



UBI
BUSINESS
SCHOOL

Education and Examination Regulations Undergraduate Programmes

BSc (Hons) Business
BSc (Hons) Business (International Business
Management)
BSc (Hons) Management of Technology
BSc (Hons) Artificial Intelligence and Machine
learning

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TITLE I EDUCATION REGULATIONS

Section 1 Admission

Article 1 Undergraduate admission principles

UBI Business School admissions policy is guided by the principles of transparency, fairness, and equality.

UBI endeavours to accept students whose records indicate that they possess the qualities needed to achieve academic success and who are willing to participate in the programme in the spirit of openness and tolerance.

Article 2 Bachelor Programmes Admission Requirements

Prospective students who wish to enrol for the bachelor programmes need to fulfil the following minimum requirements:

- Possess one of the following diplomas (and grade transcripts) of secondary / high school qualification, or an equivalent of such qualifications:
 - International Baccalaureat Diploma;
 - General Certificate of Education (GCE) A Level;
 - Diploma Van Secundair Onderwijs / Certificat d'Enseignement Secondaire Supérieur.
- Fulfil the 'English Language Entry Requirements' stated in Article 4;
- Provide a complete application form submitted along with the required attachments. The application form and related procedural information can be found at the UBI website when clicking on 'apply now' at <https://ubi.edu/register>
- Pass an admission interview. The interview could be face-to-face or through an online video conference platform, depending on the applicant's location;

Admission to UBI is selective and holistic. The Admissions Committee takes into account a student's academic history, examination results as well as extra-curricular records and the quality of the admission essay in assessing his/her suitability for the programme.

Admission, or rejection of the application, is dependent upon approval of the Admissions Committee on the basis of the application file.

In the case of rejection, no appeal is possible.

Article 3 Language of Administration and Language of Instruction

English is the language of both administration and instruction at UBI. Specific language modules represent an exception.

Article 4 English Language Entry Requirements

Students must have competence in English language and UBI requires Grade C in GCSE English or an equivalent qualification. The most common English Language requirements for international students are the obtention of an IELTS score of 6.0 or above or TOEFL internet based score of 72 or above. Other equivalent qualifications accepted by Middlesex will be considered on a case-by-case basis by the Admissions Committee. UBI may offer an intensive academic English module (pre-sessional). Successful completion of this module would allow

applicants to fulfil the English language entry requirement.

Section 2 Registration Regulations

Article 5 General

By registering, the student and UBI enter into an agreement resulting in rights and obligations for both.

A student registration is valid for one academic year.

UBI can cancel the registration in case of insufficient registrations, without liability to compensation other than a full refund of tuition fees paid.

In the event of fraud committed in relation to admission documents, the enrolment and all entailing decisions will be considered null and void, regardless of the period in which the act of fraud was discovered. Earned credits, if any, will be voided and any certificates or diplomas awarded will be reclaimed.

All students on a full-time, three-year degree must complete the programme within a maximum of six years from the time of initial registration in order to qualify for the degree certificate.

Article 6 Tuition Fees

The tuition fees and related invoicing details for the bachelor programmes can be found on UBI's website at <https://ubi.edu/programme/bachelor-programmes/>.

For students who fail to pay the tuition fee before the deadline, despite a reminder, UBI reserves the right to suspend the student, restrict his/her right to classes and/or participation in the examinations.

During the suspension, such students may not have access to UBI's Learning Management System (LMS) (Moodle), and any other UBI-related online applications. For the duration of the suspension, no credits will be issued for any modules. The suspension will be lifted when the amounts due have been settled.

Section 3 Study Programme

Article 7 Academic Calendar

The bachelor programmes at UBI are organised according to a semester system, with the exception of year 3, which follows a block teaching system. The academic calendar can be found in UBI's LMS: Moodle.

Article 8 Study Programme Structure

The bachelor programmes have a study load of 180 ECTs.

All students follow a standard study path, and the standard study route contains 60 ECTs per academic year.

The structure of the bachelor programmes can be seen below:

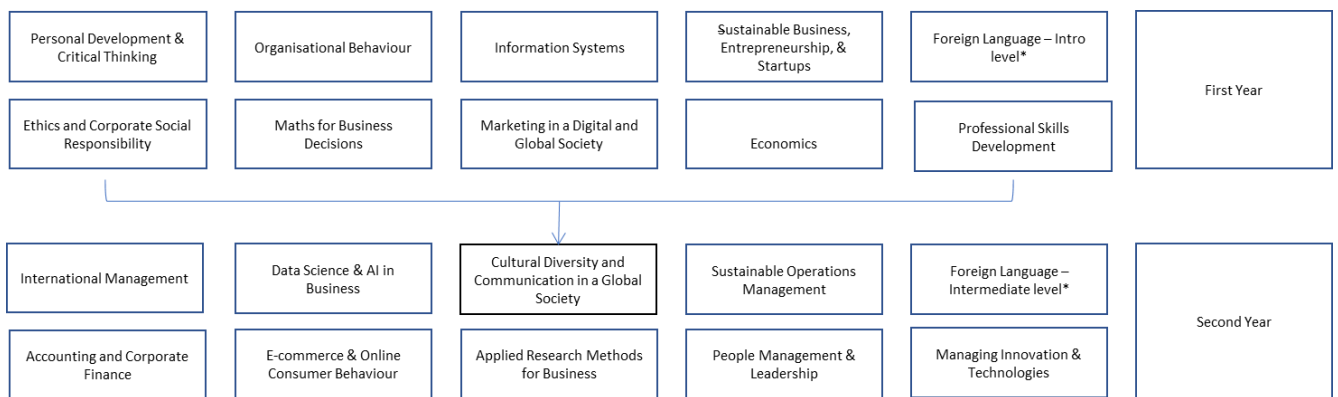
	Year 1	ECTS
100	Critical Thinking, & Personal Development	6
110	Organisational Behaviour	6
120	Information Systems	6
130	Sustainable Business, Entrepreneurship, & Startups	6
140	Foreign Language – Intro level	6
150	Ethics and Corporate Social Responsibility	6
160	Maths for Business Decisions	6
170	Marketing in a Digital and Global Society	6
180	Economics	6
190	Professional Skills Development	6
	Year 2	
200	International Management	6
210	Data science & AI in Business	6
220	Cultural Diversity and Communication in a global society	6
230	Sustainable Operations Management	6
240	Foreign Language – Intermediate level	6
250	Accounting and Corporate Finance	6
260	E-commerce & Online Consumer Behaviour	6
270	Applied Research Methods for Business	6
280	People Management & Leadership	6
290	Managing Innovation & Technologies	6
	Year 3 – Business Pathway	
310	Sustainable Societies & Economies	6
301	Sustainable Investment Management	6
302	Entrepreneurial Finance and Venture Capital	6
330/340	International Financial Management or Sustainable International Business Development	6
320	Global Challenges	6
360	Integrative Management	9
	Internship (380) or Electives (see below list of electives)	15
	Year 3 International Business Management Pathway	
310	Sustainable Societies & Economies	6
315	Global Value Chains	6
330	International Financial Management	6
340	Sustainable International Business Development	6
350/360	Fintech and Blockchain Technologies or Cybersecurity and Digital Risk Management	6
320	Global Challenges	6
360	Integrative Management	9
	Internship (380) or Electives (see below list of electives)	15
	Year 3 Management of Technology Pathway (from 2025/2026)	
303	Data Visualization and Storytelling and Applied Python	6
304	Data Driven Marketing and Analytics	6
305	Smart Operations	6
306	Psychology of Technology	6
307	Finance and Technology	6
320	Global Challenges	6
360	Integrative Management	9
	Internship (380) or Electives (see below list of electives)	15
	Year 3 AI and Machine Learning Pathway	
303	Data Visualization and Storytelling and Applied Python	6
311	Neural Networks and Deep Learning applied to Business	6
312	Data Based Management	6
313	Fundamentals of AI	6
314	Analytics for Business	6
320	Global Challenges	6
360	Integrative Management	9
	Internship (380) or Electives (see below list of electives)	15

The prerequisites are:

- For International Financial Management, Entrepreneurial Finance and Venture Capital and, Finance and Technology:
 - o Accounting and Corporate Finance
- For Sustainable Societies & Economies
 - o Economics
 - o Sustainable Business, Entrepreneurship, & Startups
- For Foreign Language – Intermediate level
 - o Foreign Language – Intro level
- For Foreign Language – Advanced level
 - o Foreign Language – Intro level
 - o Foreign Language – Intermediate level
- For E-commerce & Online Consumer Behaviour
 - o Marketing in a Digital and Global Society
 - For Data Science & AI in Business
 - o Maths for Business Decisions
 - For Applied Research Methods for Business
 - o Maths for Business Decisions
 - o Critical Thinking, & Personal Development
 - o Data Science and AI in Business
 - For Sustainable Operations Management
 - o Ethics and Corporate Social Responsibility
 - o Sustainable Business, Entrepreneurship, & Startups
 - For Data Driven Marketing and Analytics and Analytics for Business
 - o Data Science and AI in Business

