

## CONTENTS

Introduction .....	6
Welcome Message from the Dean.....	6
Equal Opportunity Policy.....	7
Student Identity Verification.....	7
Student Responsibilities .....	8
Code of Student Conduct .....	8
Disciplinary Suspension or Dismissal .....	10
Privacy of Student Records .....	10
Change of Contact Details.....	10
Satisfactory Academic Progress .....	10
Academic Counseling.....	11
Academic Disqualification .....	12
Grade Point Average.....	12
<i>Maximum Timeframe</i> .....	13
Pace of Completion .....	13
Evaluation .....	14
Student Notification .....	14
Transfer Credits .....	14
Program Changes.....	14
Repeat Courses.....	14
Appeals Process and Mitigating Circumstances.....	15
Resolution of Student Concerns.....	15
Appeal Process for All Students.....	15

Academic Reinstatement Policy.....	17
Hours of Operation.....	17
Academic Resources.....	17
University Library and Course Materials.....	17
Advising.....	18
Student Orientation.....	19
Career Services.....	19
Academic Programs.....	19
University Policies.....	20
Admissions Requirements.....	20
Admissions Funnel.....	20
Admissions Procedures.....	21
Acceptance or Denial.....	23
Enrollment Agreement.....	23
Proficiency Skills Semester.....	23
Degree Maps and Registration.....	24
Course Load, Level and Prerequisites.....	24
Cancellation Policy.....	25
Withdrawal Policies.....	25
Withdrawal from UBIS.....	25
Withdrawal from a Course.....	26
Administrative Course Withdrawals – Excessive Absences.....	26
Grade Assigned for Withdrawal from a Course.....	26
Re-admissions / Re-entry.....	27
Refund Policy.....	27

Transfer of Credit Policies .....	27
Transfer Activity.....	27
Waivers .....	28
Credit by Examination – (Waiver Examinations - Undergraduate Program Only) .....	28
Computer Requirements for all UBIS Courses .....	28
Online Computer Requirements .....	29
Financial Policies .....	30
Tuition and Fees .....	30
Types of Aid .....	31
Payment Policies.....	31
Academic Policies.....	32
Academic Credit .....	32
Academic Advising.....	32
Grading Procedures.....	32
Incompletes .....	35
Course Repeats.....	35
General Education Courses .....	35
Dean’s Honor List .....	36
Graduation Requirements.....	36
Undergraduate .....	36
Graduate .....	37
Academic Distinction at Graduation.....	37
Change of Program.....	38
Add/Drop.....	38
Administrative Course Drops – No Attendance .....	38

Course Attendance Policy .....	39
Unexcused Absence Policy .....	39
Leave of Absence .....	39
Student Academic Grievance Procedures .....	40
Academic Integrity and Ethics .....	41
Academic Freedom .....	43
Academic Progress and Grade Requirements .....	43
Undergraduate Students .....	43
Graduate Students .....	44
UBIS Capstone Bachelor Project or Master Thesis .....	44
Student Life .....	44
Cost of Living .....	44
Accommodation .....	44
Off-Campus Housing .....	44
Personal Insurance .....	45
Student jobs .....	45
Career Seminars .....	45
Company Visits and Excursions .....	45
Excursions .....	45
Company Visits .....	45
Student Committees .....	46
Student Council .....	46
Student Representatives .....	46
Yearbook Committee .....	46
Class Representative .....	46



## INTRODUCTION

### Welcome Message from the Dean

Dear Students

This handbook is designed to guide you through the rules, regulations and facilities in use in UBIS. Please read it carefully, and pay particular attention to those sections that deal with attendance, timeliness, standards of behavior, and what to do if for some reason you are unable to attend a class or wish to change a course.

Please note that if at any time you do contravene any of the University's regulations, ignorance of the rules is not an acceptable excuse.

If you need further explanation, or have any questions about anything in this handbook, please contact the office of the Dean.

We invite you to compete and succeed in the uniquely exciting and international atmosphere that is UBIS.

Enjoy your stay with us.

Dr. Viola Krebs

Academic Dean

## Equal Opportunity Policy

---

UBIS enforces a work-study environment free of any discrimination be it on the basis of race, color, gender, marital status, religion, sexual orientation, disability (within the UBIS' provisions) or age. UBIS has appointed a student counselor who will be available for confidential student grievance mediation.

