



UBI
BUSINESS
SCHOOL

Education and Examination Regulations Postgraduate Taught Programmes

Master of Science
Master of Business Administration

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TITLE I EDUCATION REGULATIONS

Section 1 Admission

Article 1 Postgraduate Taught (PGT) admission principles

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

UBI endeavours to accept candidates 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 Postgraduate Taught Programmes Admission Requirements

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

- Possess a recognised undergraduate degree;
- Fulfil the 'English Language Entry Requirements' stated in Article 4;
- Pass an admission interview. The interview could be face-to-face or through an online video conference platform, depending on the applicant's location;
- For the MBA only, demonstrate a minimum of 3 years of professional experience;
- 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 <https://ubi.edu/register/>

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 courses represent an exception.

Article 4 English Language Entry Requirements

Students must have competence in English language and UBI requires Grade C in GCSE or an equivalent qualification. The most common English Language requirements for international students are IELTS 6.0 or TOEFL internet based 72. 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 course (pre-sessional). Successful completion of this course 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 must complete the programme within a maximum of four 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 PGT programmes can be found on UBI's website at <https://ubi.edu/msc-programmes/> and <https://ubi.edu/master-of-business-administration//>

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.

Such students may no longer have access to UBI's Learning Management System (LMS), 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 PGT programmes at UBI are organised based on block teaching. The academic calendar can be found in Moodle.

Article 8 Study Programme Structure

The structure of the programmes, the number of ECTS, and their study path can be seen in Appendix I.

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 or equivalent 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 cannot be appealed.

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

Article 11 Class Attendance

Class attendance for PGT programmes is mandatory.

Participants should attend a minimum of 75% of the total hours of each module to get credits for this module. Non-attendance without a valid reason will be penalised and may result in the withholding of the credit points necessary for the award of the degree. Candidates should explain any absence to the module leader and academic administrator and submit 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 the attendance at every seminar.

Only in very exceptional cases, presented by the candidate and approved by the programme director beforehand, candidates may not achieve the minimum 75% attendance. To compensate they should submit a 300/500-word summary of the topics they will miss in the session/s. This summary will be handed out to the lecturer before the session and will not be marked. It is the responsibility of the candidate 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 module instructor has a right to not admit students into the classroom after 10 minutes from its start. Students late by more than 10 minutes 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 parameters 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).
- 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.
 - 15% of the group mark will be based on peer-assessment as part of the promotion of collaborative learning. Guidelines for peer assessment can be seen [here](#).
 - Peer assessments will be carried out after students work together for two modules, after the module ends, and will be managed centrally, not by lecturers.
 - Peer assessment surveys will be available on Moodle. Students should complete the forms in two days after the third module ends.
 - The lecturer will then receive the marks from UBI's office.
- Students' contribution in class can be assessed; if so, it will not weight more than 10% of the total mark. 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; the assessment strategy needs to have at least the following three elements:

- 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 the class.
- During-the-module: individual and/or group work (recommended) focused on independent learning with professional guidance.
- At-the-end of the module: individual and/or group work aimed at testing the candidates' application and evaluation of the content analysed during the module.

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 director and QA Director to ensure the achievement of the combined ILOs. For these cases, unit owners 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.

In addition, and in line with the three main themes framing the programme, all types of assessments (in particular summative) should explicitly ask about globalisation, digitalisation/technology management, and global corporate citizenship. Examples of this can be:

- how do the proposed recommendations strengthen the international positioning of the company?

- how do the proposed recommendations incorporate technology to strengthen/deepen the company's value creation?
- how do the proposed recommendations make the company/organisation a better global corporate citizen?

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/resubmissions and (ii) a mark of at least 10 in each summative assessment within a module after resits/resubmissions (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/resubmissions 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 instructor. 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

Assessments will be aligned with the each module's strategy as stated in Article 12. Details of assessment can be found in the respective module narratives and will also be conveyed to all students at the start of each block. There will be two resubmission periods, one in February (for the modules taught between October and January) and one in August (for the modules taught between February and July).

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 module is confirmed and announced at the commencement of each module, which means at least 5 weeks before the submission date. Examiners and students strictly comply with the determined assessment schedule.

Examinations 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 School 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 coursework and final project within the timescales candidates 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 coursework and final project are only possible in exceptional circumstances and therefore candidates 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 module instructor and the academic officer to inform his/her absence. This needs to be followed up by a formal submission of the medical certificate to the Programme Director through the academic officer.

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/resubmission 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 3 working days 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 PGT programmes, the module instructor 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 is confirmed and announced at least five weeks before the submission.

Article 21 Assessment Regulations

Students are responsible for ensuring that they obtain knowledge of the assessment schedule and venue in advance. They must strictly observe the timetable and location scheduled for an assessment.

