



Metropolitan (Under)Graduate Programs

Education and Examination Regulations (EER)

2020 - 2021

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Education and Examination Regulations (EER)

Introduction

This document was initially developed and continues to be maintained by the school to provide a framework upon which to build certain certificate, diploma and degree programs. The EER are believed to be in line with the standards of the Dutch national accreditation organization and with the applicable Dutch higher education legislation. The EER and its related documents are updated on a regular basis considering the feedback from members of the Examination Committee, students, faculty members, team members and other internal and external stakeholders. The Examination Committee provides feedback within the limits of its responsibilities related to assessment. The EER are made public on the school's website so that all stakeholders are appropriately informed. Updates and clarifications that are required throughout the academic year will be published in the Student Guide Addendum.

Glossary

In these regulations, the terms below are defined as follows:

<i>Admission requirements</i>	predetermined requirements related to the admission of students to the program
<i>Administrative requirements</i>	predetermined requirements related to the progression and graduation of students and to various administrative procedures, e.g. forms, payments, inbound and outbound tests and other documentation
<i>Program requirements</i>	predetermined requirements related to the graduation of students
<i>Graduation requirements</i>	combination of program and administrative requirements
<i>Appeals Committee</i>	committee appointed by the school's management that handles complaints against decisions made by the Examination Committee or the school's management
<i>Assessment</i>	<p>the measuring of academic and/or professional performance</p> <p>Assessment can take many different forms, including written and oral. The school distinguishes between assignments that are designed to measure applied professional development and exams that are designed to measure academic performance.</p>
<i>Assessor</i>	member of the faculty responsible for all assessments for a module, appointed by the Examination Committee
<i>Assignment</i>	practical individual or group activity designed to measure applied professional development, e.g. writing papers, reviews and essays; preparing and discussing case studies; preparing and doing presentations; participating in field work or excursions, or in other educational activities aimed at obtaining the skills and knowledge defined for this program and its various modules
<i>Complaints Desk</i>	desk available for all complaints that do not fall within the scope of the Examination Committee, such as those unrelated to student admission, assessment, progression and graduation
<i>Course</i>	educational module within the program that consists of contact hours, study hours and one or more types of assessment
<i>Deferral</i>	postponement of an assessment
<i>European Credit (EC)</i>	<p>unit of academic performance based on the European Credit Transfer System (ECTS)</p> <p>1 EC equals 28 hours of study. The total number of credits per module therefore describes the total amount of work that goes into completing the module, including all learning activities such as contact hours, self-study hours, assessment preparation and the assessment itself</p>
<i>Exam</i>	type of assessment designed to measure academic performance; exams can take several forms such as closed-book and open-book

<i>Examination Committee</i>	independent quality assurance committee responsible for ensuring and maintaining the quality, relevance and level of assessments within the program
<i>GDBA</i>	Graduate Degree in Business Administration
<i>Grade</i>	the outcome of an assessment
<i>Mentor</i>	faculty member available for academic consultancy and advice during work on the Final Project
<i>Module</i>	any educational part of the program such as a course or a Final Project
<i>Proctor</i>	supervisor during an examination
<i>Program Committee</i>	committee representing both faculty and students that advises the school's management concerning the program
<i>Program</i>	group of modules leading to a qualification awarded by the school
<i>Qualification</i>	final certificate, diploma or degree awarded by the school upon completion of a program which enables a student to enter the labor market or further their education for another qualification
<i>Re-sit</i>	opportunity to re-take an assessment
<i>School</i>	the independent institution organizing the various Metropolitan (Under)Graduate Programs to which these regulations apply, also referred to as UIBS-Amsterdam
<i>School Management</i>	the (group of) individual(s) team members from the school with the assigned authority and end responsibility of certain educational and organizational matters related to the school; headed by the school's Managing Director
<i>Student</i>	person registered in the Program in order to participate in the program and its assessment
<i>UIBS-Amsterdam</i>	the Amsterdam Branch Campus of the United International Business Schools campus network organizing the various Metropolitan (Under)Graduate Programs
<i>UIBS</i>	the United International Business Schools campus network with its main campus in Zurich, Switzerland

Chapter I - Institutional Provisions

Section 1 - Scope and General Provisions

Article 1. Scope

- a. These regulations apply to teaching and assessment within the following programs.
 - Graduate Degree in Business Administration
 - All Graduate Certificate programs
 - All Graduate Diploma programs
- b. The following documents are related to these regulations:
 - Metropolitan Student Guide and its annexes
 - Admissions Catalog annex - Academic Calendar
 - Admissions Catalog annex - Fee Schedule
 - Admissions Catalog annex - Program Schedule
 - Admissions Catalog annex - Terms and Conditions

Article 2. Validity

- a. These regulations and related documents are subject to an annual revision.
- a. These regulations are effective as of October 1, 2020 and apply to all cohorts. If deemed necessary by the school's management, transitional arrangements for cohorts that started before this date will be established. In case of conflicting rules and regulations between the EER and other documents, the EER prevails.
- b. These regulations are valid from the moment they are published via the official school communication channels; A copy of these regulations is available to all students via the same channels.
- c. Upon publication of these EER, all previous applicable EER versions become null and void.
- d. Members of the school's academic community (school management, team members, faculty members, students) are required to familiarize themselves with the published EER including the related documents, and act accordingly.
- e. Modules attempted by students at other campuses within the UIBS campus network also fall under these regulations, as well as modules attempted within the school's programs by students from other campuses within the UIBS campus network.
- f. Refer to other school documents for relevant procedures and other information.