## Student Identity Verification

---

UBIS has processes in place through which we establish that the student who registers in an online course or program is the same student who participates in and completes the course or program and receives the academic credit. UBIS meets this requirement by doing the following:

1. Verify the identity of a student who participates in class or coursework by using at least one of the following options in all online courses or programs
  - a. Every enrolled student will be given a secure login and password.
  - b. Copy of passport and Personal Photo are kept on file at the university, the personal photo and the passport are compared by the registrar to verify the identity of the student, before issuing the student a photo student ID.
2. Make every possible attempt to protect student privacy in accordance with local, national and federal laws as applicable.

How identity is verified: Verifying the identity of students in our courses and programs is a significant, multifaceted, and ongoing process. Identity verification begins when a student applies for admission to the university and continues through graduation, transfer, or withdrawal from study. Procedures related to student identity verification include but are not limited to:

- registration, advising and transcript procedures,
- course management system login and security functions wherein we create a unique username and password for each individual student. This unique set of login credentials consists of data which the student is likely to know, and which others are unlikely to know. The student is forced to use these credentials to access our course management system and reset their password to one which is entirely confidential.
- Data transmission of login information is secured using appropriate encryption technology

The student is responsible for maintaining current contact information such as email address(es) and phone number(s) in the student account because the email address or phone number along with the student ID are used as primary means of identification for communication purposes.

The student is responsible for safeguarding email account login information and student password. UBIS shall not be responsible for the misuse of password by any person.

### Student Responsibilities

---

Students are responsible for ensuring that they understand and follow fully the University's policies and regulations as outlined in this Handbook. Students are also responsible for being familiar with the formal requirements needed to complete their degree, and for keeping themselves informed of any changes in the policies and regulations. Notices will be posted or forwarded informing students of changes. Every effort should be made to uphold all academic standards and adhere to all academic regulations.

Students are obliged to behave in an orderly and proper manner; any student breaking any academic rules will be liable to disciplinary action. Any student who intentionally damages any UBIS property or the personal property of members of UBIS must pay for its repair and may be subject to disciplinary action. Students who disrupt teaching, study, the administration of UBIS, or the performance of a UBIS member will also be liable for disciplinary action.

All the regulations in this Handbook and all other official documents of the University are binding on every student. The University reserves the right to change its regulations, including cancellation of courses and programs, at any time.

### Code of Student Conduct

---

As a student, you are an active and vital part of the UBIS University educational community; a community dedicated to protecting the freedom of individuals to inquire, study, evaluate, question and gain new levels of knowledge and understanding. As with other communities, UBIS University has put specific policies and expectations in place that define acceptable behavior necessary to both protect individual freedoms and ensure responsible citizenship. As a member of the UBIS University community, it is your responsibility to understand and adhere to the codes and policies that govern acceptable student behavior. Students who engage in unacceptable conduct are subject to various sanctions up to and including dismissal from school and/or prosecution. Unacceptable conduct includes, but is not limited to:

- violation of written University policy and regulations contained in any official publication or administrative announcement of UBIS;



- violation of any local or federal laws, whether on University premises or off-campus when such violation has or may have an adverse impact on the University community;
- disruption of University operations. Disruption is an action or combination of actions by an individual or a group that unreasonably interferes with, hinders, obstructs, or prevents the right of others to freely participate in the University's activities, programs or services;
- any act or attempted act of academic dishonesty including but not limited to forgery, alteration, destruction, or misuse of University documents, records, or papers;
- knowingly provides false information to the University or other similar forms of dishonesty in University-regulated affairs, including knowingly making false or written statements to any University official;
- selling, using, possessing, distributing, or being under the influence of alcoholic beverages or illegal drugs;
- unauthorized or attempted entry into, or use of, University property/facilities whether they are owned, contracted or managed by the University;
- unauthorized use of University-owned or contracted computer systems, including but not limited to failure to comply with license agreements, contracts or agreements governing acceptable use standards, network software and hardware; or harmful intrusion or invasion of privacy, destruction, alteration or prevention of rightful access;
- damage to University property or that of any of its members or visitors;
- violating the terms of any disciplinary sanction;
- intentional infliction or threat of physical harm to any person(s) or their property;
- verbal, written, electronic or other forms of harassment, including but not limited to sexual, racial, ethnic, sexual orientation or religious harassment that causes injury, distress, or emotional or physical discomfort; and
- disorderly conduct on University premises or at University-sponsored or supervised activities, including but not limited to academic classes and activities.

UBIS is committed to observing strict rules regarding student integrity. As such, UBIS will not tolerate plagiarism or any other form of cheating. It is the duty of the instructors to give due diligence to students' assignments and behaviors during examinations to ensure that there is no plagiarism or cheating.

