

# University Rules and Regulations



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## Table of Contents

<b>1. Business &amp; Management University</b>	<b>4</b>
1.1. Presentation	4
1.2. Mission	4
1.3. Undergraduate degrees	5
1.4. Graduate degrees	5
1.5. Admissions and Academic Calendar	5
1.6. Admissions and General Programs	6
<b>2. General information</b>	<b>7</b>
2.1. University office hours	7
2.2. Administration	7
2.3. Class periods and timetables	7
2.4. Library	7
2.5. Restaurant	7
2.6. Student lounge	7
2.7. Housing Rules	8
<b>3. Behaviour at university</b>	<b>9</b>
3.1. Bulletin boards	9
3.2. Use of classrooms	9
3.3. University equipment	9
3.4. E-mails	9
3.5. Web-site	9
3.6. Use of shared computing facilities	9
3.7. Computer labs	10
3.8. Use of computers and networks	10
3.9. Electronic communication	10
3.10. Privacy of information	11
3.11. Honesty	11
3.12. Drugs and alcohol	11
3.13. Physical violence	11
3.14. Other regulations	12
3.15. Intellectual property	12
3.16. Health and civil liability insurance	12
3.17. AVS (pension fund)	12
3.18. International Student ID card	13
<b>4. Academic rules</b>	<b>13</b>
4.1. Registration and the system of credits	13
4.2. Homework	13
4.3. Preparation of homework and papers - plagiarism vs. co-operation	13
4.4. Examination rules	14
4.5. Re-take exam policy	14
4.6. Exclusion from a course	14
4.7. Official Forms and Petitions	15
4.8. Absence	15
4.8.1 Absenteeism and registration	15

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4.8.2	Control of absences	15
4.8.3	In case of illness or accident	15
4.8.4	Absence at a term's exam	15
4.9.	Interruption of studies	15
4.10.	Status changes	16
4.11.	Fraud	16
4.12.	Cheating	16
4.13.	Plagiarism	16
4.14.	Fabrication	16
4.15.	Obtaining an unfair advantage	16
4.16.	Unauthorized collaborating on an academic assignment	16
4.17.	Aiding and abetting academic dishonesty	16
4.18.	Disclosure of information	17
<b>5. Tuition fees</b>		<b>17</b>
5.1.	Tuition Refund Policy	17
5.2.	Termination of studies and tuition	17
5.3.	Payment for class material	17
<b>6. Academic Program and rules</b>		<b>17</b>
6.1.	Undergraduate Programs	17
6.1.1	Equivalent Credits	18
6.1.2	Grade assessment	18
6.1.3	Range of grades for BMU programs	19
6.1.4	Yearly grades	19
6.1.5	Undergraduate Probation	19
6.1.6	Research Paper	19
6.1.7	Research Paper Timeframe	20
6.1.8	Graduation	20
6.2.	Graduate Programs	21
6.2.1	Procedure for Recommending Degree Candidates	22
6.2.2	Equivalent Credits	23
6.2.3	Assessment and Yearly Promotion	23
6.2.4	Range of grades for BMU programs	23
6.2.5	Yearly grades	24
6.2.6	Procedure for Graduation	24
6.2.7	Master Research OR Internship	24
6.2.8	Master Thesis Written Report	25
6.2.9	Graduate Probation	28
6.2.10	Graduate Suspension	28
6.2.11	Graduate Re-admittance after Suspension	28

## **Student Rules and Regulations**

### **1. Business & Management University**

#### ***1.1. Presentation***

Established upon the request of the Swiss international banks and financial institutions, IFGP (in 1995) has been responsible for the professional development of individuals assuming leadership functions in financial and management institutions. The same institution has created Business & Management University. The Geneva campus receives international students and provides bachelor and master program in business administration and finance.

The Business & Management University organization includes three Departments: The business and management department, the Banking and Finance department under the name "University of Finance" (UF) and the Department of Language Communication (DLC).

#### ***1.2. Mission***

Business & Management University is committed to higher education, operates under the direction of a strategic committee compound by five members. The administrators, faculty, staff, and students of the University, are committed to excellence in education.

It carries out its mission by assembling a faculty team having high academic and professional standards.

The University is dedicated to the preparation of student in two fields in the arts and sciences: business administration and banking & finance.

A major commitment exists to provide educational services for the larger national and international community, especially graduate education for mature students.

To encourage students to develop their unique potential and to become quickly productive member of society, the University seeks to provide an appropriate academic and social environment. Moreover, the University attempts to responds to the needs of its students through administrative services, teaching, scholarship and research.

The primary mission of Business and Management University is to prepare students, both undergraduate and graduate, for careers with increasing professional and managerial responsibility in business and finance. Undergraduate students also are prepared for admission to graduate programs in business, and finances: private banking, corporate finance or banking and insurance.

Consistent with the mission of Business & Management University as a teaching institution, the business program is committed to the intellectual growth of its students through classroom instruction. All other activities within the University are in support of that primary aspect of the overall mission. Memory thesis, paper research, service to the University is encouraged as a means of improving teaching excellence and the learning process.

Highly experienced professionals instruct courses. We consider this as one of our major strengths. Their effectiveness is constantly monitored and evaluated by means of student interviews and course evaluation forms, filled out by students at the end of each course.

### **1.3. Undergraduate degrees**

The Business & Management University provides the following undergraduate degrees:

#### **Bachelor of Science Degree in Finance (BSc. F)**

#### **Bachelor of Business Administration Degree in Management (BBA)**

The standard duration is 3 years (9 terms). The maximum duration for all undergraduate degrees is 5 years; therefore all students should complete the requirements within 5 years in order to receive their diploma. The average is 3 years or 4 years on a part-time basis.

### **1.4. Graduate degrees**

The Business & Management University delivers the following graduate degrees:

#### **Master of Science Degree in Finance (MSc. F)**

#### **Master of Business Administration Degree in Management (MBA)**

#### **European Master Degree in International Private Banking (EMIB)**

#### **European Master Degree in Corporate Finance (EMCF)**

#### **Dual Master Degree in Business Administration with ESC Chambéry (MBA)**

The standard duration is 1 ½ years (5 terms). The maximum duration for Master degrees in Finance and Management is 2 ½ years and 3 years for all European Master Degrees. Therefore all students should complete the requirements within 2 1/2 years and 3 years respectively in order to receive their diploma.