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 before the deadline(s).

For late submissions without an extension granted the following criteria will apply: (i) submissions that are late by 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) not submitted works will deprive students of one of the two opportunities they have at their disposal as mentioned in Article 12, this being, not submitted works will only have one opportunity for reassessment, capped at 10/20.

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. 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 dyslexia or a physical impairment, he/she must inform 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 needed.

UBI, if appropriate, will make reasonable arrangements 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:

- 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.

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 and assessments deployed in the programme.

The marking of assessments is executed by the module instructor (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 term.

Article 25 Composition of the Examinations Boards

The Examinations Board is chaired by the Campus Dean, and its members are the Programme Directors, the Quality Assurance Director, and a selection of the lecturers teaching on the programme. The aim of the board is to recommend marks and degrees. It meets at least twice a year.

This meeting is followed by an External Assessment Board meeting. The board consists of the External Examiner(s) and members of the Internal Assessment Board; it is chaired by the Dean for Europe

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 at least 5 modules have been graded and moderated. The Internal Assessment Board confirms the academic standing, progression and 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) the board discusses and confirms the final outcomes of the assessments, final grades and progression for all students. The board also confirms the 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 candidate'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 program. 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, candidates are expected to resubmit/resit the work that received a mark of less than 10/20 once, and once only.

Resubmissions/resits receive a maximum mark of 10/20 except where there have been medical or other extenuating circumstances. Candidates 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 resit without a valid justification, he/she might fail the module.

A maximum of 4 failed modules during the programme is in place. The final project does not count towards this limit. The continuity in the programme of candidates with more than 4 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 candidate provides (in writing) to explain why s/he has reached this point, the holistic performance (academic and behavioural) of the candidate throughout the programme, and the views of three lecturers randomly selected.

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 given the facilities available to the candidate.

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.

Article 32 Re-assessment Schedule

All re-assessments, including re-sit assessments, for modules taken between October and January will be scheduled in February.

All re-assessments, including re-sit assessments, for modules taken between February and July will be scheduled in August.

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/resubmissions.

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

For 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 'mitigating circumstance'.

If a student feels that he/she has a 'mitigating circumstance', he/she may write to the Programme Director for this 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 3 working days of a student's return. This must be accompanied by an official request to UBI Office.

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

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 sheet) upon request after the communication of the assessment results.

Section 5 Award of Degree and Progression

Article 36 Degree Classification

To complete the PGT programmes, students need to pass all modules within the programme, thereby earning 90 ECTS for both the MSc or the MBA. 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

A student who fails 18 credits in an academic year will be allowed to progress to the next module 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.

A student who fails more than 18 credits in an academic year, up to a maximum of 24 credits, will be allowed to progress to the next module on the condition that the student passes 100% of the credits in the following modules. If this is not achieved, the student will have to repeat the complete programme (subject to approval from the assessment boards), or withdraw from the programme.

A student who fails more than 24 credits, even after the re-sit assessments, will have to repeat the complete programme (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 see Appendix I). 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 its discretion.

Article 39 Exit Qualifications

For the PGT 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:

- PGCert: at least 60 ECTS credits gained at level 7.
- PGDip: At least 60 ECTS credits gained at level 7.

Students should be aware that once an exit award has been conferred, they are no longer eligible to receive the award of a Master's degree.

If a student holding an exit award decides to complete the master's 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 course.

Article 40 Borderline Cases

Compensation

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

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 candidate 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 candidate'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 candidate's performance in the capstone element of the programme. Where the student's mark for the capstone project 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 the use of 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 against the guidelines stated in the Recommendations on the use of the technology.
- 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. ▪ 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 (as stated in the 'AI enhanced teaching and learning policy'). 	<ul style="list-style-type: none"> ▪ Between 11% to 30% mark deduction for the assignment. ▪ The incident is recorded in the student's file.

	<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. 	
<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 	<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.

	<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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TITLE III OMBUDSPERSON AND APPEALS

Article 46 Appointment of Ombudsperson

Prior to the start of the academic year, UBI 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 Academic Integrity and Misconduct (Title II, Section 6), following a penalty imposed for academic misconduct.

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 come from the ubi.edu 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 meetings.

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 calendar 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 on 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 module instructor 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, module instructors 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;
- 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, instructors will also communicate information to students via the Learning Management System. It is the responsibility of students to check their allocated email and the digital learning platform 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 module instructor. 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 recording of audio or video recordings 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 / Capstone Papers**

Students grant UBI unconditional permission to make partial or full use of each research / capstone paper written by the student 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, aggressive or violent behaviour towards others. This includes communication on online platforms;
- Consumption and possession of drugs or alcohol on UBI premises is strictly prohibited. No smoking is allowed within UBI.