## Disciplinary Suspension or Dismissal

---

The University reserves the right to suspend or dismiss a student for violation of its policies or regulations, or for any conduct against the best interests of the University or of other students in attendance.

## Privacy of Student Records

---

As required by local and federal laws, the University maintains records relating to students for various academic purposes. Information as defined by the University (which includes name, dates of attendance, enrollment status, awards, honors, and degrees conferred) may not be released without the enrolled student's written permission. UBIS will not disclose any information from a student's educational record, except to personnel within the institution, without the written consent of the student.

Students who need to discuss their academic status in regard to compliance with the University's academic requirements, or who want to discuss a grievance or any other concerns relating to academic issues can make an appointment to see the Dean.

## Change of Contact Details

---

Students have to inform the administration office without delay of any change in their home or business address and other contact details such as phone number or e-mail address.

## Satisfactory Academic Progress

---

Satisfactory academic progress applies to all students and is necessary in order to maintain eligibility for enrollment at the institution. All students enrolled at UBIS must meet the University's minimum standards of achievement with regard to cumulative grade point average and successful course completion. A student's academic progress is evaluated at the end of each semester. The University's Satisfactory Academic Progress (SAP) consists of two measurements:

A quantitative measurement which determines if students are completing the courses they attempt (pace) at a rate that will ensure completion of the program within a maximum time frame of 150% of the program length in credit hours; and

A qualitative measurement which determines if students have a satisfactory cumulative grade point average in their program of study.

A student's failure to meet these standards will result in the student being placed on academic warning, academic probation, and/or dismissal from the University. The following applies to all students enrolled at UBIS University:

- The qualitative and quantitative standards of satisfactory academic progress will be evaluated at the end of each academic term (also referred to as a "payment period"). The length of an academic term is 8 weeks.
- Students must be progressing at a pace of completion in their educational program consistent with the maximum timeframe permitted for his or her program of study. The maximum time frame is a period of time that is no longer than 1.5 times the published length of the educational program as measured in credit hours. For example, a program requiring 120 US / 240 ECTS credit hours for graduation would allow the student a maximum of 180 US / 360 ECTS credit hour attempts ( $120 \times 1.5 = 180$ ,  $180 \times 1.5 = 360$  respectively) to complete the program of study.
- Students must successfully complete a cumulative minimum of 67% of attempted credits and earn at least a cumulative grade point average (CGPA) of 2.0 at each evaluation point to be considered in good academic standing. See the grading scale sections of this catalog for the impact of each grade SAP calculations.
- Transfer credit hours that are accepted toward a student's program of study and Test Out credits are counted as both credit hours attempted and credit hours earned in the pace of completion.
- UBIS University does offer foundational courses. These are not calculated in the student's GPA or pace of completion as they do not count towards a program of study
- All periods of enrollment are counted towards Satisfactory Academic Progress (SAP).

### Academic Counseling

Academic counseling shall occur when a grade point average (GPA) falls below acceptable levels for the program. Counseling lasts until the end of the next term of enrollment. If GPA does not rise above the respective levels at the end of the next term, students are put on terminal probation. At the end of the terminal probation period (one semester), a probationary student's file will be reviewed by the Dean to determine whether the student will be allowed to continue studying at the University. All undergraduate students on counseling must ask the Dean for approval before registering each semester for any class.

Students on Academic Counseling must achieve the acceptable GPA, show satisfactory class attendance and completion of attempted courses. Students on counseling who do not meet these three criteria by the end of their counseling period are in danger of suspension or dismissal according to the Dean's decision.

Any period of counseling, academic suspension or dismissal will be recorded on the students' academic records.

### Academic Disqualification

Academic disqualification (AD) will result if a student fails to clear an academic counseling status.

To reapply, a formal application for admission must be submitted in accordance with University admission procedures. In addition, applicants should explain the reasons for the scholastic deficiencies; the manner in which the intervening time has been spent; and why they should be given favorable consideration for readmission. The readmission file will be reviewed by the Dean and a decision reached regarding readmission. If approved, the student would be required to complete all program requirements in effect at the time of readmission. No dismissed students may claim any reimbursement of their fees.

### Grade Point Average

One aspect of academic progress is the student's cumulative grade point average (CGPA). Students must be advancing toward or maintaining a 2.0 or above CGPA for all UBIS University coursework to maintain good academic standing and 2.0 to meet the requirements for graduation. Students enrolled at the Graduate-level must maintain a cumulative grade point average of 2.0 or higher.