### **1.5. Admissions and Academic Calendar**

For an updated version of the calendar including academic terms and official holiday periods, please see our website:

[www.bmuniversity.com](http://www.bmuniversity.com)

The university has 3 main intakes during the academic year in January, April and September. New students must meet all of the academic requirements outlined on the website under the admissions section.

## 1.6. Admissions and General Programs

This table provides an illustration across the entire spectrum of academic programs that the Business and Management University provides.

Undergraduate Programs			
Preparatory program	<b>Intensif English</b>		
	3, 6 or 9 months		
	1, 2, 3 terms		
	260, 520, 780 lessons		
1st year			
1st term	2nd term	3rd term	
3 months	3 months	3 months	
200 periods	200 periods	200 periods	
2nd year			
1st term	2nd term	3rd term	
3 months	3 months	3 months	
200 periods	200 periods	200 periods	
3rd year			
1st term	2nd term	3rd term	
3 months	3 months	3 months	
200 periods	200 periods	200 periods	
4th year			
1st term	2nd term	3rd term	
3 months	3 months	3 months	
200 periods	200 periods	200 periods	
<b>Graduate Programs</b>			
<b>Certificates</b>			
1 day to 3 weeks			
8 to 120 lessons			
<b>Master of Science in Finance (MSc)</b>			
<b>Master of Business Administration (MBA)</b>			
One year			
1st term	2nd term	3rd term	
3 months	3 months	3 months	
260 lessons	260 lessons	260 lessons	
<b>Executive Master (Exe-MA)</b>			
One year			
1st term	2nd term	3rd term	
3 weeks	3 weeks	3 weeks	
120 lessons	120 lessons	120 lessons	
<b>Risk Manager, CMA—Certified Management Accountant, CFM—Certified in Financial Management, CPA—Certified Public Accountant</b>			
1st year	2nd year	3rd year	
Level 1	Level 2	Level 3	
650 lessons	650 lessons	625 lessons	

## **2. General information**

### **2.1. University office hours**

The University is open from Monday to Friday from 8h30 to 20h30

### **2.2. Administration**

The main reception is located on the 3<sup>rd</sup> floor and is open from Monday to Friday from 8h30 to 17h30. All attestations requests and official enquiries should be submitted in writing. Attestations request forms are available at the reception, 1 original set of attestations are provided per student, any additional attestations can be received for a fee of CHF 20.

### **2.3. Class periods and timetables**

Each class period is 45 minutes long and there are approx 4 periods for each course per week. Timetables may change during exam periods. There are no breaks during exams.

### **2.4. Library**

The BMU students can use the public universities library located within walking distance from the BMU campus. Students can consult books and magazines, and borrow a maximum of ten books for 4 weeks free of charge.

The address is:

Graduate Institute of International and Development Studies  
Library  
P.O. Box 76  
CH-1211 Geneva 21

Opening Hours: Monday-Friday: **9am-10pm** Saturday: **9am-5pm**

Tel: (+41 22)908.58.88

Fax: (+41 22)908.62.70

E-mail: [library@graduateinstitute.ch](mailto:library@graduateinstitute.ch)

### **2.5. Restaurant**

The BMU students can take their meals at the student restaurant, which is located in the Jardin Botanique Park on the lake at 3 minutes walk from the university. The menu includes a main dish and a salad at a reasonable price.

### **2.6. Student lounge**

The student lounge is on the 2<sup>nd</sup> floor. Students are allowed to drink and take some light snacks in this area; there are also basic computing facilities and a flat screen television for relaxation. Smoking is prohibited inside the University premises. There is a terraced area at the campus entrance designated for this. Self-service distributors for hot and cold drinks/snacks are available. It is strictly forbidden to eat and drink in classrooms or in the computer rooms.

## 2.7. Housing Rules

When applying for accommodation, you have the following options (depending on availability):

1. Shared room in an apartment **CHF 600/mth**
2. Single occupancy in common lodgings **CHF 800/mth**
3. Studio (not shared with other individuals) **> CHF 1'100/mth**

Some utensils are provided in the kitchen, as well as a cooker and a refrigerator. Please bring any special cooking material, if required.

It is compulsory to have "Personal Liability Insurance" in Switzerland. This form is provided in the welcome package obtained at the reception upon arrival.

Every student requiring accommodation has to pay for a contracted period of 6 months before his/her arrival in Switzerland. Any student requiring accommodation must inform the university for the first time, a minimum of 2 months before arrival in order to reserve a university apartment via [accommodation@bmuniversity.com](mailto:accommodation@bmuniversity.com). Under normal circumstances, an apartment can only be reserved when an 'admission letter' has been issued following the final payment.

Students cannot quit the apartment during the contracted period of 6 months. Beyond this date, it is automatically renewed for 6 months, unless a student informs the university 3 months prior to the end of the contracted period. The university cannot accept any responsibility for accidents that occur within the apartments.

If any problems (damages, theft, etc.) occur, the student will be held financially responsible.

In the event that a student does not follow the University's buildings rules, the University has the right to cancel the apartment contract with the student at any time.

Please note that the sharing of an apartment is a temporary arrangement only possible during your studies in our University. You are not authorized to let any other person live in the apartment, apart from those officially registered with the University. Accommodating other people, without the consent of the university, is strictly forbidden. Any violation of this rule will lead to sanctions such as immediate expulsion from the apartment and/or the university.

The first CHF 20 of the electricity bill per month is included within the monthly rent; any excess is passed onto the student and taken from the deposit.

The apartment key that is handed over by the university is then the responsibility of the student; its loss will lead to the tenant having to pay for the replacement of the keys. Making copies of the key is strictly forbidden. Furthermore, when a student vacates the apartment; it is their responsibility to inform the university at least 1 month in advance and OCP of the change of address. Forms are available at the university's reception.