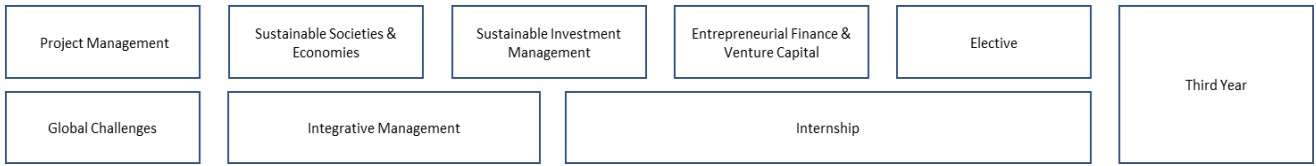
The structure of the programme can be seen below:

Core first two years

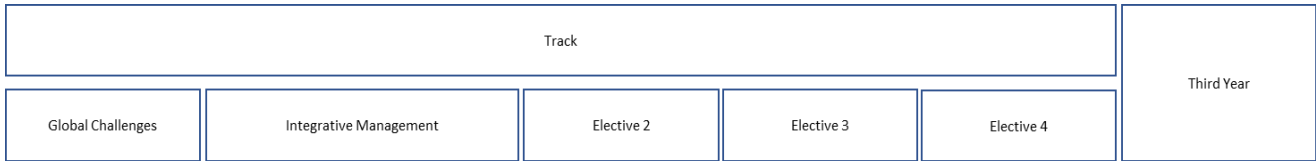


*: language modules are offered across the two semesters rather than in a specific semester (with one session per week rather than two), this is for students to keep the pace in the learning of the language.

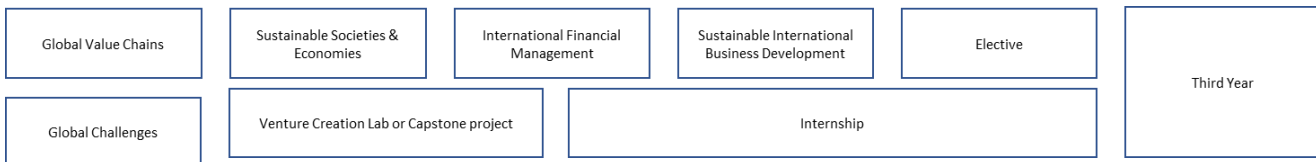
Business Pathway



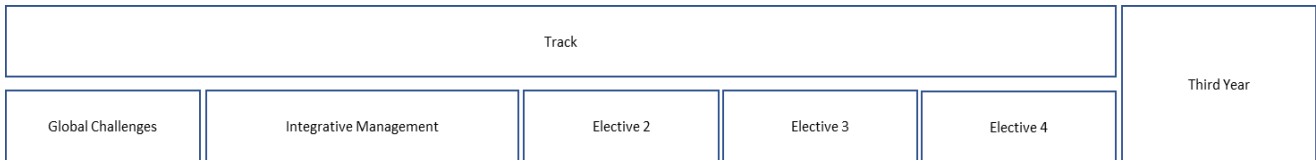
Or with Electives instead of Internship



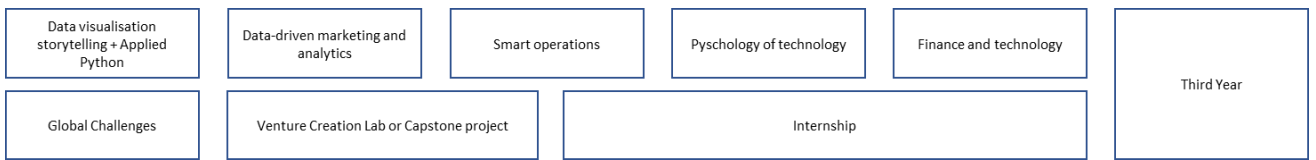
International Business Management Pathway



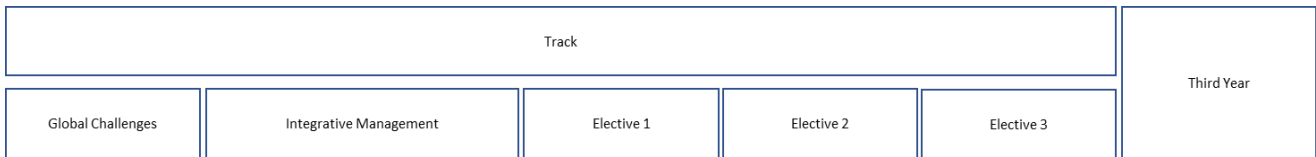
Or with Electives instead of Internship



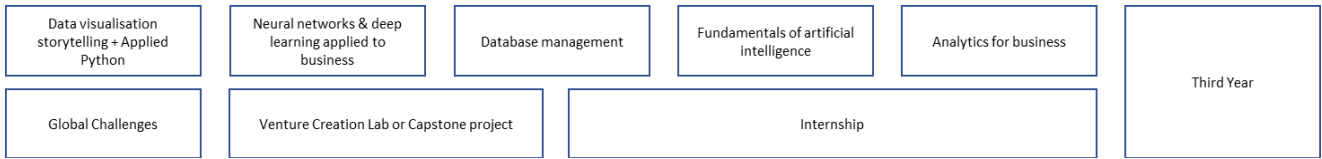
Management of Technology Pathway (from 2025/2026)



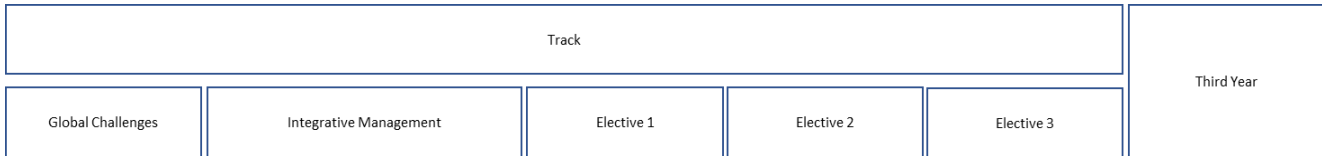
Or with Electives instead of Internship



Artificial Intelligence and Machine Learning pathway (from 2025/2026)



Or with Electives instead of Internship



Possible list of Electives (subject to change and availability):

All modules belonging to a track can be chosen as elective in the Business and International Business Management tracks, these are:

- Global Business: Chinese perspective
- Digital Transformation Strategy
- Fintech and Blockchain Technologies
- Cybersecurity and Digital Risk Management
- International Financial Management
- Sustainable International Business Development
- Data Visualisation Storytelling + Applied Python
- Data-Driven Marketing and Analytics
- Smart Operations
- Psychology of Technology
- Finance and Technology
- Neural Networks & Deep Learning Applied to Business
- Database Management
- Fundamentals of Artificial Intelligence
- Analytics for Business
- Languages advanced level

Article 9 Exemptions and Credit transfer

Students who have gained credits from a recognised university degree programme elsewhere are able to apply for a Credit Transfer. All such applications must be supported by sufficient official academic records and transcripts. Successful applications are dependent upon approval by the Admissions Committee. This may lead to module exemptions.

Article 10 Student Exchange / Transfers

UBI students may apply for an *external* transfer to another institute of higher education by making an official application to the Programme Director. Such a transfer may only occur for a maximum period of one semester and is also subject to acceptance by the receiving institution. The student must complete the appropriate application form. The decision by the Programme Director is final and may not be appealed.

UBI students may apply for an *internal* transfer between UBI campuses by making an official application to the Programme Director. The decision by the Programme Director is final and may not be appealed.

Students from other institutes of higher education are allowed to apply to UBI for a semester of study, subject to approval from both institutes.

Article 11 Class Attendance

Class attendance for the bachelor programmes is mandatory. Attendance requirements do not change for students with visa-pending attending online.

Students should attend a minimum of 75% of the total contact hours of each module to get credits for this module. Non-attendance without a valid reason may result in the withholding of the credit points necessary for the award of the degree if the 75% is not achieved. Students should explain any absence to the lecturer, academic administrator and Programme Director and submit by email (to the academic administrator) the corresponding valid absence justification preferably before or failing that as soon as possible after any session they have been unable to attend. It is the responsibility of the lecturers to register attendance at every session. Excused absences justified with a doctor's note (according to Article 18) do not count towards the 75% minimum.