Article 3. Communication channels

All additional and/or specific information governed by these regulations and pertaining to the study programs is published via the official school's communication channels. Students are obligated to consult these communication channels frequently.

Section 2 - Grading and Grading System, Prerequisites and Program Completion

Article 4. Module prerequisites and corequisites

Any prerequisite or corequisite for students to participate in specific modules and/or assessments is defined in the Course Catalog in annex to the Student Guide.

Teaching and assessment will be entirely in English.

Article 5. Attendance & participation

Student attendance and participation in all scheduled program modules and activities is mandatory. Active participation is an integral part of attendance and may be part of the assessment of a module. Any violation of this rule concerning attendance and participation is considered as academic misconduct. Exceptional circumstances are considered by the Examination Committee.

Article 6. Grading and grading system

The Examination Committee appoints the assessor of a module. Typically, the assessor is also the faculty member(s) who deliver(s) the module, unless the committee appoints someone else. The assessor(s) of any module is responsible for determining the provisional grades of the module. All grades are provisional pending the final approval of the Examination Committee.

- a. 11.1 Grades range from 0 to 99. The overall average grade is calculated as a grade point average (GPA) on a 4.0 scale, allowing students to graduate with academic honors. The GPA is mentioned on the final transcript. The school applies the following grading system.

Percentage	Grade	Definition
90 to 99	A	Excellent
80 to 89	B	Good
70 to 79	C	Average
60 to 69	D	Poor
50 to 59	FX	Unsatisfactory
0 to 49	F	Fail

Table 1: Grading system

- b. The grade for each module consists of the weighted cumulative result of all assessments.
- c. The grades of re-sits are capped at 60%.
- d. The grading of (constituent parts of) the Final Project is in line with the grading system as outlined above.

Article 7. Awarding of qualifications

Once the student has met all the requirements as set down in these regulations, he/she will be eligible to receive the final qualification, provided he/she has fulfilled all his/her program and other requirements and obligations. The student will receive the final qualification and a Diploma Supplement; the latter will contain a description of the program completed and the grades obtained, including also the Academic Transcript.

- a. The qualifications and related documents are awarded on the day of graduation of the program. The date of a Graduation Ceremony will be set by the school's management. If the student has not met all the applicable requirements by this date, the qualification and related documents will be awarded once the requirements have been met and on a date determined by the school's management.

- b. The Examination Committee decides on requests to issue certificates or other documents stating partial completion of the program, prepared and delivered by the school's Office of the Registrar.
- c. The school applies the following academic honors classification system.

Percentage	GPA	Definition
90	3.6	Summa Cum Laude
85	3.4	Magna Cum Laude
80	3.2	Cum Laude

Table 2: Academic honors classifications

Article 8. Registration of study results and monitoring progress

All results are registered in such a way that a provisional or final individual overview can be provided on request.

Article 9. Publication of grades

The provisional results of assessments (i.e. grades) are published within 10 working days of completion of the Term or Quarter concerned. All grades are provisional pending the final approval by the Examination Committee. The Examination Committee will determine the final grades within 10 working days after publication of the provisional grades.

Article 10. Period of validity

The final grade for a module will be valid for a period of six years after the grade has been published. The results of the individual components making up the final grade for the module, will be valid for a period of two years after the results of these individual components are published. If a student for some reason has interrupted his/her study, he/she can only resume studying after a positive advice has been obtained from the school's management.

- a. The maximum period of full-time enrollment for a typical 1-year program equals 2 years.
- b. The maximum period of part-time enrollment for a typical 1-year program equals 6 years.
- c. Students continuing their education beyond these periods will have to request the school to change to alternative programs within the UIBS campus network that may be available to them. Academic and other conditions will apply.

Section 3 - Assessment, Mitigating Circumstances and Exemptions

Article 11. Assessment

The assessor confirms the composition of the grade distribution of the module, in line with the assessment framework as described in the Course Catalog. The requirements of the assessment are published in the module description. Students are expected to take note of these requirements and the accompanying reading lists and of the additional information in the Course Catalog. Students are expected to consult the information regarding the assessment published through the official communication channels.