Keeping the apartment clean is also the responsibility of the tenant(s). Controls are made on a regular basis. In case the apartment is found not to be clean and tidy, the university will automatically send a cleaner and the student(s) will have to pay for it. It is also common knowledge in Switzerland for tenants to respect



their neighbours' tranquillity at all times and especially after 22h00 during weekdays and all day Sunday. Failure to acknowledge this may result in complaints to BMU, which will lead to sanctions.

Any credited amount that remains from the apartments is not refunded but deducted from future tuition fees unless the student is leaving.

### **3. Behaviour at university**

Below are a number of rules of behaviour, which apply to everyday life within the University.

#### **3.1. Bulletin boards**

The fixed white boards and electronic bulletin boards displayed on the 2<sup>nd</sup> and 3<sup>rd</sup> floors are reserved:

1. For the students' association
2. For job placements
3. For the University rules and schedules

#### **3.2. Use of classrooms**

Classrooms must be left tidy. In particular, tables and chairs must be put back in place. Windows should be closed at the end of each class session.

#### **3.3. University equipment**

Every student must take care of the university's belongings, i.e. equipment, furniture, etc. on the University's premises. Damage may lead to financial fines.

#### **3.4. E-mails**

Every student can apply for an e-mail address and an e-mail account if required. This enables the University to inform students promptly about its activities. All students who register to keep their personal email address/phone number must keep these details updated with the university.

#### **3.5. Web-site**

The University's website is [www.bmuniversity.com](http://www.bmuniversity.com).

#### **3.6. Use of shared computing facilities**

Computer and network facilities are provided to students primarily for their educational use. Wireless networking facilities are available across the campus. Consequently, attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

Students may not attempt to damage or degrade the performance of the University's computers and networks and should not disrupt the work of other users. Students may not attempt to circumvent security systems, or to exploit or probe for security holes in any University network or system, nor may students attempt any such activity against other systems accessed through the University's facilities.

Execution or compilation of programs designed to breach system security is prohibited unless authorized in advance. Students assume personal responsibility for the use of their accounts. Consequently, students may not disclose their passwords or otherwise make University's facilities available to unauthorized individuals (including family or friends). Moreover, the possession or collection of others' passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information is prohibited. Use of University's computers and networks for business-related purposes without authorization is prohibited.

### **3.7. Computer labs**

Students are requested to log off from their PCs and screens when they have finished using them. The last student who leaves the room must turn off the lights before leaving.

Hacking, copying software or installing programs and video games on hard disks of the University's PCs is strictly prohibited.

The illicit access and the utilization of profiles of other students, professors or the university's collaborators will result in a disciplinary action, including immediate suspension from the campus.

It is strictly forbidden to use notebooks and portable computers, the University have prepared some cable access for portable computers in the lounge.

### **3.8. Use of computers and networks**

Students who are provided access to University computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. The University expects students to be careful, honest, responsible, and in the use of computers and networks.

Those who use wide-area networks (such as the Internet) to communicate with individuals or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks as well as those for University's systems.

In addition to being a violation of University rules, certain computer misconduct is prohibited and is subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system or data base, falsely obtaining electronic services or data without payment of required charges, and destruction of electronically processed, stored, or in-transit data. In addition, a student may be held responsible for misuse that occurs by allowing a third party access to the student's own computer or account.

### **3.9. Electronic communication**

The University neither sanctions nor censors individual expression of opinion on its systems. The same standards of behaviour, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing.

### **3.10. Privacy of information**

Computer systems and networks provide mechanisms for the protection of private information. These mechanisms are imperfect and any attempt to circumvent them or to gain unauthorized access to private information (including both stored computer files and messages transmitted over a network) will be treated as a violation of privacy and will be cause for disciplinary action.

In general, other users must treat information that the owner would reasonably regard as private as private. Examples include the contents of electronic mail boxes, the private file storage areas of individual users, and information stored in other areas that are not public. If measures have not been taken to protect such information this does not mean that others can inspect it.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain accounting and directory information (for example, user names and electronic mail addresses), certain records of file names and executed commands, and information stored in public areas, are not protected.

Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behaviour of others will be considered invasions of privacy that would be cause for disciplinary action. The compilation or redistribution of information from University directories (printed or electronic) is forbidden. For further information and details, see "Computer Rules and Responsibilities."

### **3.11. Honesty**

The University expects all students to be honest and sincere in their dealings with the members of the University.

All students are required to respect private and public property; instances of theft, misappropriation, or unauthorized use of or damage to property will result in disciplinary action, including expulsion from the University.

### **3.12. Drugs and alcohol**

The University expects its students to maintain an environment that is safe and healthy. The unlawful possession, use, or distribution of illicit drugs and alcohol by students on University premises or as a part of any University activity are violations of University rules as well as the law. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics; procurement or distribution of alcohol by anyone under 18 years of age; provision of alcohol to anyone under 18 years of age; and operation of a motor vehicle under the influence of alcohol or drugs or with an open container of alcohol are violations of the law and of University policy. The University holds its students and employees responsible for the consequences of their decisions to use or distribute illegal drugs or to serve or consume alcohol.

### **3.13. Physical violence**

The University strives to maintain a safe and secure environment for all staff and student and does not tolerate physical violence used by or against the members of the community. Students are expected to avoid all physical conflicts, confrontations, and altercations unless their own safety or that of

another is in extreme jeopardy. Failure to do so will result in disciplinary action, and could lead to exclusion.

### **3.14. Other regulations**

In its effort to foster responsible behaviour and ensure a safe environment for the community, please note the following: Any student in possession of stolen goods is subject to disciplinary action.

A student who is guilty of an offence against law and order at the time of a public disturbance or demonstration or who disregards the instructions of a proctor or other University officer at such a time is subject to disciplinary action and may be excluded.

Students are requested not to engage on University premises in any games that might annoy others, cause damage, or injure passers by.

Bicycles may not be kept on the University premises or parked on sidewalks providing access to the University. The violation of any Motor Vehicle Registration and Parking Regulations set forth can lead to disciplinary action.

No student shall be connected with any advertising medium (including the press, the Internet, or other public forum) or publication that makes use of the name of the University or implies without permission of the University, through its title or otherwise, a connection with the University. No firm, agency, organization, or individual shall solicit in a University dormitory at any time, for any purpose. Only the Management Committee of the University may grant exceptions to this rule.