Only in very exceptional cases (related to extenuating circumstances, see Article 34), presented by the student and approved by the Programme Director beforehand, students not achieving the minimum 75% attendance, may be asked to compensate the missed classes by submitting a 300/500-word summary of the topics they have missed. This summary will be handed out to the lecturer before the session and will not be marked. It is the responsibility of the student to let the lecturer know the situation by email only after having received the approval from the director.

To ensure the quality and effectiveness of lessons, UBI advises that students should be punctual. The lecturer has a right to not admit students into the classroom after 10 minutes from its start. Students late by more than 10 minutes without a valid reason will be considered absent.

TITLE II EXAMINATION REGULATIONS

Section 1 General

Article 12 Assessment Strategy and Criteria to Obtain Credits

Students need to demonstrate both a critical understanding of business science and management practice as a result of a combination of personal experience, relevant literature, motivation and guidance that leads to an improvement of practice. In this context, each module will be assessed observing the following requirements which are explicitly linked to the ILOs:

- The weighting of the individual work will not be less than 55% of the total mark (to support independent learning, which can be in one or more pieces of assessment).
- 10% of the final mark will be based on peer-assessment as part of the promotion of collaborative learning.
- There will be at least one activity in groups (presentation, etc.) during the module.
- Students will get feedback from the lecturer as part of the cycle of action-feedback (professional guidance) and the development of their critical thinking skills for any submitted assignment (individual and group).
- Students' contribution in class can be assessed; if so, it will not weigh more than 10% of the total mark and only if originally present in the approved module narrative. If chosen, lecturers need to include clear guidelines on what constitutes strong and weak contributions in the context of their modules (i.e. it cannot be participation only).
- Attendance is not part of the mark, although it is a requirement to get the credits of the module.

Lecturers are encouraged to use a variety of assessment methods of their choosing provided that these methods support the achievement of the learning objectives stated in the module narrative. In this context, assessment can be formative and summative and can take place in different stages of the module, for example:

- Before-the-start of the module: individual and/or group work before the start of the module aimed at framing the content/concepts/definitions to be analysed/discussed in class.
- During-the-module: individual and/or group work focused on independent learning with professional guidance.
- At-the-end of the module: individual and/or group work aimed at testing the students' application and evaluation of the content analysed during the module.

During-the-module and at-the-end of the module assessments are required. Some modules may choose to have the during-the-module assessment combined (i.e. one group presentation for two modules when there are clear gains in the learning from complementary topics); this should be approved by the programme's director and QA Director to ensure the achievement of the combined ILOs. In these cases, lecturers will be responsible for coordination, timetabling, etc.

The individual work corresponding to at least 55% of the final mark in a 6-ECTS module will be a 3000-word individual report/essay, or any other method that can demonstrate individual work/effort equivalent to that of a 3000-word report/essay. Group presentations will not last

more than 15 minutes. For assessment strategies not considering essays and/or examinations (for example videos, portfolios, etc), lecturers are responsible for demonstrating (mainly to the QA Director) how the equivalence is achieved. The assessment will be proportional for shorter modules.

For those modules with essays, word counts are precise limits and allow for an excess of 10% of the stated word count. It is compulsory for students to include the exact number of words in the cover of their works. The maximum limit will be exact and provided to the students before the development of the essay and in the narrative, while the minimum limit will depend on the quality of the essay presented, which will be assessed by the lecturer of the module. Students will be asked to state the word count in the cover of the essays. The word limits for assigned work exclude headings, executive summary, information contained within references, bibliography and appendices¹.

Each module narrative lists the:

- Number of weighted assessments in the module
- Type(s) of assessment
- Weighting of each assessment
- Period of assessment

In order to pass a module and obtain credits for the module, students need to attain (i) an overall mark of at least 10/20 after resits/re-assessments and (ii) a mark of at least 10 in each summative assessment within a module after resits/re-assessments (this does not include peer assessment; see below specific guidelines for this assignment). Students should resubmit any failed summative assessment component in the module and will be allowed one re-assessment opportunity for each failed summative assessment (for resits/re-assessments see Article 31).

Peer assessment:

Students with an overall grade of 5/20 or below in any peer assessment will not get the grade(s) related to group work and will therefore be required to develop an individual assessment covering the same ILOs as the group work in the affected module. Specific guidelines would be discussed with the module lecturer. Students not submitting the individual work would need to retake the module. In addition, students not completing the peer assessment for their peers will not receive their corresponding grade.

Section 2 Organisation of Assessments

Article 13 Assessment Periods

An academic year consists of two assessment periods for BSc1 and BSc2:

- The first assessment period takes place at the end of the first semester, with assessments on the modules completed in this semester;
- The second assessment period takes place at the end of the second semester, with

¹ Penalties will be applied to over-length essays and separately to over-length footnotes. One mark will be deducted for every 100 words or part thereof over the word limit (an excess of 10% of the stated word count is allowed). Hence, an essay that is 1 word over the word limit plus 10% will be penalised 1 mark. Marks deducted for an essay being over length can be restored via resubmission at the correct length only up to a maximum mark of 10. The words used in tables in the main body of the text will be counted and the rules relating to word count will apply. Appendices are only for reproducing documents, not for additional text. Footnotes and endnotes should contain minimal amounts of text. This means the citation and, at most, one line of additional explanation per page only. For essays containing more than this the footnotes will be included in the word count and may mean that the work is penalised for being over length.

assessments on the modules completed in this semester. BSc3 modules follow a block teaching strategy. In that case, the assessment period takes place during the 14 regular days following the last day of teaching in the module.

Assessments will be aligned with the programme's strategy as stated in Article 12. In addition, some modules, such as the Internship and Integrative Management modules, may not conform to the standard schedule of evaluation and assessment. Details of assessment for such modules can be found in the respective module narratives and will also be conveyed to all students at the start of the academic year.

During each assessment period in BSc1 and BSc2, no educational activities of the relevant study phase will take place. This does not apply to BSc3 due to the block teaching strategy.

At the end of each assessment period, the internal and external assessment board meetings will be held to deliberate the results.

Article 14 Assessment Schedule

The assessment schedule for each semester is confirmed and announced at least five weeks before the commencement of the assessment period (except for the BSc3)

Examiners and students strictly comply with the determined assessment schedule.

Examinations (mainly for language modules) are held in a UBI classroom, unless the examination requires specific conditions that cannot be fulfilled in a classroom setting. Please refer to UBI Examination Rules and Regulations in Moodle for further details.

Section 3 Participation in Assessments

Article 15 Payment of Tuition Fees

Students can only take an assessment if they have paid the tuition fees due or if they have come to an agreement with the university prior to the commencement of the assessment.

Article 16 Verification of Identity

Students need to present their UBI student ID as proof of identification at the assessment.

Article 17 Absence from Assessments and Make-up Assessments

In order to complete the required work and final project within the timescales students will need to develop good time management skills; an inability to do so is not an adequate reason for an extension, nor do computing or word processing problems amount to extenuating circumstances. Further, pressure of paid work, accommodation problems, financial problems, computer problems and other non-exceptional or non-medical issues are not typically considered appropriate for the granting of extensions.

Extensions to submission dates for module work and final project are only possible in exceptional circumstances and therefore students must not assume that a request for an extension will be granted.

Students who are unable to sit for a scheduled assessment due to a justifiable reason may write to the Programme Director preferably two weeks in advance of the assessment period if the circumstances allow, providing a detailed explanation of the circumstances for

consideration, as well as the relevant supporting documents.

Justifiable reasons may include:

- medical reasons, supported by official medical certificates;
- officially recognised religious holidays;
- death in the family, etc.

The Programme Director will analyse the case and communicate the decision to the student accordingly. If the request is approved, the make-up assessment arrangement will be communicated to the student.

In the event where a student falls ill on the day of the assessment and is therefore unable to attend/submit the assessment, he/she must immediately email the relevant lecturer and the academic administrator to inform of his/her absence. This needs to be followed up by a formal submission of the medical certificate to the Programme Director through the academic administrator, within 3 working days of the end of the absence period.

The Programme Director will review the case and if the medical certificate is accepted, the make-up assessment arrangement will be communicated to the student.

Students who missed an exam/submission without a justifiable reason will get a no submission in their files and will therefore have only one resit/re-assessment opportunity with a mark capped at 10/20.

Article 18 Medical Certificates

The following conditions must be met for medical certificates to be considered as a form of legitimate supporting document:

- The medical certificate is issued and endorsed by a certified physician;
- The medical certificate must be complete and not partially filled;
- The medical certificate must not be based solely on a patient's declaration;
- The medical certificate must not be issued post factum.