- a. The Examination Committee monitors the quality of all assessments. The committee can declare an assessment completely or partially invalid if the assessment does not comply with the assessment standards, module level and/or learning outcomes. All grades are provisional pending the final approval of the Examination Committee.
- b. The Examination Committee decides, in an objective, independent and professional manner, if a student has fulfilled the entire program objectives defined for the program and therefore has obtained the knowledge, skills and insights necessary to obtain a qualification.
- c. The members of the Examination Committee are appointed by the school's management.
- d. An external member is also appointed to the Examination Committee.
- e. Names of the current members of the Examination Committee are listed in the Student Guide Addendum.
- f. In exceptional circumstances and in line with its task to assure quality of the assessment of individual courses and modules and of the entire program, the Examination Committee reserves the right to decide on any changes to the weighting of exams and/or other assessment components of the whole module grade as well as the right to change the type and number of components before the graduation date. This can be done both before the assessments are given or after they have been completed by the student.
- g. Students who are absent from an exam, fail the exam. If students are absent due to mitigating circumstances, they must inform the school's management before the start of the exam or in a timely fashion if the circumstances do not permit immediate action. Students may lodge a request for mitigating circumstances with the Examination Committee. If the mitigating circumstances are accepted as a valid reason for absence, the student will be allowed a special arrangement.
- h. The dates of the exams are given in the schedule, which is published through the official school's communication channels, at least 10 working days before the exams take place. Changes and additions are published via the school's communication channels.
- i. When an assessment is conducted orally, minimum 2 assessors are appointed. Only one student can be assessed at a time unless the Examination Committee decides otherwise. In case only one assessor is available, the oral assessment is recorded.
- j. Late submission of any coursework and/or assignments is not permitted. It is the responsibility of the student to submit any coursework and/or assignments according to the indicated procedure and to check that the submission is successful.
- k. Students are obliged to keep a copy of any coursework and/or assignments they submit. Students are required to make back-ups of their coursework and assignments at all times. The school is not liable or responsible for coursework or assignments that are lost.
- l. If there are mitigating circumstances which cause a student to request an extension of a deadline, this request must be lodged with the Examination Committee.
- m. The assessment of group projects is constructed in such a way that each participating student is assessed both individually and as member of the project team.

- n. Feedback sessions are organized by the school's management in cooperation with the faculty member(s) and/or assessor(s) within 10 working days after publication of the provisional grades. The assessor will be present during these sessions. Students are recommended to attend these sessions.

Article 12. Re-sits and deferrals

The re-sit of an exam is only allowed in a case of an overall FX grade for the module. In principle, the re-sit is always a comprehensive proctored exam. However, if the grade of the final exam(s), if applicable, is more than 60%, the re-sit consists of an additional assignment related to the part(s) of the module that caused the FX grade.

Deferral requests from students can only be approved by the Examination Committee.

- a. Re-sit exams or assignments must be completed within the same academic year.
- b. Individual students who fail a group assignment will be offered an alternative assignment as an individual re-sit.
- c. Grades of re-sit exams and assignments are capped at 60%. The final grade of modules with re-sit exams or assignments are capped at 60%.
- d. In case of a failed module the student can re-take the module at the next regular opportunity.
- e. Students who have been offered the option of a re-sit or deferral will be charged an administrative fee to cover the additional costs incurred by the school.
- f. Maximum 4 re-sit attempts are allowed per module.

Article 13. Mitigating circumstances

Students who experience difficulties or delays in their studies that stem from the student's personal or social situation (physical and/or psychological in nature) may put in a request to the Examination Committee for mitigating circumstances to be taken into account.

- a. If the mitigating circumstances are accepted by the Examination Committee, special arrangements will be made by the school's management.
- b. Mitigating circumstances requests need to be well founded and should be accompanied by all relevant documents.

Article 14. Exemptions

The Examination Committee can grant exemptions. It is the responsibility of the student to submit requests for exemptions in a timely fashion and in good order.

- a. An exemption for a specific module can be requested in situations in which the student has successfully completed a similar module at a similarly accredited or otherwise recognized institution or program, or has relevant work experience which covers the content of a module. Exemptions must be granted by the Examination Committee.
- b. Exemptions from certain regulations (i.e. those concerning assignment submission dates, deferral of exams) may be granted by the Examination Committee to students who are engaged in career development activities outside the school.
- c. Grades for exemptions are not considered when calculating the classification of the qualification/the GPA.
- d. Exemption requests need to be well-founded and should be accompanied by all relevant documents (grades obtained, module content, reading lists and so forth).

Section 4 - (Academic) (Mis)Conduct

Article 15. Academic conduct regarding educational activities

Students at the school are expected to maintain the highest standards of academic conduct.

- a. All educational products and performances must be referenced appropriately and according to the guidelines set out in the Referencing Guide in annex to the Student Guide.
- b. Unless stated otherwise, all individual assessments within the program are to be completed by the student concerned. Consultation with other students or any other person on any assessable work is not allowed without the express permission of the relevant module assessor.
- c. Project groups are composed by the assessor(s) of each specific module. In the event of group assignments, it is the responsibility of each individual student and of the entire group to ensure that all members of the group meet their responsibilities.
- d. Unless stated otherwise, all group assignments within the program are to be completed by the members of the group together. Consultation with students from other groups on any assessable work is not allowed without the express permission of the relevant module assessor.
- e. If a student fails to meet his/her responsibilities and the project group has reminded the student of his/her failings, the other students in the group may approach the assessor to discuss the situation. The assessor, in consultation with the school's management, may remove from the group any student who fails to meet his/her responsibilities. Students themselves may not exclude a fellow student from their project group.
- f. The consequences of delays, e.g. a capped grade, are the responsibility of the student or group of students in case of group work. Students may, individually or collectively, object to such a decision by the assessor and, if applicable, lodge an appeal.
- g. Any violation of these regulations is considered to be academic misconduct.