Distribution of printed matter in University buildings is subject to guidelines issued by the Management Committee. Any student who fails to pay his or her University invoices by the prescribed date will be deprived of the privileges of the University and not allowed to graduate.

### **3.15. Intellectual property**

Computer programs written as part of one's academic work should be regarded as literary creations and subject to the same standards of misrepresentation of copied work (See Preparation of Papers and Other Work: Plagiarism and Collaboration). In addition, attempts to duplicate, use, or distribute software or other data without authorization by the owner is prohibited.

### **3.16. Health and civil liability insurance**

Health Insurance (covering illness and accidents) as well as liability Insurance are compulsory in Switzerland. Additional information may be obtained from the administration office.

### **3.17. AVS (pension fund)**

A student of 20 years of age or above, students residing in Switzerland and who is engaged in any lucrative activity must pay an AVS contribution. Students are asked to contact the Caisse Cantonale Genevoise AVS de Compensation (54, rte de Chêne - 1211 Geneva 29 - tel. 022-718.67.67)

### **3.18. *International Student ID card***

Students can purchase their International student ID cards at the beginning of the year. Cardholders can be granted preferential rates: airline tickets, shows, bookstores and many more. Students should renew their ID card every year.

## **4. Academic rules**

### **4.1. *Registration and the system of credits***

The total number of credits for any student can be obtained during the registration week, one week before each new term starts whereby a student can register for the following terms subjects. The total number of credits for a program must be satisfied before completing a degree. Students arriving after the end of the registration week(s) are obliged to do subjects selected by the registration team, hence very little flexibility. Any student who wants to make subject changes must do so within the 1<sup>st</sup> week, any student registering after the end of the 2<sup>nd</sup> week must wait until the following term and may nevertheless be invoiced for the academic term.

### **4.2. *Homework***

Students are responsible for ensuring that required written course work is submitted and received on time. Written work should not be left in open mailboxes or other unattended places but rather given personally and directly to the course Professor or a responsible person acting on his or her behalf. Papers that are mailed to Professors should be sent by certified mail, and a receipt of delivery should be requested from the Postal Service. Students should keep both the postal receipt and a copy of the paper.

### **4.3. *Preparation of homework and papers - plagiarism vs. co-operation***

All homework assignments, projects, lab reports, papers and examinations submitted to a course are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people.

The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student's reading and research or from a student's own writings, the sources must be indicated.

A computer program written to satisfy a course requirement is, like a paper, expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty; so is deriving a program substantially from the work of another.

The amount of collaboration with others that is permitted in the completion of assignments can vary, depending upon the policy set by the head of the course. Students must assume that collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor. Students must acknowledge any collaboration and its extent in all submitted work.

Students who, for whatever reason, submit work either not their own or without clear attribution to its sources will be subject to disciplinary action, and ordinarily required to withdraw from the program.

#### **4.4. Examination rules**

In order to avoid any possible suggestion of improper behavior during an examination, students should refrain from communication with other students while an exam is in progress. They should also not retain or refer to any books or papers during an examination except with the express permission of the instructor or proctor. Eating and drinking are not permitted in any examination room.

All students should take their student card/official ID with them in order to enter the exam room; the student may be required to show their ID before the exam. The invigilator will find the student from the absence list, if the student has not achieved 80% attendance during the course, the student will be asked to leave the exam place. Only students having obtained 80% attendance will find their exam paper displayed.

Mid-term exam papers can be returned by the professor, final exam papers are with-held by the administration.

#### **4.5. Re-take exam policy**

1. A student is eligible for a re-take exam ONLY if the original grade was above 3.0 when the course was taken. This applies to students in all courses taught at BMU that have not received the credits for a specific course when the exam was initially taken.
2. The retake grade replaces the total result from when the exam was originally taken. An exam can be taken a maximum of 2 times after the original attempt.
3. The re-take exam session takes place 3 times per year during the mid-term preparation week before the mid-term exam week during each term. This is the only time retake exams can be taken.
4. All re-take exams must be taken within the following 2 terms for any subject that a student failed in the previous term. There is no exception. The only alternative is to re-do the course.
5. After the exam session, the professors concerned are given all exam papers during that mid-term exam session and the re-take grade is returned within 2 weeks.
6. Following this, the student has until the beginning of the final exam preparation week during that term to review the exam paper if required. The paper cannot be removed from the BMU premises and no paper can be reviewed following this period. This applies to all students during the current term that have taken re-take exams only.
7. A maximum of 3 re-take exams can be taken at any one time; and registration must take place within the first 2 weeks of each term at the reception.

#### **4.6. Exclusion from a course**

A student who neglects any course may, after being warned in writing by the course Professor, be excluded from the course with the approval of the Academic Committee. Students excluded from a course are denied any right to further course evaluation, including final and makeup examinations.

#### **4.7. Official Forms and Petitions**

Students should understand that providing false or misleading information or signing any other person's name or initials on a study card, Plan of Study, change-of-course petition, registration form, or on any other official form or petition will make them subject to disciplinary action, including requirement to withdraw.

#### **4.8. Absence**

##### **4.8.1 Absenteeism and registration**

All students must register during the specific registration periods prior to the start of each term (displayed in the calendar). Any student arriving late must provide a valid written excuse to the academic committee. Any student arriving beyond the start of the 2<sup>nd</sup> week will not be allowed to register during that term unless under exceptional circumstances. In this case the student will have to wait until the following term to register but it must be understood that the tuition fees are due for the current term.

- Attendance is compulsory. To participate in the final exams at the end of each term, a student must have a class attendance record of at least 80%, this means no more than 2 classes can be missed per course.
- Only absences due to medical or official reasons will be tolerated. In case of absence, it is the student's responsibility to obtain all pertinent information from fellow classmates (subjects discussed, assignments, etc.) A medical certificate must be presented to the teacher to explain their absence. In this case, if a medical certificate is presented, the student will be counted as present.