Medical certificates must be submitted within 48 hours from the expiry of the excused period.

Section 4 Assessment Procedure

Article 19 Examiner

The responsibility of the examiner is to determine whether students have achieved the learning outcomes of the module. For each module in the bachelor programmes, the lecturer is the examiner. In the event of a blood relationship or kinship to the fourth degree, or in the case of personal involvement between a student and an examiner, the Dean shall appoint an alternative examiner.

Article 20 Information Prior to the Assessments

Students can find information related to the learning outcomes of each module, assessment components and assessment weightings in the module narratives.

The assessment schedule for each semester is confirmed and announced at least five weeks before the commencement of the assessment period and indicated on Moodle.

Article 21 Assessment Regulations

Students are responsible for ensuring that they obtain knowledge of the assessment schedule and venue -where appropriate- in advance. They must strictly observe the timetable, submission point on Moodle or location (for physical examinations) scheduled for an assessment.

For physical examinations, unless explicitly stated in the module narratives and announced by the examiner before the start of the examination, students are not allowed to refer to any study materials during an examination. This includes any form of electronic or communication devices. Failure to observe this rule is a form of “assessment irregularity”, and students will be subjected to the investigation and penalties in Title II, Section 6.

Article 22 Submission Deadlines and Late Submission

Students can find all the deadlines for their weighted summative assignments (e.g. essays) in the assessment schedules found within the module narratives.

Students are expected to submit all assignments on Moodle before the deadline(s).

For late submissions without an extension granted the following criteria will apply: (i) submissions that are late by up to a week (submitted within the following 7 calendar days after the deadline) will receive a maximum mark of 10/20, (ii) submissions that are late by more than a week (after the allowed 7 calendar days) will not be marked and will be considered as not submitted, (iii) non-submitted work(s) will deprive students of one of the two opportunities they have at their disposal as mentioned in Article 12, that is to say, non-submitted work(s) will only have one opportunity for re-assessment, capped at 10/20.

A late submission without a grade reduction is only accepted if students have a valid reason. Students need to submit a short explanation together with the evidence for their claims to the Programme Director at the latest one week after the original deadline. Justifiable reasons for delay may include medical emergency, important religious holidays, death in the family or other substantive reasons, as stated above.

Article 23 Special Educational Needs

Where a student has a special educational requirement, such as (but not limited to) dyslexia or a physical impairment, he/she must inform the UBI office at the beginning of the academic year, or as soon as possible upon a confirmed medical diagnosis, and provide written medical evidence of the nature of his/her disability, if special arrangements are sought.

UBI, if appropriate, will make reasonable arrangements and/or adjustments for students with special educational needs, so that they are assessed in a manner which is consistent with their peers, but which accommodates their special circumstances. Such arrangements will be the responsibility of UBI and will be influenced by resources available and the nature of the special educational need.

Special arrangements may include the following provisions (not exhaustive list):

- Permission to take tests in a non-distracting environment.
- Extra time for examinations, tests and quizzes
- Extra time to complete all written assignments.
- Testing over several sessions
- Instructions from professors to be given orally and in written format.
- Review of material presented in class.
- Use of a computer for written assessments
- Coloured paper or bigger format for written assessments

The Special Cases Committee and/or the Dean will review each application individually and the specific arrangements will be determined on a case-by-case basis.

No arrangements shall be made for students who claim to have a special educational requirement but do not support this claim with current and official medical evidence.

Section 4 Examination Boards

Article 24 Assessment Framework

UBI adheres to the following guidelines to ensure the reliability and consistency of the assessments deployed in the programme.

The marking of assessments is executed by the lecturer (or a person designated by the Dean in case of need). After this, every individual work (only individual work) worth more than 50% of the final mark will be moderated (all end-of-the module assessment will be moderated even if they are worth less than the 50% due to possible combinations with other assessment elements). The sample will contain:

- 25% of the class (with a minimum of 6) will be analysed by a peer lecturer (the moderator) who will provide comments on the consistency of the marking with the Programme and School's standards and criteria.
- Moderation guidelines can be seen [here](#).
- The list of moderators and assigned modules will be shared at the beginning of the semester.

Article 25 Composition of the Examinations Boards

The Examinations Board is chaired by the Dean, and its members are the Programme Directors, the Quality Assurance Director, the Academic Administrator and a selection of the lecturers teaching on the programme. The aim of the board is to ratify marks and recommend degree classifications. It meets twice a year.

This meeting is followed by an External Assessment Board meeting. The board consists of the External Examiner(s), the Middlesex Link Tutor and members of the Internal Assessment Board.

Article 26 External Examiners

External Examiners offer informed, independent and comparative views of academic standards, of assessment processes and programme structures, and of good practice and innovation. They are also a way to get frequent input from different stakeholders in the programmes' design and review process.

Students are not allowed to make direct contact with an external examiner. Students should adhere to the appeals process (see Article 48) if they wish to submit an academic appeal.

Article 27 Examinations Board Meeting

The Internal Assessment Board meeting takes place after all final assessments for the semester have been graded and moderated. The Internal Assessment Board confirms the academic standing, progression and/or degree classification of all UBI students.

Article 28 External Examinations Board Meeting

The External Assessment Board meeting takes place about one week after the Internal

Assessment Board.

In the presence of the external examiner(s) and the Middlesex Link Tutor, the board discusses and confirms the final outcomes of the assessments, final grades and progression for all students. The board also confirms the Middlesex degree classification for all students who are due to graduate.

Article 29 Minutes of Assessment Board Meetings

The proceedings of both assessment boards are minuted. The minutes are distributed to the respective members once approved.

Article 30 Marking System and Scale

Marking for individual work for taught modules (mainly assignments and examinations) should be anonymous. Pieces of work should only contain the student's identification number, those with names/last names and/or without any identification will not be accepted and therefore will be treated as late submissions. All assignments will be submitted through Moodle (this includes, essays, projects, presentations, etc; submissions received by email will not be accepted). Submissions with the incorrect or no cover sheet, and/or no proper referencing (no in-text/footnotes and/or no reference list) will be treated as non-submissions.

The table below shows the marking system for the programme. It also shows that the minimum mark to pass each module is 10 or 50% of achievement. The descriptors/rubrics can be seen [here](#).

	% of achievement	Marks
Pass	90%-100%	18.0-20.0
	80%-89%	16.0-17.9
	70%-79%	14.0-15.9
	60%-69%	12.0-13.9
	50%-59%	10.0-11.9
Fail	0%-49%	0-9.9

All assignments and assessments at UBI are assessed upon a 0-20 scale. The pass mark at UBI is 10 which is equivalent to 50% of the achievement of the learning objectives.

Article 31 Re-assessment and limits in the number of fail modules

If the overall mark for any summative assessment of a module or if the mark for the final project is less than 10/20 due to the quality of the work and/or exceeding the word limit, students are expected to resubmit/resit the work that received a mark of less than 10/20 once, and once only.

Re-assessments/resits receive a maximum mark of 10/20 except where there have been medical or other extenuating circumstances. Students are not allowed to resubmit/resit summative work that receives a mark below 10 solely because it has been penalised for lateness. If a student does not resubmit or does not take a re-assessment without a valid justification, he/she will fail the module (see article 33 below).

Failure to undertake re-assessment in the scheduled timeframe (see Article 32) will result in failure of the module, with the student's original mark taken as final. No second re-assessment is permitted.

Where it is not practical to re-sit a component of assessment, the module examiner may

specify an alternative form of assessment, provided that the alternative appears to be fair and deals with the specific ILOs.

Students have one opportunity to pass assessed components of the module as a first attempt and one re-assessment opportunity. If a student fails to pass the module following a re-assessment, he/she must re-take the module in full. See Art. 12 above for the conditions to pass a module.

All failed modules must be retrieved at the next available opportunity as determined by UBI.

A maximum limit of 10 failed modules (see article 33 below for the definition of failed module) during the programme is in place. Integrative management does not count towards this limit. The continuity in the programme of students with more than 10 modules failed will be assessed and decided by a committee that will meet twice a year for this purpose, it will be formed by the Dean, the programme's Director, and a lecturer. The decision to continue or not will be based on the reasons the student provides (in writing) to explain why s/he has reached this point, the holistic performance (academic and behavioural) of the student throughout the programme, and the views of three lecturers randomly selected.

Article 32 Re-assessment Schedule

All re-assessments, including re-sit assessments, for modules taken in the Autumn semester will be scheduled in January.

All re-assessments, including re-sit assessments, for modules taken in the Spring semester will be scheduled in June.

Students will be informed of their re-sit assessment schedule at least 2 weeks before the date of the assessments.