Article 16. Academic conduct during exams

The school's management is responsible for the proper organization and monitoring of the process of exams. In this context, the school's management has appointed proctors who act, when applicable, on behalf of the Examination Committee in an official capacity. Students must therefore follow the instructions of the proctor at all times.

- a. Students must bring an official ID (passport, ID card or driver's license) to exams, which will be inspected by the proctor.
- b. If the use of books, lecture notes or other items is allowed during an exam, the assessor will announce this in advance. It is prohibited to add any information to books, notes or other items, unless the assessor decided otherwise. Either the assessor or proctor may inspect these items before, during, or after any particular exam. The exchange of books, notes or any other items during an exam is prohibited.
- c. Dictionaries are not allowed during assessments that take place on-campus.
- d. Bags, coats, cases and all communication and electronic devices (excl. non-programmable calculators) must be left in a designated area of the exam room, at own risk. The exam proctor may ask students to empty their pockets.
- e. If the assessor allows calculators during exam, only the use of a "non-programmable" calculator is permitted. Students must bring their own non-programmable calculator to the exam. The proctor may check a student's calculator for programmability. It is prohibited to take into the examination or test room any materials, notes or aids other than those that have been officially authorized for the exam.

- f. During the exam, students are not allowed to visit the lavatory.
- g. Students may arrive no later than 15 minutes after the exam starts, unless otherwise specified. Students arriving after this time will be excluded from participating in the exam. No students are permitted to leave the exam until 30 minutes after the start of the exam.
- h. All materials (including notes and drafts) should be handed in at the end of the exam.
- i. It is forbidden to confer or communicate in any way with other students during an examination or test.
- j. If a proctor observes or suspects a student of cheating during an examination or test (e.g. by having materials other than those specified for that exam, or communicating in any way with another student), the proctor warns the student and will inform him/her that the incident will be reported to the Examination Committee as well as the school's management. At the end of the exam the student is required to hand in all materials, notes and equipment to the proctor as evidence. Immediately after the examination, the proctor writes a report of the incident and hands this, together with all the relevant materials, to the Examination Committee and the school's management directly after the examination. Based on the evidence and the report provided by the proctor, the Examination Committee decides whether there is a case of cheating and/or academic misconduct and, if so, determines the appropriate sanctions. Both the student and the school's management will be notified of the Examination Committee's decision.
- k. The student will be allowed to finish the exam as the decision about whether cheating/academic misconduct has occurred, is ultimately made by the Examination Committee. However, if the warning by the proctor results in rude or discourteous behavior on the part of the student, then the student will be immediately removed from the exam by the proctor on the basis of unacceptable conduct. A written statement concerning this will be part of the proctor's report submitted to the Examination Committee and the school's management. The school's management can decide to suspend the student for an appropriate period of time or to expel the student definitively from the school or program.
- l. Any violation of these regulations is considered to be misconduct and/or academic misconduct.

Article 17. Academic misconduct

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited and considered to be academic misconduct.

- a. A student who, through deception or negligence, makes it entirely or partially impossible for the assessor to correctly assess his/her knowledge, insight and skills, is in violation of the standards of academic conduct.
- b. Plagiarism is considered to be academic misconduct. Therefore, module assignments are checked for plagiarism, e.g. by plagiarism detecting software.
- c. The measures to be taken against violators of the standards of academic conduct are at the discretion of the Examination Committee and/or the school's management. Possible measures include direct failure of the module, a warning, a reprimand, a deduction of points from the final grade, or the denial of further participation in the assessment.
- d. In the case of repeated academic misconduct, following a recommendation of the Examination Committee to that effect, the school's management may take the decision to remove the student from the module, program or school.
- e. In cases where the discovery of academic misconduct does not occur until after the assessment has taken place, the Examination Committee or those acting on its behalf, may still decide to take appropriate measures.
- f. The Examination Committee is responsible for informing the student in writing of its decision and the measures taken with a view to the assessment(s) concerned and the consequences thereof.

- g. The school's management is responsible, having heard the Examination Committee's decision, for informing the student in writing of any other consequences that may result from (repeated) academic misconduct.
- h. Before any decision is made, the student will have the opportunity to be heard by the Examination Committee and/or the school's management.

Article 18. Misconduct

These regulations follow the rules and regulations concerning misconduct and the consequences thereof as laid down in the Student Guide.

Section 5 - Requests, Complaints, Objections, and Appeals

Article 19. Objections related to assessment

All issues regarding assessment, such as exams, assignments, grades and exemptions, are official decisions of the Examination Committee and cannot form the basis for a complaint, but only for an objection against a decision made by the Examination Committee.

- a. Students can lodge an objection with the Examination Committee. Objections have to be lodged in writing and in accordance with the appropriate procedure as described in the Student Guide.