##### **4.8.2 Control of absences**

- In every class, the professor carries out registration. A record of absences is held by the administration. Students having exceeded the limit of 20% of absences are advised that they are not allowed to participate in the end-of-term exam for that subject.

##### **4.8.3 In case of illness or accident**

- Every absence caused by illness or accident must be notified to the students' secretariat as soon as possible. A medical certificate is required for all absences exceeding three days.

##### **4.8.4 Absence at a term's exam**

- The term's exams are compulsory. In case of illness a medical certificate has to be presented; in such cases, the Professor will reschedule an exam date. In case of unjustified absence, there is no possibility of re-taking the exam and a grade of zero will be awarded.

#### **4.9. Interruption of studies**

Students wishing to interrupt their studies, up to a maximum of one year, must submit a written request to the Registrar at least two months prior to the beginning of the term of intended absence. If this request is not submitted in due time, students will be considered as regular students and will have to pay tuition fees. Only under certain circumstances and exceptional cases the interruption demand should be analysed by the academic committee.

#### **4.10. Status changes**

The University must be informed of any changes of name, address (private or professional), telephone number, nationality, and civil status as soon as possible. Modification of name, civil status or nationality can be done only upon the presentation of official documents.

#### **4.11. Fraud**

All material submitted as part of any class exercise must be the actual work of the student whose name appears on the material. Students are cautioned against the possession of unauthorized material during any examination or quiz. A student who is found guilty of dishonesty in academic work may receive a failing grade for the course and may be dismissed from the University.

#### **4.12. Cheating**

Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

#### **4.13. Plagiarism**

Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

#### **4.14. Fabrication**

Falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

#### **4.15. Obtaining an unfair advantage**

Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor

#### **4.16. Unauthorized collaborating on an academic assignment**

Retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination. Intentionally obstructing or interfering with another student's academic work. Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work

#### **4.17. Aiding and abetting academic dishonesty**

Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above providing false information in connection with any inquiry regarding academic integrity.



#### **4.18. Disclosure of information**

Any information related to a student may be communicated to his/her parents.

### **5. Tuition fees**

Students must pay their tuition fees directly to the University's bank account, at least one month prior to the beginning of each term.

#### **5.1. Tuition Refund Policy**

If an admitted student has to cancel his/her registration for whatever reason, the refunds will be handled as follows:

- **Refund of 100%** if the University receives cancellation more than 8 weeks before the start of the course.
- **Refund of 50%** if cancellation is received by the University between 8 and 4 weeks before the start of the course.
- **No refund** if the University receives cancellation later than 4 weeks before the start of the course.
- **No refund** if an admitted student postpones his/her entry to the University and then postpones or cancels the registration again.

If the visa or the residence permit is refused and the student hasn't started the courses, we will reimburse the entire amount excluding the application fee and administration fees. In case of "**force majeure**", and before the term starts, the tuition fees will be refunded, except for the application and administration fees. In the event that a visa is accepted and the student changes their decision and withdraws their application to start, the refund policy timelines above are applicable.

#### **5.2. Termination of studies and tuition**

Every student must come to register for their subjects three times per year during the 10 day period prior to the start of each term. In the event that a student wishes to terminate his/her studies at the University, he/she must inform the Administration in writing two months prior to the end of their academic year. A student that does not register for two consecutive terms will not have the right to be enrolled for the following academic year and the full payment for the current academic year must be completed.

#### **5.3. Payment for class material**

For detailed information regarding fees, please contact the university. An annual tuition fee and class material fee is displayed beside each program on the university website.

### **6. Academic Program and rules**

#### **6.1. Undergraduate Programs**

The undergraduate program requires the equivalent of a minimum of three academic years (9 terms- quarters-- of 12 weeks each) of full time course work or the equivalent of a minimum of four years (12 terms-quarters- of 12 weeks each) of part time course work for the bachelor degree. The total number of credits for a program is 180 credits. The program has to be completed in a maximum of 5 years. In the event that a student has not finished within the 5

year timeframe, the academic committee will decide whether the student is permitted to continue studying at the university. Please note that all credit equivalents from other schools must be agreed upon by the Academic Committee before starting the intended program. It is not the policy of the university to accept credits after the program has started.

The program consists of 4 groups of courses as mentioned below:

<b>Requirements for Bachelor Program</b>	<b>Credits Required</b>
General Education	<b>69</b>
Core courses	<b>72</b>
Orientation Courses	<b>36</b>
Elective courses	<b>3</b>
<b>Total</b>	<b>180</b>

(Please see the Bachelor Program curriculum displayed on the website beside each program for more detail.)

To get the bachelor degree the candidate has to succeed in approx. 23 courses in general education group (69 credits), 26 courses in the core course section (78 credits), 12 courses in the orientation section (36 credits) and a minimum of one elective course (3 credits). **Credits from the Pre-Bachelor Program cannot be used towards the Bachelor or Master Program total credit requirements.**

#### **6.1.1 Equivalent Credits**

For new students, a maximum of 20% of the total number of required Bachelor credits can be accepted at the discretion of the academic committee. This depends upon whether the previous university/institute possesses at least the same accreditations and standards as the Business & Management University. Any application for credit equivalents must be accepted only before starting as a new student. No equivalent credits are considered after a new student has started under any circumstances.

#### **6.1.2 Grade assessment**

- Graded work  
In every course, Professors may organize intermediate tests. Student work is evaluated on the basis of written or oral tests, and personal or group assignments. To be graded, assignments must be handed back on time.
- Participation  
The general participation of a student during the term is graded.
- Term exams  
At the end of every term, students must participate in the exam session.

### 6.1.3 Range of grades for BMU programs

The evaluation of homework, exams and general participation is expressed by the following grades:

6.0	=	Excellent
5.5	=	Very good
5.0	=	Good
4.0	=	Pass
3.0 – 3.9	=	Fail - Allowed to do a re-take exam
< 3.0	=	Fail - Course must be retaken

The averages are calculated to the tenth of point. Professors assign weights. The general framework should be as follows:

Homework, Presence & Participation: Between 10% and 40%  
Mid-Term Exam: Between 10% and 40%  
Final Exam Term: 50%

### 6.1.4 Yearly grades

At the end of every term (3 terms/year), the Grade Point Average is calculated as the weighted average of the terms' grades for all courses taken during the year. A summary of all grades for every subject can be found online via the student online extranet module.