In exceptional circumstances, when the progression of the student is pending or if the student is due to graduate, the student may be offered an opportunity for re-assessment earlier. This will be decided by the assessment boards.

Article 33 Retaking a Module

A student may normally retake a module which has been failed, on one occasion only. A student failing on a second occasion might not be able to progress in the programme (see art. 39 below for Exit Qualifications). A module is failed when the overall mark is below 10/20 and/or when any mark for any summative assessment is below 10 after resits/re-assessments, except for peer assessment (see art. 12).

A module will also be considered failed in case a student fails to resubmit or does not attend a resit without valid justification.

In such cases, the grade will not be restricted to the maximum grade at re-assessment, unless it is applied as a penalty following a student being found guilty of academic misconduct.

The student needs to take all of the module assessments. The student is obliged to pay all associated fees for the re-take of the module.

Article 34 Mitigating Circumstances

Occasionally a student's performance may be adversely affected due to circumstances beyond his/her control, such as illness, or other significant medical or emergency episodes. This is known as a extenuating or 'mitigating circumstance'.

If a student feels that he/she has 'mitigating circumstance', he/she may write to the Programme Director for it to be taken into consideration. The request needs to provide details of the 'mitigating circumstance' and appropriate written evidence must be attached to support the case.

If the student's performance is affected by a medical condition, appropriate written evidence will take the form of a medical certificate, which must be submitted within 48 hours. This must be accompanied by an official request to the UBI Academic Administrator.

Applications are considered on a case-by-case basis by the Programme Director and its recommendations and/or decisions are presented to the assessment boards.

Article 35 Notification on Assessment Results

Final marks should be available to students around 21 days after the assessment date, the exact date depends on the dates of the Examinations Board.

A student reserves the right to gain access to his/her assessment papers upon request and is given the opportunity to receive feedback (additional to the one written in the feedback on Moodle) upon request within seven calendar days after the communication of the assessment results.

Section 5 Award of Degree and Progression

Article 36 Degree Classification

To complete the bachelor programmes, students need to pass all modules within the programme, thereby earning 180 ECTS. Furthermore, all tuition fees must be paid in full in order to receive their degree.

Students will be awarded one diploma supplement from UBI, and a Middlesex University degree that is classified under the British system.

The diploma supplement will include all modules in the programme with credits awarded. The weighting of each module will depend on the number of credits that the module carries.

Middlesex University will issue the relevant document proving the awarded qualification/degree. Middlesex University Honours classification is broken down as follows:

- 80 – 100% First class
- 70 – 79% Second Class: Division one
- 60 – 69% Second Class: Division two
- 50 – 59% Third Class
- 0 – 49% Fail

Article 37 Progression

For the bachelor programmes, all students are expected to pursue 60 ECTS per academic year.

A student who fails 12 credits in an academic year will be allowed to progress to the next academic year but will be placed under a mandatory study guidance programme which means

that a lecturer will be assigned to work closely with the student to support her/him with the aim of improving the performance.

In addition, this student can request to take a maximum of one additional module per semester, a request that will be analysed by the Programme Director along with a representative of the AQA team and a lecturer based on the student's circumstances, performance, and only if a positive outcome can be foreseen.

A student who fails more than 12 credits in an academic year, up to a maximum of 36 credits, will be allowed to progress to the next academic year on the condition that the student passes at least 60% of the credits in the next academic year. If this is not achieved, the student will have to repeat the academic year (subject to approval from the assessment boards), or withdraw from the programme.

A student who fails more than 36 credits in an academic year, even after the re-sit assessments, will have to repeat the academic year (subject to approval from the assessment boards) or withdraw from the programme.

Article 38 Module Pre-requisites

Certain modules may have pre-requisites (for the list of pre-requisites, please go to Article 8). A student who fails these modules may not be permitted to attend the related subsequent modules. The assessment boards have a right to waive the pre-requisite requirements at their discretion.

Article 39 Exit Qualifications²

For the bachelor programmes, a student who is unable to or is not permitted to progress to a higher level may, depending upon the number of credits successfully achieved at the appropriate level at the time of exit, qualify for one of the following awards issued by Middlesex University:

- Undergraduate Certificate of Higher Education: at least 60 ECTS credits gained at level 4.
- Undergraduate Diploma of Higher Education: At least 120 ECTS credits gained at level 4 & 5.

Students should be aware that once an exit award has been conferred, they are no longer eligible to receive the award of a BSc (Hons) Business/BSc (Hons) Business (International Business Management)/BSc (Hons) Business (management of Technology)/BSc (Hons) Business (AI and Machine Learning) degree from Middlesex University.

If a student holding an exit award decides to complete the bachelor degree programmes at a later date, he/she will only be able to do so by surrendering the exit award previously granted and reapplying for admission to the module.

Article 40 Borderline Cases

Compensation

In the consideration of borderline cases for a failed module, the assessment boards reserve

² This is only applicable for the Middlesex-issued degree

the right to apply *Compensation* at its discretion. In order to be eligible for Compensation, a failed module must be between 45% and 49% of achievement (i.e. with a mark between 9 and 9.8).

The assessment boards apply Compensation on a case-by-case basis in consideration of the student's entire academic profile. The boards must be convinced that the academic profile of the student is strong enough to warrant such measures. Compensation can be applied only once per academic year with a maximum of three times over the whole programme. Decisions regarding compensation will be made after each assessment board (if needed).

Upon the approval of the assessment boards, the failed grade may be "compensated" and a pass mark (10) awarded.

Degree Classifications

When a student is on the borderline between two degree classifications, the assessment boards will deliberate whether to move the student into a higher category or maintain the classification indicated by the marks.

A borderline student is defined as one whose classification falls within the 'window of opportunity', i.e. within 2% of the next category of award available, before any rounding has taken place.

The 'Exit Velocity' principle, outlined below, is considered by the assessment boards when discussing borderline cases on the basis of a student's performance:

Exit Velocity: Where a student's classification falls within 2% of a classification boundary (before any rounding is applied), the assessment boards shall consider the student's performance in the final year of study. Where the student's final year average is in the higher classification band the assessment boards shall normally award the higher class of degree.

A student's academic profile, such as whether he/she has any previous record(s) of academic misconduct, will be considered.

Section 6 Irregularities and Academic Misconduct

Article 41 Academic Integrity

UBI is committed to ensuring that students learn and develop professional and ethically informed skillsets based on fundamental values and principles such as trust, accountability, honesty, and integrity. As part of this development, it is fundamental that students know how to learn from and acknowledge others' work in the process of creating their own academic work – and to be truthful about their own contribution.

To demonstrate academic integrity, students must produce their own work, acknowledging explicitly any material that has been included from other sources or legitimate collaboration. Students must also present their own findings, conclusions or data based on appropriate and ethical practice.

Article 42 General Principle

UBI treats the decision as to whether minor errors, poor academic practice or unfair and/or dishonest academic misconduct have taken place as a matter of academic judgement. The penalties applied will vary according to the individual case and the severity of the offence. Students have the right to appeal against decisions taken but may not challenge a matter of

academic judgement.

Article 43 Academic Misconduct

Academic misconduct is a breach of the values of academic integrity and can occur when a student cheats in an assessment or attempts to deliberately mislead an examiner that the work presented is their own when it is not. Taking unfair advantage over other students in assessment is considered a serious offence.

Academic misconduct takes several forms, usually (list not exhaustive):

- **Plagiarism** – Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. This may mean using extensive unacknowledged quotations from, or direct copying of, another person's work and presenting it for assessment as if it were a student's own effort. This includes the use of third-party essay writing services or Generative Artificial Intelligence tools (ChatGPT or similar) when not following the guidelines stated in the 'AI enhanced teaching and learning policy' shared with students.
- **Collusion** – Working together with other students (without the lecturer's permission) and presenting similar or identical work for assessment.
- **Examination Irregularities (during physical examinations)** – This includes infringement of rules such as communication with another student, taking notes under the table in the exam room and/or referring to notes during the examination. Students are also not allowed to have any electronic devices on them or with them during tests and examinations. Should this happen, the examiner has a right to consider the possession of an electronic device as an act of cheating, even when it is switched off.
- **Self-Plagiarism** – Including any material, which is identical or substantially similar to material that has already been submitted by students for another assessment in the School or elsewhere. Submitting the same work (sections, paragraphs, long quotations) for two or more different pieces of written work (even if the work is on the same study case). Topics overlap but it is not permissible to submit the same work (sections, paragraphs, quotations) for two or more purposes. The School's position is that students cannot be credited for the same work twice. Hence, any of the content of one piece of work cannot be copied into another piece of work. As long as the second piece of work looks at different aspects of the topic in a different manner then it adheres to the School policy on this matter and students will not be penalised. If in doubt, choose a clearly different topic or ask for advice from the relevant module leader or final project supervisor as applicable.