Article 20. Other requests, complaints and/or objections

Students who consider the education or services delivered by the school fall short of the standard that can reasonably be expected, can submit a general request, a complaint according to the complaint procedure, and/or an objection or appeal.

- a. Initially, requests and complaints about and objections against decisions can be made informally to the responsible team members from the school.
- b. In case the student intends to formalize the request or complaint, the school procedures must be followed.
- c. The school has a formal complaint procedure which students can go through with all complaints that do not fall within the scope of the Examination Committee.
- d. If a student is of the opinion that a request or complaint has not been handled satisfactorily, he/she can lodge an objection. Objections must be lodged in writing and in accordance with the appropriate procedure as described in the Student Guide.

Article 21. Appeals

- a. Students can lodge an appeal with the Appeals Committee against a decision of the Examination Committee regarding his or her objection, or if a student is of the opinion that any other objection has not been handled satisfactorily. Appeals must be lodged in writing and in accordance with the appropriate procedure as described in the Student Guide. The Committee is chaired by an external member (with legal expertise). Decisions made by the Appeals Committee are final and binding and cannot be appealed within the school.

Section 6 - Final Conditions and Provisions

Article 22. Final conditions and provisions

In assessment matters not covered by these regulations, the Examination Committee, in consultation with the school's management, has the authority to take final decisions. In all other cases i.e. educational and organizational matters not covered by these regulations, the school's management has the authority to take final decisions.

- a. If required, the school's management will determine amendments to these regulations after consultation with the Examination Committee and/or the Program Committee.
- b. Changes affecting enrolled students can only be implemented if it can be reasonably assumed that the students' interests will not be harmed by said changes.
- c. A copy of any amendments will be available to all students and can be obtained via the official school communication channels.

Article 23. Graduation requirements

Successful completion of the program implies successful completion of all program requirements, module assessments and other applicable administrative requirements.

Article 24. Hardship

While setting conditions as much as possible in the spirit of the original rule or proposed rules and/or regulations while at the same time guarding against an undesirable precedent, the Examination Committee is nonetheless authorized but not obliged to take a different decision in a situation in which it considers that full enforcement of a rule or proposed rules and/or regulations would have a patently unreasonable effect on the student.

Chapter II - Programmatic Provisions

Section 1 - Scope and General Provisions

Article 25. Additional scope

The regulations under this chapter apply to the various programs specifically.

Article 26. Format

Modules are organized according to a predefined course planning in accordance with the school's Academic Calendar. Courses are scheduled in a daytime, evening, weekend, seminar, executive, virtual or hybrid format.

Article 27. Curriculum

The program structure is determined by the school's management. Students are expected to consult the information regarding the curriculum, including the applicable program requirements published through the official communication channels.

Article 28. Modules

The business theory courses are grouped in multi-course clusters that cover the core disciplines of the domain of business administration. Other courses are also grouped in clusters. Electives may be chosen from the list of electives. All relevant information about the various courses and modules is described in the Course Catalog.

Article 29. Program outcomes

The aim of the programs is that students obtain sufficient skills, knowledge and insights on the program's subject matter enabling them to obtain a qualification.

Article 30. Program requirements

- a. Electives can be chosen out of the available courses that do not directly count towards other program requirements. Electives will only be offered with a minimum number of 3 students. In case of cancellation of an elective, students will be informed and will be given the opportunity to participate in other scheduled electives.
- b. Students ideally determine their choice of courses at the start of the program. Choices become final after consultation with the school's management and subsequent enrollment. Changes due to exceptional circumstances will be addressed individually between the student and the school's management.
- c. Subject to approval by the Examination Committee, other electives may be completed as part of a student's study abroad period at another campus within the UBS campus network. During such study abroad period, only courses and modules validated by the Examination Committee can be considered for transfer into the program.

Section 1 - Graduate Degree in Business Administration

Article 31. Curriculum

The curriculum consists of mandatory modules and elective courses. The mandatory courses cover business theory, business skills, business cases and business challenges. The electives cover business and/or industry theory. The program culminates in a Final Project, either a Business Plan or a Business Project.

Article 32. Duration

This degree program is a 1-year full-time program (60 EC).

Article 33. Program outcomes

The following are the program's intended learning outcomes (ILO):

1. To demonstrate a thorough understanding of core business and management disciplines;
2. To translate knowledge of core business and management disciplines from integrative and cross-functional perspectives into relevant strategies;
3. To identify contemporary business challenges such as globalization, digitalization and sustainability and to devise appropriate strategies;
4. To identify leadership challenges and to develop appropriate leadership and communication skills in a variety of contexts;
5. To apply knowledge and to demonstrate skills needed to function in international contexts and cross-cultural environments;
6. To select and apply the appropriate methodology and tools to engage in sustainable and ethical problem-solving and decision-making;
7. To demonstrate insight into his/her own growth as a business professional and as a person and the ability to reflect upon his/her own thinking and behavior as well as that of others involved.