### 6.1.5 Undergraduate Probation

At the end of every term, the student receives a term grade report, which includes the last term completed and the cumulative notes of previous terms. In order to maintain their regular status, students must maintain a B overall grade point average (4.0 or 67% of a maximum of). Students with a grade point average of below C (3.0 or 50% of a maximum of) will receive an academic warning. A student who has received an academic warning must earn a 4.0 average of the cumulative marks of the previous terms, during the next term of enrollment or be placed on probation. A student on probation for 2 consecutive terms must explain themselves to the academic committee and may result in expulsion if the grades are not improved in the following term.

### Undergraduate Suspension

A student on probation who fails to earn a grade point average of 3.0 or higher may also be suspended.

### 6.1.6 Research Paper

The Research Paper must be chosen in the final term of study for all BBA and BSC students, the 'R1 Research Paper Form' obtained from the reception must be completed by the teacher and all parties concerned before being able to start the Research Paper. Successful completion of the Research Paper is required in order to graduate and represents 3 credits. The following rules of style will apply to all research papers submitted for credit. Students should also observe these standards in preparing the Research Paper.

- Observe the rules of correct English grammar and spelling, and use a writing style that is simple, direct and dignified. Slang, contractions and very informal usage are inappropriate.
- Surround all quotations in quotation marks, and reference their correct sources. Indent and single-space quotations of more than five lines. Avoid long direct quotations.
- Use abbreviations sparingly, and explain each abbreviation completely the first time it appears.
- Cite the source of paraphrased information or ideas to avoid any possible grounds for a charge of plagiarism.

The Research Paper should be typewritten in either Times New Roman, Arial or a similar font and double-spaced.

- A minimum of 20 Pages are required.
- The annexes are not included in the 20 pages and must be inserted at the end of the report.

### **6.1.7 Research Paper Timeframe**

All registered students must attend the Research Paper classes scheduled during the term. The deadline for submission of the report is during the Final Exam week normally scheduled within the 12<sup>th</sup> week of the term. There are phases during the duration that must be followed:

**Phase 1:** The student must fully complete the R1 form within the first week of term.

**Phase 2:** The student must present an initial draft copy of the report 30 days after the R1 form has been completed. This coincides with the Mid-Term Exam week.

**Phase 3:** Any appropriate changes that must be made are to be done within the 2 weeks that follow and the changes must be confirmed by the Research Paper supervisor.

**Phase 4:** The report must be finalized and submitted before the Final Exam Preparation week (Week 11). Upon submission of the report, (1 paper copy and 1 email directly to the supervisor, the defence presentation must also be scheduled during the final exam preparation week. The duration of the presentation is between 45 minutes and 60 minutes. It must be presented during the Final Exam Preparation week (Week 11), the presentation must be sufficiently prepared and students should be aware that the panel of judges present will pose detailed questions.

Failure to meet these deadlines will result in a student not being permitted to graduate during that term and additional action from the academic committee towards the student will be taken.

### **6.1.8 Graduation**

Initially, a student is eligible for entry into a master's degree program upon completion of 180 credits obtained from BMU including 3 credits from 'Research Paper' or equivalent from a different university. A limited number of credits obtained from other accredited institutions may also be accepted, depending upon the decision made by the Academic Dean and the Registrar.

After the exams at the end of a term and before the beginning of the next term there is a period used to register all students. Each student is presented a form; the subjects are selected for the following term and each student must sign for each subject, it is the responsibility of the student to be present during the registration week prior to each term in order to successfully register for the following term.

The Registrar, based upon whether the appropriate pre-requisite subjects have been completed and the number of credits remaining, gives the subjects chosen by the students a final approval.

Upon completion of these forms, they are filed with the Registrar. All students will be notified as to which courses must be completed in order for the student to graduate. As such, the Registrar is the authority determining whether a student will graduate or not.

Upon completion of the penultimate term, in the event that a potential graduate does not successfully pass all of the courses chosen in the final term, the rule is applied stating that the student must repeat the courses or re-take the exams that were failed, during the following term. Only upon completion of all of these requirements will the student be eligible for a Business and Management University diploma.

## 6.2. Graduate Programs

The full-time master's degree program requires the equivalent of a minimum of one academic year or three terms –quarters- of 12 weeks each of full time work plus a one semester (6 months) for a master thesis or internship. The MBA and MSC programs have to be completed in a maximum of 2.5 years; the European Master Programs must be completed within 3 years. In the event that a student has not finished within the timeframe, the academic committee will decide whether the student is permitted to continue studying at the university.

For any student that has completed the 54 credits and is starting the Thesis/ Internship, the Master rules and regulations forms (collected from reception) must be signed and agreed upon by the Academic Dean. In addition, all students must register for the 'Research paper' class and Thesis/Internship during the registration week prior to starting. A student must acknowledge these rules in order to complete the Masters degree. Please note that all credit equivalents from other schools must be agreed upon by the Academic Committee before starting the intended program. It is not the policy of the university to accept credits after the program has started.

The program consists of 4 groups of courses as mentioned below:

<b>Requirements for Master</b>	<b>Credit</b>
Core courses	<b>21</b>
Orientation courses	<b>18</b>
Elective courses	<b>15</b>
+ Master Thesis or Internship	
<b>Total</b>	<b>54</b>

(Please see the Master Handbook for the curriculum and detailed explanation of the courses.)

The total number of credit periods required for all Master degree is 54 credits. The University requires 21 credits of core courses, 18 credits of orientation courses, 15

credits for elective courses and 26 credits allocated for successful completion of the Master Thesis or Internship.

### **6.2.1 Procedure for Recommending Degree Candidates**

The master program is a graduate program and the requirements are at least a bachelor degree in a related field and the courses provided are mostly beyond the undergraduate level.

Students entering the Master program may be classified as unconditional, conditional, or temporary. Admission criteria related to these three classifications are as follows.

#### **Unconditional Admission:**

Students meeting the following two criteria will be admitted unconditionally to the master program:

Applicants who have completed a master's or higher degree from a regionally accredited university will be admitted unconditionally. No test scores are required. An official transcript showing completion of a master's degree is required.