Article 44 Investigation of Academic Misconduct and Assessment Irregularities

UBI adheres to the following procedure in investigating instances of Academic Misconduct:

- (1) A formal process of investigation will be launched when a UBI faculty member raises a case of Academic Misconduct to the Special Cases Committee.
- (2) Academic Quality contacts the student explaining the situation. The evidence of the

academic misconduct (e.g plagiarism report) is attached to the email. The student is invited to provide his/her explanation in written by email or during an interview with the Special Case Committee, if preferred by the student (the interview will be minuted). The Special Cases Committee invites the student for an interview to obtain more facts about the case, and for the student to provide his/her explanation of the matter. The evidence of the academic misconduct (e.g plagiarism report) is shown to the student. The discussion is minuted.

- (3) Based on the findings obtained and the UBI guidelines on the appropriate penalty for the offence, the Special Cases Committee makes a decision on the penalty for the student, if any.
- (4) The penalty is communicated to the student formally through email.
- (5) The case is recorded in the student's file.

Article 45 Approach and Penalties for Academic Misconduct

In the analysis and measurement of academic misconduct, UBI adopts (amongst other tools) *Turnitin* as a quantitative tool for plagiarism detection (including collusion and self-plagiarism). Also, the lecturer's academic and qualitative judgement is used to determine whether a student has possibly committed academic misconduct, and the extent of the offence committed.

In the case of examination irregularities, when sufficient evidence has been provided, the student will be given a 'zero' for that assessment.

- If the offence is a first instance of academic misconduct committed by the student, the student is allowed a re-sit assessment, with the overall module grade capped at 50%.
- If the offence is a second instance of academic misconduct committed by the student, the student will not be allowed a re-sit assessment, and would consequently fail the module.
- From the third offence onwards, the Special Cases Committee reserves the right to expel the student from the programme.

In addition, a marker can identify a work that may have not been written (totally or partially) by the student (including works that have potentially be written by AI generative text tools *not complying with the guidelines stated in the 'AI enhanced teaching and learning policy'*), even if Turnitin has not identified potential plagiarism. Some instances include:

- The work is not likely to be written by the student because of the perceived [higher than expected for the level of study] quality of the work, including the use of academic papers of higher [than expected for the level of study] complexity or the use of AI generative text tools.
- Different styles and voices used throughout the assignment
- Generic terms, or unusual spellings or formatting used
- Citations in the bibliography that do not correspond with the topic
- The meta information in the document's properties casts doubt on the authorship
- No declaration of AI tools used in the cover sheet, and/or the AI prompts are not clearly listed

The marker may initially test authorship by undertaking an online search of the title of the assignment. The above instances do not prove guilt, but the case should be further investigated. If there is sufficient reason to doubt authorship, the case should be referred to Academic Quality Assurance to start the process for investigation with an informal conversation (recorded) with the student, the lecturer and/or the Dean. If the sufficient reason is confirmed, the procedure in article 44 starts.

In the instance of repeat cases of plagiarism by a student, the offence is immediately classified as the next higher category of offence. Every case of cheating and plagiarism is reported by the Special Cases Committee to the assessment boards.

In the case of potential plagiarism detected in group work, students will be first given the opportunity to explain the situation individually in written to the Quality Assurance Director and if it applies, to recognise any wrongdoing. If no individual wrongdoing is recognised, the whole group will be invited to the Special Case Committee and any potential penalties would be applied to the group.

The following table provides a general matrix to how *Turnitin's* data is considered in UBI's measurement of plagiarism. It must be noted that the data is useful for lecturers only as a starting point of investigation, which must be followed by closer assessment of the specific segments identified.

Similarity Index	Action for Lecturer
0 to 15%	No action required. Work is not identified for plagiarism investigation.
16% to 24%	Lecturer may investigate further for potential plagiarism on a case-by-case basis.
25% to 35%	Potential low level of plagiarism. Work must be identified for plagiarism investigation.
36% to 50%	Potential medium level of plagiarism. Work must be identified for plagiarism investigation.
51% to 75%	Potential high level of plagiarism. Work must be identified for plagiarism investigation.
Above 75%	Potential severe level of plagiarism. Work must be identified for plagiarism investigation.

If the investigation confirms that plagiarism has occurred, the following penalty guidelines apply:

Plagiarism Level	Sample Indicators	Penalty
<p>Low (usually a Turnitin similarity index between 25% to 35%)</p>	<ul style="list-style-type: none"> ▪ A few instances of incorrect citations. ▪ A few instances of incorrect paraphrasing. ▪ Not more than two sentences of direct copying or unacknowledged work, including the use of AI tools beyond the reasonable technological support to develop an assignment (as stated in the 'AI enhanced teaching and learning policy'). ▪ In this category there may be works with low or even zero Turnitin similarity index where lecturers and/or the SCC identified academic misconduct. 	<ul style="list-style-type: none"> ▪ Up to 10% mark deduction for the assignment. ▪ The incident is recorded in the student's file.
<p>Medium (usually a Turnitin similarity index between 36% to 50%)</p>	<ul style="list-style-type: none"> ▪ Numerous instances of incorrect citations, ▪ Numerous instances of incorrect paraphrasing. ▪ One full paragraph of direct copying without acknowledging the source (including one's own previously submitted work on another assignment), including the use of AI tools beyond the reasonable technological support to develop an assignment (as stated in the 'AI enhanced teaching and learning policy'). ▪ One full paragraph of unacknowledged paraphrasing of another person's thoughts, ideas or text, including the use of AI tools beyond the reasonable technological support to develop an assignment. 	<ul style="list-style-type: none"> ▪ Between 11% to 30% mark deduction for the assignment. ▪ The incident is recorded in the student's file.

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| | <ul style="list-style-type: none">▪ In this category there may be works with low or even zero Turnitin similarity index where lecturers and/or the SCC identified academic misconduct. | |
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<p>High (usually a Turnitin similarity index between 51% to 75%)</p>	<ul style="list-style-type: none"> ▪ Several paragraphs of direct copying without acknowledging the source (including one's own previously submitted work on another assignment), including the use of AI tools beyond the reasonable technological support to develop an assignment (as stated in the 'AI enhanced teaching and learning policy'. ▪ Several paragraphs of unacknowledged paraphrasing of another person's thoughts, ideas or text. ▪ Deliberately submitting the same piece of work for assessment for more than one assignment. ▪ In this category there may be works with low or even zero Turnitin similarity index where lecturers and/or the SCC identified academic misconduct. 	<ul style="list-style-type: none"> ▪ Student is required to re-submit the work, with a maximum mark of 50% for that assignment. ▪ The incident is recorded in the student's file.
<p>Severe (usually a Turnitin similarity index above 75%)</p>	<ul style="list-style-type: none"> ▪ The majority of the assignment is copied from unacknowledged source(s). ▪ Submitting an assignment purchased or downloaded from the internet. ▪ Theft of the work of other persons. ▪ Use of AI tools (or similar beyond the reasonable technological support to develop an assignment as stated in the 'AI enhanced teaching and learning policy'), essay mills, etc ▪ In this category there may be works with low or even zero Turnitin similarity index where lecturers and/or the SCC identified academic misconduct. 	<ul style="list-style-type: none"> ▪ Student is given a zero for the assignment, and the Special Cases Committee reserves the right to execute the following additional penalties: <ul style="list-style-type: none"> ○ Direct failure of the module ○ Expulsion from programme ▪ The incident is recorded in the student's file.



TITLE III OMBUDSPERSON AND APPEALS

Article 46 Appointment of Ombudsperson

Prior to the start of the academic year, UBI in consultation with Middlesex University appoints an ombudsperson as an independent intermediary between UBI staff and students.

The identity and contact details of the ombudsperson is communicated to students at the start of each academic year.

Article 47 Task Description of Ombudsperson

The ombudsperson functions as an independent intermediary between UBI staff and students, providing an objective advisory role in matters pertaining to both assessment related and non-assessment related issues.

For non-assessment related issues, the ombudsperson plays an advisory role and mediates when necessary in complaints regarding teaching quality and other aspects of the educational environment at UBI.