Article 34. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- d. Students are required to successfully complete a number of electives from the list of electives.
- e. Students are required to successfully complete the Final project.
- f. Students who successfully complete 6 courses in a Business Theory or Industry Theory cluster and also dedicate their Final Project to the same subject, will see the mention of such concentration on their Diploma Supplement.

Article 35. Final Project

The Final Project consists of a preparatory part and the project itself. Students can submit a project proposal for a Business Plan or a Business Project, and be assigned a mentor after having completed the preparatory part, i.e. the Applied Research Seminar.

The project will only be assessed after the student has completed all other courses and modules of the program. Submitting constituent parts of the project for grading is therefore only possible from the final quarter of the students' program. However, students can start preparing their project upon the successful conclusion of the preparatory part. During the preparation of their project students are recommended and encouraged to seek advice from their mentor on a scheduled basis.

Article 36. Program completion

Successful completion of the program results in the awarding of two qualifications: a school-awarded and private Graduate Degree in Business Administration, as well as a UIBS-awarded private (programmatically-accredited) Master degree.

- a. Additional regulations may exist with regards to the UIBS-awarded degree.

Section 2 - Graduate Diploma in Business Administration

Article 37. Curriculum

The curriculum consists of mandatory and elective courses. The mandatory courses cover business theory and business skills. The electives cover business and/or industry theory.

Article 38. Duration

This diploma program is a 1-year part-time program (24 EC).

Article 39. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 40. Program completion

Successful completion of the program results in the school-awarded and private Graduate Diploma in Business Administration.

Section 3 - Graduate Diploma in Business Studies

Article 41. Curriculum

The curriculum consists of elective courses only. The electives cover business and/or industry theory.

Article 42. Duration

This diploma program is a 1-year part-time program (24 EC).

Article 43. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of electives from the list of electives.

Article 44. Program completion

Successful completion of the program results in the school-awarded and private Graduate Diploma in Business Administration.

Section 4 - Graduate Diploma in Financial Management

Article 45. Curriculum

The curriculum consists of mandatory and elective courses. The mandatory courses cover business theory. The electives cover business and/or industry theory.

Article 46. Duration

This diploma program is a 1-year part-time program (24 EC).

Article 47. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 48. Program completion

Successful completion of the program results in the school-awarded and private Graduate Diploma in Financial Management.

Section 5 - Graduate Diploma in Marketing Management

Article 49. Curriculum

The curriculum consists of mandatory and elective courses. The mandatory courses cover business theory. The electives cover business and/or industry theory.

Article 50. Duration

This diploma program is a 1-year part-time program (24 EC).

Article 51. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 52. Program completion

Successful completion of the program results in the school-awarded and private Graduate Diploma in Marketing Management.

Section 6 - Graduate Diploma in Human Resource Management

Article 53. Curriculum

The curriculum consists of mandatory and elective courses. The mandatory courses cover business theory. The electives cover business and/or industry theory.

Article 54. Duration

This diploma program is a 1-year part-time program (24 EC).

Article 55. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 56. Program completion

Successful completion of the program results in the school-awarded and private Graduate Diploma in Human Resource Management.

Section 7 - Graduate Diploma in Supply Chain Management

Article 57. Curriculum

The curriculum consists of mandatory and elective courses. The mandatory courses cover business theory. The electives cover business and/or industry theory.

Article 58. Duration

This diploma program is a 1-year part-time program (24 EC).

Article 59. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 60. Program completion

Successful completion of the program results in the school-awarded and private Graduate Diploma in Supply Chain Management.

Section 8 - Graduate Diploma in Fashion Management

Article 61. Curriculum

The curriculum consists of mandatory and elective courses. The mandatory courses cover industry theory. The electives cover business and/or industry theory.

Article 62. Duration

This diploma program is a 1-year part-time program (24 EC).

Article 63. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 64. Program completion

Successful completion of the program results in the school-awarded and private Graduate Diploma in Fashion Management.

Section 9 - Graduate Certificate in Business Administration

Article 65. Curriculum

The curriculum consists of mandatory and elective courses. The mandatory courses cover business theory and business skills. The electives cover business and/or industry theory.

Article 66. Duration

This diploma program is a 1-year part-time program (12 EC).

Article 67. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 68. Program completion

Successful completion of the program results in the school-awarded and private Graduate Certificate in Business Administration.

Section 10 - Graduate Certificate in Business Studies

Article 69. Curriculum

The curriculum consists of elective courses only. The electives cover business and/or industry theory.

Article 70. Duration

This diploma program is a 1-year part-time program (12 EC).

Article 71. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of electives from the list of electives.

Article 72. Program completion

Successful completion of the program results in the school-awarded and private Graduate Certificate in Business Administration.

Section 11 - Graduate Certificate in Financial Management

Article 73. Curriculum

The curriculum consists of mandatory courses. The mandatory courses cover business theory.

Article 74. Duration

This diploma program is a 1-year part-time program (12 EC).

Article 75. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 76. Program completion

Successful completion of the program results in the school-awarded and private Graduate Certificate in Financial Management.