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 are 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

In case the programme offers internships as an option, students 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 Belgian (or any other applicable) legislation.

Article 66 General Guidelines

Guidelines for the internship will be included in a module narrative and approved by the Academic Executive Committee.

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 all over the world. Our work and actions are guided by our school values of responsibility, solidarity, respect, effort, tolerance and honesty.

UBI candidates 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 expects 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 / seminars, 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 seminars. Contact the Programme's office 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 coursework 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.

<p>Observe the rules and regulations of UBI and also the laws of Belgium.</p>	<p>Serious cases may lead to penalties that will prevent participants found guilty from progressing in the Programme.</p>
<p>Respect and embrace the cultural, ideological, religious, gender diversity (list non exhaustive) diversity found in the different cohorts, both inside and outside the programme, as well as in every activity related to the School.</p>	<p>UBI has a zero-tolerance policy with conducts and/or attitudes than can be related to segregation, discrimination, xenophobia, 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.</p>
<p>Respect the reputation, image, staff, facilities, etc of the programme and School.</p>	<p>Serious cases may lead to penalties that will prevent participants found guilty from progressing in the programme.</p>

Appendix I. Structure of UBI's PGT programmes

MBA – Master of Business Administration

The MBA has a study load of 90 ECTS. The structure of the MBA programmes can be seen below:

Module	ECTS
Analytics & Operations Management	6
Entrepreneurship, Technologies & Innovation	6
Ethics, Responsibility, Sustainability	3
Executive Accounting for Decision Making	6
Finance & Capital Markets (prerequisite Accounting)	6
Global Economic Environment	6
International Business Strategy (prerequisite International Management)	6
International Management	6
Marketing Concepts & Practice	6
People, Teams & Organisations	6
Professional Skills	3
Integrative Management/Final Capstone Project (composed of)	30
- Applied Research course and assessment (5000 words) for all students	6
- Possibility to chose among	6
o Thesis	3
o Business Plan, or	
o Venture Creation Lab	

The prerequisites are:

- For Finance & Capital Markets:
 - o Executive Accounting for Decision Making
- For International Business Strategy
 - o International Management
- For Integrative Management
 - o FT Students: Completion of 6 modules
 - o PT Students: Completion of 9 modules

Students can choose to take one module every month and finish in one year, or every other month and finish in two years (or any other combination).

Master of Science in (i) Technology (MoT) and (ii) Artificial Intelligence and Machine Learning

The MSc has a study load of 90 ECTS. The structure of the MSC programmes can be seen below:

Core Modules	ECTS
Professional skills for the works of the future	6
Ethics, responsibility, & sustainability	6
Data visualisation and storytelling	6
Wellbeing and effective use of transformative technologies	6
Python applied in business	6
Business strategy	6
Business Analytics	6
Integrative Management (Capstone project)	30
Option 0: Management	
Entrepreneurship and Innovation	6
Artificial Intelligence in business	6

Data driven marketing	6
Option 1: Technology	ECTS
Entrepreneurship and innovation	6
Finance and technology	6
Smart operations	6
Option 2: Artificial Intelligence and Machine Learning	ECTS
Database management	6
Artificial intelligence in business	6
Neural networks & deep learning applied to business	6

The prerequisites are (Option 0: M):

- For Entrepreneurship, and Innovation:
 - o Business strategy
- For Artificial intelligence in business
 - o Business strategy
 - o Wellbeing and effective use of transformative technologies
- Data-driven marketing
 - o Data visualisation and storytelling
 - o Python applied in Business

The prerequisites are (Option 1: MoT):

- For Entrepreneurship and Innovation:
 - o Business strategy
- For Finance and technology; and Smart operations
 - o Data visualisation and storytelling
 - o Python applied in business

The prerequisites are (Option 2: AI and ML):

- For Neural networks & deep learning applied to business:
 - o Database management; Business Analytics
- Artificial intelligence in business
 - o Business strategy
 - o Wellbeing and effective use of transformative technologies

The prerequisites are (all options)

- For Integrative Management
 - o FT Students: Passed 6 modules

Students can choose to take one module every month and finish in one year, or every other month and finish in two years (or any other combination).

Appendix II: Summary of Boards and Committees

Body	Main Functions	Members
Admissions Committee	<ul style="list-style-type: none"> • Process all admission applications • Handle 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 and Student Affairs Manager • Academic Officer
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 and 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) • AQA Director (for Academic misconduct cases) • An appointed faculty member <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 instructors for the modules evaluated

External Assessment Board	<ul style="list-style-type: none"> In the presence of the external examiner(s) the board discusses and confirms the final outcomes of the assessments, final grades and progression for all students. The board also confirms the 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)
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>