For assessment and examinations, the ombudsperson plays an advisory role and mediates when necessary in a broad range of issues, including but not limited to:

- the schedule of assessments and re-assessments
- assessment proceedings
- decisions and outcomes of Assessment Board meetings
- study progress and award of degree

Article 48 Academic Appeal

An academic appeal is a request from a student for a reconsideration of a decision regarding his/her assessment, study progress or award. An academic appeal relates to the outcome of an assessment or examination, a student's progression, or other academic decisions, and may be based on:

- a) Extenuating circumstances where, for good reason, the assessment boards were not made aware of a significant factor relating to the assessment of a student when it made its original decision;
- b) That there was a material error, either in the conduct of the assessment itself, or in the proceedings of the assessment boards, which significantly affected the boards' decision;
- c) Grounds listed in the Irregularities and Academic Misconduct (Title II, Section 6), following a penalty imposed for academic misconduct;
- d) Decisions regarding the granting of an exemption and its scope;
- e) The refusal of reasonable accommodations for students with a disability.

For points (a) and (b), an appeal can only be made against a published assessment result, which has been confirmed by the assessment boards.

Article 49 Initiating an Appeal

Following the official notification of results for all weighted assignments and assessments in the semester, a student reserves the right to submit an academic appeal based on one of

the grounds listed in Article 48. An academic appeal must be submitted within ten calendar days following the notification of the results / academic outcome.

For appeals that are unrelated to the release of assessment results, the appeal also needs to be submitted within ten calendar days following the notification of the decision.

Students need to obtain and complete an Appeals form from the office of Academic Administration. The form will require students to provide a factual description of his/her objections and attach any supporting documents relevant to the appeal. All completed forms are to be submitted to the office of Academic Administration.

The submission should state an e-mail address which the student can be contacted in a timely manner during the appeals process. This e-mail address will be used for all correspondence regarding the appeal, including the communication of the final decision. If no e-mail address is stated, the student accepts that the e-mail address that is assigned to him by the institution will be used for this correspondence.

While the appeal is processed, the student is allowed to progress and continue his/her studies, unless there are circumstances that prevent this. The appeal and its proceedings are considered to be confidential and are not shared to any third parties before the prior consent of the student.

Article 50 Appeals Panel

The Appeals Panel comprises at least 3 members. They include the Dean as chair of the panel, and two other senior members of the faculty team. A party involved cannot be a member of the panel. A non-academic staff member may attend the appeal meetings as a secretary.

The ombudsperson is an advisory member to the panel.

Article 51 Appeal Proceedings

The Appeals Panel, or Chairperson of the panel, examines and assesses the admissibility of the appeal based on the documents submitted. If the appeal is not admissible, the appeal will be dismissed and the student will be notified.

If the appeal is admissible (i.e. submitted in time with the necessary documents, and against a decision for which an appeal can be submitted), the panel hears the student and obtains information from all parties involved.

The appeal will lead to a confirmation of the original decision or a new decision made by the panel.

The student is notified of the panel's decision within 20 working days starting from the date on which the appeal was submitted. The panel can let the student know within the allowed time period that it will make a decision at a later date.

The documents that the student takes note of in the context of the appeal procedure cannot be used for any purposes other than personal purposes. The student will therefore not be allowed to multiply and/or distribute these documents.

Article 52 Complaints and Grievances

A complaint is defined as an expression of dissatisfaction about matters that affect the quality of the student's learning experience, or about a standard of service provided by UBI.

For educational matters that are not listed within the scope of Article 48, students may consider the following channels to raise a complaint:

- Communication with the lecturer or Programme Director as an initial option for an early resolution;
- Surfacing the complaint at a Programme Voice Group meeting.

If the issue cannot be resolved through these means, a student can lodge a formal complaint through the 'Complaints and Grievances' form, which needs to be submitted to the Special Cases Committee.

The Special Cases Committee will examine the complaint and hear the student and relevant parties involved. The committee makes a substantiated decision within 30 days after receiving the complaint. The decision addresses the validity and severity of the complaint, and recommendations to the Programme Director on a review, if necessary, of the teaching tasks and duties within the programme.

TITLE IV GENERAL REGULATIONS

Section 1 Student Rights and Duties

Article 53 UBI Business School Commitment

In accordance with the mission and educational approach of UBI, the institution is committed to providing a high-quality and professional business education, to ensure that students are well-prepared for their future. To this end, UBI will strive to provide a safe and conducive educational environment, responsible staff, and adequate services.

UBI will ensure that all students have equal opportunities to participate in the learning process, and all evaluations will be conducted in a rigorous and objective manner.

Article 54 Student Commitment

UBI students are committed to participate in the programme in an active and responsible manner, and collectively contribute to a secure and stimulating learning environment. When in doubt about particular aspects of the programme, UBI students should seek the advice of their tutors, lecturers and other relevant UBI staff.

Article 55 Equal Treatment

UBI students are entitled to equal treatment.

Students with a disability may receive reasonable education or assessment accommodations upon request, following the application procedure established in Article 23. The education and assessment accommodations for such students are determined individually.

In general, reasonable accommodations are determined in consideration of the following:

- The necessity of the adjustment in the context of equal opportunities for all students;
- The necessity of the adjustment for the student to attain the learning outcomes of the programme;
- The capacity of UBI, in both physical and human resources, to provide the accommodation.

Article 56 Access to Personal Records

Individual students have the right to access documents regarding decisions about him/her or documents upon which a decision about him/her is based. Such access is only limited to information regarding the individual student, and the student does not have the right to view data relating to other people.

Students who wish to make an application to review such documents need to submit an application to the Programme Director no later than a month after the start of the next academic year. UBI will grant access within a reasonable period of time, depending on the type and quantity of information requested. UBI reserves the right to charge an administrative fee for the copies of documents requested.

Copies of examination documents can only be provided to students following the discussion and feedback process established in Article 35. Each copy must be treated as confidential and can only be used in the personal context of a student's educational career.

Article 57 Specific Rights and Duties

Upon successful enrolment in the programme, UBI students are entitled to:

- Participation in all educational activities relevant to the programme;
- Access to relevant study materials within the programme;
- Use of the library and its accompanying resources, including the electronic resources;
- Use of the digital learning platform(s) that the programme utilises;
- Use of student lounge with printing and photocopying services, upon request;
- Academic support provided by tutors;
- A secure and conducive studying and learning environment.

UBI students are to note that the official mode of communication, unless otherwise informed by a UBI staff, between UBI and students is the official UBI email address that the school allocates to each student. In some modules, lecturers will also communicate information to students via the Learning Management System (Moodle). It is the responsibility of students to check their allocated email and Moodle regularly for information and announcements related to their programme.

Throughout the duration of the programme, students are not allowed to make audio or video recordings of any teaching activities, unless prior permission has been given by the lecturer. Permitted recordings can only be used for educational purposes in the academic year concerned. Commercial use of any recordings, and recordings of any assessments, are strictly forbidden. In addition, the recordings cannot be used as evidence in an administrative or legal procedure and shall be destroyed upon first request.

Students cannot oppose to the audio or video recording of UBI educational activities, for the purpose(s) of simultaneous transmission and / or use on learning platforms, posters, info brochures (on both physical and digital modes). However, students can request not to be individually recognisable.

Students are not allowed to reproduce and disseminate learning materials provided by UBI in the context of their study programme, upon payment or free of charge, so that they or others can gain commercial benefit from it. In addition, students are not allowed to copy or use assessment material provided by UBI in the context of their study programme for purposes other than personal use.

Article 58 Copyright with regard to Research Papers / Integrative Management Papers

Students grant UBI unconditional permission to make partial or full use of each research / Integrative Management paper written by them in the context of the programme for teaching and scientific research purposes. This means that UBI can, among other measures, archive the work and make it available for consultation in the library as well as make it available on the internet for interested parties.

UBI may use the paper for marketing purposes if the student has given his/her written permission to do so.

If a student's paper was created with the involvement of an external partner who has requested confidentiality of the paper, the student must request for an embargo. Embargoed papers will not be used for any of the stated purposes in this article without the consent of the external party involved.

All students are responsible for respecting the intellectual rights of UBI and third parties in every paper created in the context of the study programme.

Section 2 Disciplinary Regulations

Article 59 Principles

UBI students are expected to behave, both within and beyond the school premises, in a way that shows respect for other people, and in accordance with the laws of the community. They are not to commit acts that are incompatible with the mission of UBI.

The following is a general list of behavioural obligations that all UBI students must abide by:

- Contribute to a safe and secure learning environment in UBI;
- Respect the privacy, rights and intellectual rights of others;
- Respect the property of others and refrain from any behaviour that might cause damage to UBI's facilities and infrastructure;
- Refrain from discriminatory, hostile, threatening, humiliating or aggressive/violent behaviour towards others. This includes communication on online platforms;
- Consumption and possession of drugs or alcohol on UBI premises or in any related UBI activity (internship, meeting with partners, presentations etc) is strictly prohibited. No smoking is allowed within UBI's premises.

Disciplinary sanctions may be taken against any student who violates the above regulations.