Section 12 - Graduate Certificate in Marketing Management

Article 77. Curriculum

The curriculum consists of mandatory courses. The mandatory courses cover business theory.

Article 78. Duration

This diploma program is a 1-year part-time program (12 EC).

Article 79. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 80. Program completion

Successful completion of the program results in the school-awarded and private Graduate Certificate in Marketing Management.

Section 13 - Graduate Certificate in Human Resource Management

Article 81. Curriculum

The curriculum consists of mandatory courses. The mandatory courses cover business theory.

Article 82. Duration

This diploma program is a 1-year part-time program (12 EC).

Article 83. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 84. Program completion

Successful completion of the program results in the school-awarded and private Graduate Certificate in Human Resource Management.

Section 14 - Graduate Certificate in Supply Chain Management

Article 85. Curriculum

The curriculum consists of mandatory courses. The mandatory courses cover business theory.

Article 86. Duration

This diploma program is a 1-year part-time program (12 EC).

Article 87. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 88. Program completion

Successful completion of the program results in the school-awarded and private Graduate Certificate in Supply Chain Management.

Section 15 - Graduate Certificate in Fashion Management

Article 89. Curriculum

The curriculum consists of mandatory courses. The mandatory courses cover industry theory.

Article 90. Duration

This diploma program is a 1-year part-time program (12 EC).

Article 91. Program requirements

Refer to Appendix A for the overview of program requirements.

- a. Students are required to successfully complete a number of courses from each identified cluster.
- b. Students are required to successfully complete a number of electives from the list of electives.

Article 92. Program completion

Successful completion of the program results in the school-awarded and private Graduate Certificate in Fashion Management.

Appendix A - Program Requirements

III MBA - Master of Business Administration (UIBS) (60 EC) + Metropolitan Graduate Degree in Business Administration (60 EC)

	Courses	Credits
Courses from the Financial Management cluster	2 out of 4	4
Courses from the Marketing Management cluster	2 out of 4	4
Courses from the Human Resource Management cluster	2 out of 4	4
Courses from the Supply Chain Management cluster	2 out of 4	4
Business Skills courses	2 out of 4	4
Business Cases courses	2 out of 4	8
Business Challenges courses	2 out of 4	8
Electives	6	12
Subtotal	20	48
Final Project	Business Plan + Applied Research Seminar OR Business Project + Applied Research Seminar	12
Total		60

III MS - Master of Science in Financial Management (UIBS) (60 EC) + Metropolitan Graduate Degree in Business Administration (60 EC)

	Courses	Credits
Courses from the Financial Management cluster	6 out of 8	12
Courses from the Marketing Management cluster	2 out of 4	4
Courses from the Human Resource Management cluster	2 out of 4	4
Courses from the Supply Chain Management cluster	2 out of 4	4
Business Skills courses	2 out of 4	4
Business Cases courses	2 out of 4	8
Business Challenges courses	2 out of 4	8
Electives	2	4
Subtotal	20	48
Final Project	Business Plan focused on Financial Management + Applied Research Seminar OR Business Project focused on Financial Management + Applied Research Seminar	12
Total		60

II MS - Master of Science in Human Resource Management (UIBS) (60 EC)
+ Metropolitan Graduate Degree in Business Administration (60 EC)

	Courses	Credits
Courses from the Human Resource Management cluster	6 out of 8	12
Courses from the Financial Management cluster	2 out of 4	4
Courses from the Marketing Management cluster	2 out of 4	4
Courses from the Supply Chain Management cluster	2 out of 4	4
Business Skills courses	2 out of 4	4
Business Cases courses	2 out of 4	8
Business Challenges courses	2 out of 4	8
Electives	2	4
Subtotal	20	48
Final Project	Business Plan focused on Human Resource Management + Applied Research Seminar OR Business Project focused on Human Resource Management + Applied Research Seminar	12
Total		60

II MS - Master of Science in Marketing Management (UIBS) (60 EC)
+ Metropolitan Graduate Degree in Business Administration (60 EC)

	Courses	Credits
Courses from the Marketing Management cluster	6 out of 8	12
Courses from the Financial Management cluster	2 out of 4	4
Courses from the Human Resource Management cluster	2 out of 4	4
Courses from the Supply Chain Management cluster	2 out of 4	4
Business Skills courses	2 out of 4	4
Business Cases courses	2 out of 4	8
Business Challenges courses	2 out of 4	8
Electives	2	4
Subtotal	20	48
Final Project	Business Plan focused on Marketing Management + Applied Research Seminar OR Business Project focused on Marketing Management + Applied Research Seminar	12
Total		60

II MS - Master of Science in Supply Chain Management (UIBS) (60 EC)
+ Metropolitan Graduate Degree in Business Administration (60 EC)

	Courses	Credits
Courses from the Supply Chain Management cluster	6 out of 8	12
Courses from the Financial Management cluster	2 out of 4	4
Courses from the Marketing Management cluster	2 out of 4	4
Courses from the Human Resource Management cluster	2 out of 4	4
Business Skills courses	2 out of 4	4
Business Cases courses	2 out of 4	8
Business Challenges courses	2 out of 4	8
Electives	2	4
Subtotal	20	48
Final Project	Business Plan focused on Supply Chain Management + Applied Research Seminar OR Business Project focused on Supply Chain Management + Applied Research Seminar	12
Total		60

