



# Final exam regulations

## Introduction

Final examinations at the Management & Technology Institute (MTI) follow strict rules and procedures. You **must** be familiar with these regulations to succeed in your final exams. Be prepared and you will avoid unnecessary frustration and stress.

## Regulations

1. The student can decide anytime to take the final examination by requesting an examination date to the MTI student affairs office.
2. From the moment of request for examination, it can take up to 6 weeks until the final examination will happen.
3. The final examination will be organized as follows:
  - 3.1 Written examination is based on a questionnaire
  - 3.2 The student will receive the questionnaire by email and has 3 hours to complete and send it back to the university (+ max 15 min.)
  - 3.3 The questionnaire includes only practical cases to develop
  - 3.4 70% of the final examination will be based on the module "Leadership". 30% on all other subjects of the self-study course
  - 3.5 3-5 days after the written final examination, the student will be invited for a video conference examination to answer questions related to his written exam. Time: 30 minutes
  - 3.6 Results of the final examination, and video conference examination are usually transmitted to the student within 5 days.
4. Results and certificate award
  - 4.1 Student must reach 75% (out of 100%) to get the course certificate and recommendation letter.
  - 4.2 In case of failure, the student can ask for a 2<sup>nd</sup> (and last) final examination
5. Final rules

The MTI is offering a completely free alternative, executive leadership MBA course, students have no right to ask for justification/explanation if they failed at the final examination.

A handwritten signature in black ink that reads "Michel F. Bolle". The signature is written in a cursive style with a long horizontal stroke at the end.

3<sup>th</sup> June, 2021

**President**