may provide. Please refer to Appendix 3.

3.1.5 Deregistration from the Program

If a student does not make the tuition payments on time, the student will be deregistered from the program. A decision on deregistration due to the failure to pay tuition is made by the Academic Director SSE MBA.

If a student is deregistered from the program, readmission is not possible at any time.

Decisions on deregistration due to other reasons than failure to pay the tuition are taken by the Academic Director SSE MBA together with the Vice President Degree Programs.

3.1.6 Academic Misconduct and use of AI tools

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

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

Please note that the above include only a few examples. SSE students are obliged to be familiar with the SSE Disciplinary Regulations in their entirety, which can be found on Canvas in the Program Overview.

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.

Course Directors will give individual AI guidelines for their courses. SSE students should be familiar with these guidelines.

Both academic misconduct and breaches of the rules of conduct specified in the pledge (se Appendix 2) may lead to the following sanctions: warning, suspension, or deregistration from the program.

3.1.7 Rules and Regulations for Course Grades

Examiner

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

Course grades and Grade Distribution

The grading of each course is based on the principle of "absolute grades", which is, in turn, based on the student's fulfillment of the learning objectives. For a student to be approved on a course, they 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	**Marks**
Pass	50-59
Good	60-69
Very Good	70-79
Excellent	80-100

Examiners who choose to use marks for the grading of different parts within a course (examination components, see Section 3.1.8), including a written examination, are to use the above table to convert the total score from all parts of the course to course grades as described above.

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

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

Course grades are not required to maintain a specific distribution, although the level of the course should be such that the percentage gaining an *Excellent* grade should not normally exceed 25 percent of the students taking the course on any particular occasion.
Individual performance should represent at least half of the maximum possible results 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 Course Grades

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

Correction of a Course Grade

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

Reassessment of Grades

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

President´s list of Outstanding Students

The 10 percent of students with the highest GPA of the graduate program, who complete their studies on time, that is, no later than July 31st (Executive Format) or January 30th (Nordic Defense) the second year of the program.

3.1.8 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.

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.
Results are published on the SSE MBA LMS.

Number of Examination Occasions for a Course

Whenever a course is held only two examination occasions are offered (one main examination date and one retake for those failing on the first occasion) within a year of the start of the course. On these occasions, the scope and content of the examination is unchanged.

To take an examination for the same course more than two times, students must apply for and be granted an exemption from the Program Director SSE MBA. However, the next time a course is given, the syllabus may be modified, which can affect the scope and content of the examination. This 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.

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 especially serious grounds[5], the Program Director SSE MBA, 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 SSE MBA in a timely manner (at least one month ahead of time).

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.

[5] 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 their studies. Employment and the responsibilities incumbent upon the student are not considered especially serious grounds. An application for exemption based on especially serious grounds must be supported by certified documents

Lost Examination

If a student's written examination (or parts of it) is lost, and it can be shown 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.

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 by the Program Director, those students affected are to be informed of this, preferably at the time of the examination.

3.2 Other Regulations

- The Stockholm School of Economics, Handelshögskolan i Stockholm, Handelshögskolan, SSE, and HHS and related signs and logotypes are important and valuable trademarks and signs 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 in social media, or in other similar contexts in a way that suggests that the use is authorized by the Stockholm School of Economics. This regulation extends to our partners as well. You must follow the rules and regulations set up by our partners concerning the use of their signs, logotypes, registered trademarks.
- Throughout the SSE MBA programs, some modules will be held off campus. These modules may be located in areas and/or countries that may require permits or visas for participants travelling to such locations. Expenses related to permits and visas, are not included in the program fee. It is, notwithstanding the SSE's endeavours to assist participants in the application processes for obtaining permits or visas, the Participant's responsibility to assess the necessity of obtaining; to apply for; to pay fees related thereto; and to undertake any other actions and/or provide necessary information to relevant authorities in order to obtain such permits or visas. To the fullest extent permitted by law, the SSE, the SSE's officers, directors, partners, employees, agents, shall not be liable to Participant, and anyone claiming by, through, or under Participant for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to any denial or delay of or costs for permits or visas, flight or travel disturbances, including but not limited to negligence, professional errors and omissions. During visits to partner schools, participants are responsible for conducting themselves in such a manner not to cause harm, to partners schools and / or SSE.

APPENDIX 1: LINKS

SSE Guidelines for Support to Students with Disabilities

Equal Treatment at SSE

APPENDIX 2: STUDENT'S PLEDGE

Student's pledge

Stockholm School of Economics' aims, values and mission

Stockholm School of Economics is an academic hub for ambitious students and researchers from all over the world. By working closely with corporate partners and society at large, SSE has been creating opportunities for its graduates since1909.

SSE Educational mission

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

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

Fact and Science-based Mindset

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

Reflective and Self-aware

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

Empathetic and Culturally Literate

Empathy and cultural sensitivity are so far, something that artificial intelligence cannot accomplish. We are convinced that an empathetic person becomes a better leader and decision maker; thus, we hope our students will be able to consider the perspective of others fully. Cultural literacy is also critical. To interact with someone from another background, expertise, or profession than one's own is a prerequisite for the future.

Entrepreneurial and Responsible

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

An arena for discussions

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

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

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

- *accept and follow the applicable SSE regulations and by-laws stipulated inter alia in the Student Handbook for the program and other policy documents,*
- *respect SSE's disciplinary regulations and acknowledge that consequences may follow upon infringing these regulations,*
- *follow the relevant regulations and instructions governing shared resources, such as the library and SSE IT-resources,*
- *not violate applicable copyright laws including, but not limited to, unauthorized reproduction, dissemination or make available of copyrighted material, whether by analogue or digital means or otherwise,*
- *complete any and all program and course evaluations provided throughout the program,*
- *execute the relevant tuition payments within the time frames given by the school,*
- *not engage myself in activities that will adversely affect my studies, or cause harm to either SSE or partners of the SSE MBA program,*
- *keep myself informed about relevant activities about the program and courses as made available in Canvas,*
- *always use and be accessible via the student's e-mail address provided by SSE in all matters related to your studies at SSE,*
- *conduct my studies with respect for my fellow students, teachers and other staff members of Stockholm School of Economics and SSE MBA's partners.*

Student's pledge:

☐ **I hereby certify that I have understood and pledge that I will abide by the general and specific regulations and by-laws as stated above.**

☐ **I assure that all documents submitted relating to my application to and enrollment at Stockholm School of Economics are accurate and valid.**

☐ **I understand and give permission to SSE to (in addition to what is included in SSE data integrity policy) share necessary personal data about me with SSE international partners in conjunction with the international field trips required by SSE MBA program.**

Stockholm, Date: _____

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

APPENDIX 3: APPLICATION FORM ACADEMIC LEAVE

Application for Academic Leave from SSE MBA

Academic leave is only granted for circumstances outside a student's control. Academic leave is granted for a period no longer than one year and can be provided no more than one time during the Program. The application is to be handed in to the Academic Director SSE MBA. If the application is approved a separate agreement specifying the conditions of the academic leave will be signed by the Academic Director SSE MBA.

Name of applicant_____

SSE MBA Program_____

Date_____

Enrolled in Program date 2026-

Motivation for application for academic leave

_____
_____
_____
_____
_____
_____

Application concerns academic leave from _____ to _____

_____ _____
Signature of applicant Signature of nominator

Approved/Disapproved

Date_____

_____
Angelika Lindstrand, Academic Director SSE MBA