An applicant must have earned at least a 4.5 (on a 6 scale) GPA on all undergraduate work or at least 5.0 (on a 6 scale) GPA on the last 30 term's hours and a score at least of 550 on the GMAT or the University's admission examination (minimum 4 to 6). A copy of this University exam is in the Appendix.

#### **Conditional Admission:**

Students not satisfying the test score and GPA requirements for unconditional admission may be admitted conditionally to the Master program. Students completing the first four graduate courses with a "B" or better average will be granted unconditional admission status.

Students not satisfying conditional admission requirements will be dropped from the program for one calendar term, at which time students must petition for re-admission to the program.

#### **Temporary Admission:**

Temporary admission may be granted to students attempting to enter the Master program when these students lack certain necessary records. Such records must be submitted before the end of the term for which the students have been granted temporary admission.

If the records are completed before the established deadline and, if the results indicate that the students are not eligible for admission to the Master program, the students must withdraw from the class or classes being attended. If the records are completed before the established deadline and, if the results indicate that the students are eligible for admission to the Master program, the students will be granted unconditional or conditional status.

The Master program admissions requirements are adequate to provide a reasonable assurance that students admitted to the program will complete the Master degree.

## Pre-Master program

A pre-master program is designed for students who haven't completed an undergraduate business degree or who have not taken the CPC business core equivalent prior to enrolling in the program. The duration of the pre-master program is one to two terms to help them to have a good foundation and get ready for the Master program. **Credits for the Master Program cannot be used towards the Master Program total credit requirements.**

The pre-master program is composed in regards of the background of the student. It is built with the registrar and the student in regards to the curriculum of the student and the CPC curriculum. The student has to follow and succeed a certain chosen number of courses in the undergraduate core business course before entering the master program.

### 6.2.2 Equivalent Credits

Please note that no credits from any other institute or university will be accepted as equivalent credits for any of the Master Degree Program credits.

### 6.2.3 Assessment and Yearly Promotion

- Graded work  
In every course, Professors may organize intermediate controls. Student work is evaluated on the basis of written or oral tests, and personal or group assignments. To be graded, assignments must be handed back on time.
- Participation  
The general participation of a student during the term is graded.
- Term exams  
At the end of every term, students must participate in the exam session.

### 6.2.4 Range of grades for BMU programs

The evaluation of homework, exams and general participation is expressed by the following grades (little differences depending on the programs):

6.0	=	Excellent
5.5	=	Very good
5.0	=	Good
4.5	=	Pass
3.0 – 4.4	=	Allowed to do the re-take exam
< 3.0	=	Fail - Course must be retaken

The averages are calculated to the tenth of point. Professors assign weights. The general framework should be as follows:

Homework, Presence & Participation: Between 10% and 40%  
Mid-Term Exam: Between 10% and 40%  
Final Exam Term: 50%

### **6.2.5 Yearly grades**

At the end of every year (3 terms), the yearly general average is calculated as the simple arithmetic average of the terms' grades of all courses taken during the year.

### **6.2.6 Procedure for Graduation**

In order to complete the Masters Degree requirements, 54 credits must be obtained plus successful completion of the Thesis or Internship within the six month period following the completion of the 54 credits. It is the responsibility of the student to contact the university when they have received the 54 credits to register for their Thesis (Official form must be signed and agreed upon by the internal supervisor and university) or Internship (Official form must be signed and agreed upon by the external supervisor and university). The student will be eligible for the diploma only after completion of these two parts.

After the exams at the end of a term and before the beginning of the next term there is a period used to register all students. Each student is presented a form; the subjects are selected for the following term and each student must sign for each subject, it is the responsibility of the student to be present during the registration week prior to each term in order to successfully register for the following term.

The Registrar, based upon whether the appropriate pre-requisite subjects have been completed and the number of credits remaining, gives the subjects chosen by the students a final approval.

Upon completion of these forms, they are filed with the Registrar. All students will be notified as to which courses must be completed in order for the student to graduate. As such, the Registrar is the authority determining whether a student will graduate or not.

Upon completion of the penultimate term, in the event that a potential graduate does not successfully pass all of the courses chosen in the final term, the rule is applied stating that the student must repeat the courses or re-take the exams that were failed, during the following term. Only upon completion of all of these requirements will the student be eligible for a Business and Management University diploma.

### **6.2.7 Master Research OR Internship**

#### ***- Principles***

During studies, the students have the possibility of carrying out 6 months of Research with a supervisor at the university and then write a Thesis report OR carrying out an Internship within a company to become acquainted with the realities of professional life and then writing a Thesis report based upon their experience. For internships, the company can be a private or public company, a public administration, an international organization or a non-governmental organization.



### **- Purpose**

The student should complete and enrich their theoretical training provided by the Business and Management University and to confront the professional and working environment. It should prepare students of the Business and Management University to integrate into the labour market and to intensify contacts between the academic environment and the professional world.

### **- General conditions**

Students completing their last year of studies can choose between a Research Report OR an Internship. The maximum duration of both is six months and registration for this must take place in the 4<sup>th</sup> term at the start of their second academic year. The student has to follow the same rules and regulations as any other regular employees. The student doesn't automatically have the right to a salary.

Successful completion of the Internship or Research will then be followed by the Master Thesis Report. A total of 36 credits will be awarded to the student.

### **- Practical modalities**

The student must register with the Registrar during the Registration week **during the 4<sup>th</sup> term of studies** and must have obtained a total of 54 credits during the first 3 terms. In the event that 54 credits have not been met, retake exams must be taken as soon as possible within the 4<sup>th</sup> term. For all students in this situation, in order to register for the Research or Internship, the 'T1 Master Research/Internship and Thesis form' must be signed by the student, the Thesis Report supervisor and in the case of someone carrying out an Internship, the Internship supervisor. It is the responsibility of the student to ensure that all the conditions are met to end the Internship or Research and the written Thesis Report within the deadline.