II MA - Master of Arts in Fashion Management (UIBS) (60 EC)
+ Metropolitan Graduate Degree in Business Administration (60 EC)

	Courses	Credits
Courses from the Fashion Management cluster	6 out of 8	12
Courses from the Financial Management cluster	2 out of 4	4
Courses from the Marketing Management cluster	2 out of 4	4
Courses from the Human Resource Management cluster	2 out of 4	4
Courses from the Supply Chain Management cluster	2 out of 4	4
Business Skills courses	2 out of 4	4
Business Cases courses	2 out of 4	8
Business Challenges courses	2 out of 4	8
Subtotal	20	48
Final Project	Business Plan focused on Fashion Management + Applied Research Seminar OR Business Project focused on Fashion Management + Applied Research Seminar	12
Total		60

III MIM - Master in International Management (UIBS) (60 EC) with a concentration + Metropolitan Graduate Degree in Business Administration (60 EC)

	Courses	Credits
Courses from the concentration cluster	3 out of 4	6
Courses from the Financial Management cluster	2 out of 4	4
Courses from the Marketing Management cluster	2 out of 4	4
Courses from the Human Resource Management cluster	2 out of 4	4
Courses from the Supply Chain Management cluster	2 out of 4	4
Business Skills courses	2 out of 4	4
Business Cases courses	2 out of 4	8
Business Challenges courses	2 out of 4	8
Electives	3	6
Subtotal	20	48
Final Project	Business Plan focused on the concentration + Applied Research Seminar OR Business Project focused on the concentration + Applied Research Seminar	12
Total		60

The courses from the concentration clusters are organized by our sister institution, United International Business Schools (UIBS). In the case of the Healthcare Management concentration offered by our academic partner, the Maastricht School of Management (MSM), the 6 EC from the concentration cluster and the 6 EC in electives are both replaced by courses from the respective 12 EC concentration.

III Metropolitan Graduate Diploma in Business Administration (24 EC)

	Courses	Credits
Courses from the Financial Management cluster	2	4
Courses from the Marketing Management cluster	2	4
Courses from the Human Resource Management cluster	2	4
Courses from the Supply Chain Management cluster	2	4
Business Skills courses	2	4
Electives	2	4
Total	12	24

III Metropolitan Graduate Diploma in Business Studies (24 EC)

	Courses	Credits
Electives	12	24
Total	12	24

III Metropolitan Graduate Diploma in Financial Management (24 EC)

	Courses	Credits
Courses from the Financial Management cluster	6	12
Electives	6	12
Total	12	24

Metropolitan Graduate Diploma in Human Resource Management (24 EC)

	Courses	Credits
Courses from the Human Resource Management cluster	6	12
Electives	6	12
Total	12	24

Metropolitan Graduate Diploma in Marketing Management (24 EC)

	Courses	Credits
Courses from the Marketing Management cluster	6	12
Electives	6	12
Total	12	24

Metropolitan Graduate Diploma in Supply Chain Management (24 EC)

	Courses	Credits
Courses from the Supply Chain Management cluster	6	12
Electives	6	12
Total	12	24

Metropolitan Graduate Diploma in Fashion Management (24 EC)

	Courses	Credits
Courses from the Fashion Management cluster	6	12
Electives	6	12
Total	12	24

Metropolitan Graduate Certificate in Business Administration (12 EC)

	Courses	Credits
Courses from the Financial Management cluster	1 out of 4	2
Courses from the Marketing Management cluster	1 out of 4	2
Courses from the Human Resource Management cluster	1 out of 4	2
Courses from the Supply Chain Management cluster	1 out of 4	2
Business Skills courses	1 out of 4	2
Electives	1	2
Total	6	12

Metropolitan Graduate Certificate in Business Studies (12 EC)

	Courses	Credits
Electives	6	12
Total	6	12

||| Metropolitan Graduate Certificate in Financial Management (12 EC)

	Courses	Credits
Courses from the Financial Management cluster	6 out of 8	12
Total	6	12

||| Metropolitan Graduate Certificate in Human Resource Management (12 EC)

	Courses	Credits
Courses from the Human Resource Management cluster	6 out of 8	12
Total	6	12

||| Metropolitan Graduate Certificate in Marketing Management (12 EC)

	Courses	Credits
Courses from the Marketing Management cluster	6 out of 8	12
Total	6	12

||| Metropolitan Graduate Certificate in Supply Chain Management (12 EC)

	Courses	Credits
Courses from the Supply Chain Management cluster	6 out of 8	12
Total	6	12

||| Metropolitan Graduate Certificate in Fashion Management (12 EC)

	Courses	Credits
Courses from the Fashion Management cluster	6 out of 8	12
Total	6	12

||| Metropolitan Pre-Master Levelling Courses

	Courses	Credits
Pre-Master Levelling Courses	1 or more	n/a
Total		n/a



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