Article 60 Urgent Disciplinary Measures

UBI staff members have the authority to take all measures necessary, in all circumstances and with immediate effect, to maintain order and ensure the security of staff and students is not compromised. This may include temporarily denying students access to certain rooms or the use of certain facilities.

Article 61 Sanctions

Based on the disciplinary infringement, the Special Cases Committee can impose one of the following sanctions:

- a) Warning – this sanction can only be imposed once for a similar fact. A subsequent sanction will automatically be more severe;
- b) Denial of the right to attend educational activities or access certain facilities or services;
- c) Temporary suspension;
- d) A refusal, as a disciplinary measure, of a permission to enrol;
- e) Expulsion from UBI;

Every disciplinary sanction is substantiated and communicated in writing.

Article 62 Initiating the Disciplinary Procedure

A student against whom a disciplinary measure is considered, is entitled to:

- a) A notification by the Special Cases Committee of the nature of the measure considered and the grounds of consideration;
- b) Access to the case file;
- c) A period of 5 calendar days following the notification to prepare a spoken and written defence.

At any stage of the procedure, the student may be assisted by a person of his/her choice.

Article 63 Disciplinary Committee and Proceedings

During the disciplinary meeting convened by the Special Cases Committee, the case will be explained and reviewed. The student will have the opportunity to respond.

The ombudsperson is kept informed of all proceedings through the minutes of discussion and may also be requested by the student involved to be present at the disciplinary conference.

A decision regarding the disciplinary sanction will be confirmed by Special Cases Committee and communicated to the student in writing within 20 calendar days from the initial notification to the student.

Article 64 Disciplinary Appeal

Students can lodge a substantiated and written appeal to the Appeals Panel (see Article 48) within a period of 7 calendar days following the notification of the confirmed disciplinary sanction.

The appeal does not suspend the penalty imposed.

The appeal procedure will lead to one of the following:

- a) A substantiated rejection of the appeal;
- b) A new decision made by the panel.

The panel may hear the student at his/her request as part of the disciplinary appeal proceedings and will communicate the final outcome to the student within 30 calendar days from the receipt of the appeal.

Section 3 Internship Regulations

Article 65 Internship Schedule

The 15 ECTS internship module takes place within the Year Three (exceptions may apply on a case-by-case basis).

Students have the option of starting the internship in mid-January (just before the start of Spring semester), or latest the first week of February.

Students have some flexibility in structuring a regular and suitable work schedule with their internship company within this 20-week window. However, they should not work more than 20 hours a week, in order to fulfil the other academic commitments of the semester and in accordance with the applicable legislation.

In total, the internship should span approximately 300 to 320 work hours. Time spent on Integrative Management research work during the internship is not considered part of this work hours guidelines.

Article 66 General Guidelines

Prior to the internship, all students must attend 3 'internship orientation' workshops in the semester preceding the internship. The workshops cover essential elements of the internship application, reinforce UBI's professional expectations of student-interns, and brief students on all assessment components of the internship.

Students are responsible for obtaining their own internships and contacting the target companies themselves. Part of the internship learning experience is searching for and securing the internship. There are two options:

- i) UBI has in place a number of preferential partnerships with selected companies, shown on the dedicated "Career Services / Internship opportunities" Moodle page, or
- ii) students may source their own internships. Please note that the student, with support from the Internship Module Leader, is to ensure the employer understands the conditions of the UBI's internship module (this includes signing the Student-Employer Internship Agreement, support setting Internship Goals and Outcomes, and filling in the Performance Evaluation Form)

Whichever the option, onus is on the student in pursuing the internship actively and professionally, which would include the timely submission of CVs, following up with interviews, etc.

If students elect to source for their own internship, the following guidelines apply in the selection of suitable internship companies:

- The internship can be local or international;
- Students will not be allowed to work in a family business and their internship mentor cannot be a relative or a friend;
- The working language of the shortlisted internship company must be English or the language elective that the student selected in the bachelor programmes. For the latter, the student must ensure that their internship mentor is able to communicate in English in order to facilitate UBI's correspondence with the company. In such cases, students should note that all assessments will still need to be submitted in English;

- All companies and positions sourced by students need to be approved by Internship Module Leader before the application can be confirmed.

All students must adhere to the application procedure and timeline provided in the Internship Module Handbook (Module Narrative).

Section 4 Expected Professional Behaviour Code

Article 67 Expected Professional Behaviour Code

UBI is a community that embraces diversity, recognising the cultures and traditions of staff and students from all over the world. Our work and actions are guided by our school values of responsibility, solidarity, respect, effort, tolerance and honesty.

UBI students are considered professionals in training, which means they must act accordingly and be accountable for their actions. Both the academic and personal relationships in our school are developed in a professional environment. The Expected Professional Behaviour Code (EPBC) sets out the expected behaviour that UBI demands and the action that will be taken where behaviour falls below these standards; it can be found in the table below.

Expected Professional Behaviour	Consequence of failing to observe this expected behaviour
Be punctual for all academic engagements (lectures, internships, workshops, etc) related to the programme	For lectures / sessions, students' attendance will not be recorded if they are late by more than 10 minutes. UBI attendance policy applies.
Attend all the lectures and/or sessions. Contact the lecturer, the Academic Administrator and the Programme Director if cannot attend, providing the necessary supporting documentation.	It can affect the minimum 75% of attendance required.
Behave in a professional manner during all academic engagements. Use of mobile or other devices should be limited to learning activities.	Lecturers reserve the right to ask participants to leave the classroom if they fail to adhere to professional standards of behaviour. This will affect their attendance record. Serious breaches may lead to penalties that will prevent participants found guilty from progressing in the Programme.
Submit module work on time.	Late submissions without <u>prior</u> extension granted will have their mark capped at 10 if they are received within a week. Submissions received after one week of the deadline will not be marked and will be considered as not submitted.
Observe the rules and regulations of UBI and also the laws of Belgium.	Serious cases may lead to penalties that will prevent participants found guilty from progressing in the Programme.
Respect, practice, promote and embrace the cultural, ideological, religious, gender diversity (list non exhaustive) found in the different cohorts, both inside and outside the programme, as well as in every activity related to the School.	UBI has a zero-tolerance policy with misconducts and/or attitudes that can be related to segregation, discrimination, xenophobia, homophobia etc (even those that can seem superficial and/or humorous). This kind of behaviour may lead to penalties that will prevent participants found guilty from progressing in the programme.

Respect the reputation, image, staff, facilities, etc of the programme and School.

Serious cases may lead to penalties that will prevent participants found guilty from progressing in the programme.

Appendix: Summary of Boards and Committees

Body	Main Functions	Members
Admissions Committee	<ul style="list-style-type: none"> • Processes all admission applications • Handles all enquiries regarding admissions • Makes decisions on all admission matters • Makes decisions on credit transfers and exemptions 	<ul style="list-style-type: none"> • Programme Director (Chair) • Academic Administrator • Academic Officer <p>The Middlesex Link Tutor is an advisor to the committee.</p>
Special Cases Committee	<ul style="list-style-type: none"> • Makes decisions on requests for reasonable accommodations due to special education needs • Makes decisions on requests for individual adjustments to assessment schedules or make-up assessments • Makes decisions on requests related to 'mitigating circumstances' that affected weighted assessments • Investigates and makes decisions on official 'complaints and grievances' lodged by students • Investigates and makes decisions on penalties related to academic misconduct and other disciplinary violations. 	<ul style="list-style-type: none"> • Dean (Chair) • An appointed faculty member • AQA director (only for academic misconduct and disciplinary violations). <p>The ombudsperson is an advisor to the committee.</p>
Internal Assessment Board	<ul style="list-style-type: none"> • Discusses and confirms all students' progress and academic standing for all modules in the semester. • Makes decisions in regards to progression, academic standing and degree classification for UBI degrees. 	<ul style="list-style-type: none"> • Dean (Chair) • All module lecturers for the modules evaluated

External Assessment Board	<ul style="list-style-type: none"> In the presence of the external examiner(s) and the Middlesex Link Tutor, the board discusses and confirms the final outcomes of the assessments, final grades and progression for all students. The board also confirms the Middlesex degree classification for all students who are due to graduate. 	<ul style="list-style-type: none"> All members of the Internal Assessment Board External Examiner(s) Middlesex Link Tutor Dean (Chair)
Appeals Panel	<ul style="list-style-type: none"> Investigate appeals lodged by students with regard to academic matters listed in Article 48 and disciplinary sanctions. 	<ul style="list-style-type: none"> Dean (Chair); Two senior professors who are not involved in the original decision. <p>The ombudsperson is an advisor to the panel.</p>