A list of supervisors for the '6 month Research project' and Thesis Report can be obtained from the Reception; **the T1 form must be completed within the 2 weeks after registration takes place by all members involved and then given to a member of the reception in order for it to be signed and confirmed by the Academic Committee.**

At the end of the internship, the student has to submit the report to the Administration Office a certificate prepared by the company indicating all the tasks carried out by the student and the duration of the training. This certificate has to be signed by the professor in charge of the training. No Master's degree will be delivered without this certificate.

## **6.2.8 Master Thesis Written Report**

### **- Objectives**

The global objective of the master thesis is to allow the student to apply his/her knowledge acquired during his/her studies to a formal written document. It should help the student to document all of the work in the previous 6 months in a professional manner allowing preparation for report writing in a professional environment.

### **- Modalities**

The Master Thesis Report results from individual work or from a team of two students exceptionally. The respective ratio must be clearly identified.

The Master Thesis Report is placed under the guidance of a guiding teacher, who is referred to as the supervisor. All students, irrespective of whether they have chosen an Internship or 6 months Research, must complete the Master Thesis Report within the 6 month period after registration takes place.

An agreement, the 'T1 Master Research/Internship and Thesis form' is signed by the student and the Thesis Report supervisor, and then confirmed by the Academic Committee. A multi-field thesis can be elaborated by two students, from 2 different programs.

Approximately 700-800 hours of work is required throughout the entire 6 month period, this is also

### **- Style of the Master Thesis Report**

The choice of the subject is the student's responsibility. The student must liaise with the supervisor and provide the following documents:

- A title which reflects exactly the contents of the study,
- A preliminary bibliography,
- A brief presentation which shows the reach, the availability and the value from the bibliographical sources,
- The objectives of the study,
- A clear statement of how proposed search will be an added value in the current knowledge,
- The special or particular value of the proposed research (the importance) as well as the methods, which the student suggests to use.

The supervisor has to approve the thesis subject and title before starting.

The following rules of style will apply to the entire thesis. All students must respect these standards in the preparation of the thesis. It is obligatory for all students carrying out the Master Thesis Report to attend the BUS402 Research Paper class; credits will not be allocated for this class at Master level.

- Correct use of English (grammar / vocabulary / syntaxes)
- Surround all the quotations in quotation marks and to make references to their correct sources. Avoid long direct quotations.
- To use abbreviations in moderation and to explain every abbreviation completely the first time it appears.
- To quote the source of paraphrased information or ideas to avoid any possible reasons of the charge for plagiarism.

The document should consist of 70 pages not including appendices.

### **- Role of the guiding teacher (supervisor)**

- The student must have approximately 5 contact hours at the BMU premises with the supervisor.
- The supervisor makes a short report including the time spent and forwards it to the Academic Dean.

- The date of the defense presentation is communicated by the academic dean.
- The contents of the report must belong to the student and should take the suggestions from the supervisor. He / She should only defend and motivate taken options during the defense.

#### **- Defense Presentation and Evaluation**

The defense presentation will take place in front of a jury including the Academic Dean.

The overall grade reflects the quality of the written work and the defense; a minimum grade of 4.5 is required to complete the report and receive 36 credits.

The presentation will normally last 45 - 60 minutes. A student will be asked to present the thesis, to prove the authenticity of his / her work, and to answer selected questions posed by the jury.

The jury then establishes a brief summary of the presentation.

#### **- Failure and re-application**

The student who fails the 4.5 grade and applies for re-application must do so within 10 days after the result has been received

In case of a re-application, the Academic Committee will decide the admissibility of the recourse.

The Academic Committee will judge and communicate its decision.

#### **- Timeframe**

- Registration with the Registrar during the Registration week and collection of the T1 form and list of supervisors for Master research students and Master Thesis Report from the reception.
- There is a deadline of 2 weeks following registration whereby the subject and title of the Thesis Report is chosen by the student and he/she must make contact with their chosen supervisor. The T1 form must be signed by all parties concerned and given to a member of the reception within the 2 week deadline. The BMU Academic Committee will immediately notify the student of the confirmation.
- A first draft must be sent to the Thesis Report Supervisor within 4 months after registration takes place. The administration must be informed of the date of submission on the T1 form.
- Final completion of the Internship/research and submission of the thesis within 5 months after registration. Following 6 calendar months, the entire report must be completed.
- Defense date: during the 6<sup>th</sup> month after registration, the Thesis Report Supervisor and the student must agree on a date with the Academic Dean for the presentation. A brief summary will be given with the result. Upon successful completion of this step, the student will then be eligible for graduation.

## **- Consequences**

In the event that any of these deadlines in the timeframe are missed by the student, a formal letter of explanation must be written to the Academic Committee to explain his/her reasons for not meeting the deadline(s). Following this, if any of the excuses or reasons are deemed unsatisfactory, the Academic Committee will take action; this may even lead to expulsion of the student from the university without the right to re-write the Thesis report.

### **6.2.9 Graduate Probation**

At the end of every term, the student receives a term grade report, which includes the last term completed and the cumulative notes of previous terms. In order to maintain their regular status, students must maintain a B overall grade point average (4.5 or 75% of a maximum of 6). Students with a grade point average of below C (4.0 or 67% of a maximum of 6) will receive an academic warning. A student who has received an academic warning must earn a 4.5 average of the cumulative marks of the previous terms, during the next term of enrollment or be placed on probation. A student on probation is limited to maximum of 20 periods (15 hours) hours per term and must earn a minimum of average of 4.5 during each subsequent term until his overall grade point reaches or exceeds the 4.5 level.

### **6.2.10 Graduate Suspension**

A student on probation who fails to earn grade point average of 4.5 or lower will be suspended. A student's first academic suspension will be for one term; the second suspensions will be for three terms; and a third suspension will be for an indefinite period.

### **6.2.11 Graduate Re-admittance after Suspension**

Students returning after a suspension will be continued on probation until the minimum grade average of 4.5 each term is achieved.

Students may petition the Academic Committee for a review of academic or disciplinary matters within 30 days from their notification. Grades may be the subject of a petition for review only in the cases of non-promotion or refusal of a degree.

Management Board - Business & Management University  
The above information may be subject to change.

Last reviewed: Geneva, March 2009