A student's cumulative program GPA is calculated using only those grades earned at the University for the current program of study. The program GPA is computed by adding the program applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed. Courses from which the student withdraws are not included in the program GPA calculation for the qualitative measurement.

### Qualitative Exclusions

The following are excluded from the qualitative computation:

- Waivers
- National Testing Programs

- Courses with the following grades:
- AUDIT (AU)
- Incomplete (I)
- No Credit (NC)
- Passing (P)
- Withdrawal

Each academic program has a published standard credit load for completion. Pace of completion is automatically evaluated for all periods of attendance at the University.

### *Maximum Timeframe*

The maximum duration of studies for undergraduate students is 6 years (120 US / 240 ECTS credits) for US Bachelor's degree and 4.5 years (180 ECTS credits) for the European Bachelor's degree for full time students. It is 28 months for graduate students and 6 years for the DBA.

The maximum timeframe to complete the program cannot exceed 150% of the published length of the program measured in credit hours attempted for undergraduate and graduate students. Progress is evaluated cumulatively at the completion of each payment period for a student's primary program of study to ensure completion of the program within the 150% maximum timeframe. If a student cannot complete the program of study within the maximum timeframe (as determined at the end of the payment period), the student will be placed on disqualification status without the ability to appeal.

### *Pace of Completion*

The quantitative measure for the pace of completion is calculated using the following formula:

*Cumulative number of credit hours the student successfully completes / Cumulative number of credit hours the student attempted*

At the end of each payment period, the student's pace of completion is evaluated. Students must earn at least 67% of the credit hours attempted toward completion of the primary program of study. Credit hours taken at other institutions and accepted toward a student's primary program of study at the University are included in both attempted and completed credit hours when measuring pace of completion. Courses from which the student withdraws are counted as attempted credit hours when calculating the quantitative measurement or program pace.

### *Included in Pace of Completion*

The following are included as attempted in the pace of completion calculation:

- Withdrawal (W)
- Courses completed with the following grades: A, B, C, D and F (+/-)
- Incompletes (I)
- Transfer Courses (TC)

### Evaluation

The University evaluates SAP for the student's primary program of study, based on a completed payment period (generally, at least 12 US / 24 ECTS credit hours). As a result of the evaluation, a student is assigned a SAP status.

### Student Notification

The University will notify students at any point during their enrollment if their status changes.

### Transfer Credits

A student's program GPA is calculated using only grades earned at the University in courses that are applicable to the program. Therefore, transfer credits do not apply when calculating the student's GPA at the University. Transfer credits include credits for all courses not completed at the University that are applied toward the completion of the student's degree program.

Credits taken at other institutions and applied towards the student's program/version at the University are included in both attempted and completed hours when measuring the student's pace towards completion.

### Program Changes

Students who change programs at the University are re-evaluated to determine which credits apply to the new program. The student's SAP status will be evaluated at the end of each completed payment period in the new academic year. If the student changes back to a program he or she was previously in, the student's SAP status will reflect the status of the original program. The University will calculate the qualitative and quantitative SAP measures based on all courses applicable to the new program. This includes those courses taken in a previous program that the student successfully completed and that apply to the new program.

### Repeat Courses

Undergraduate students retaking courses must specify these courses as retakes during registration. Undergraduate students can repeat any previously completed course or courses for

which the grade received was *C*, *D* or *F*. Undergraduate students must also ask approval from the Dean. The course can be retaken no more than twice. Only the last attempt for each course will be counted in student's GPA. Each grade received for a repeat course will be part of student's permanent record. Note: Repeat courses taken in a program are counted in the SAP status for that program.

Graduate students can retake up to two courses previously completed. Only the grade earned for the retake will be used to calculate a graduate student's final GPA. If a course is being retaken, the graduate student must specify the course as a retake during registration.

## Appeals Process and Mitigating Circumstances

---

### Resolution of Student Concerns

A grievance is a claim by a student that there has been a violation, a misinterpretation or an inequitable application of an existing policy, rule or regulation of the University. An appeal and/or a formal grievance are two ways that students can request a formal change to an official decision of the Institution. Whenever possible the submission of an appeal or grievance will be dealt with confidentially. In addition, all investigations will be undertaken impartially with no reprisals of any kind being undertaken by any member of the school for the submission of an appeal or grievance. Appeal and/or grievance proceedings will be treated in accord with the University's student privacy policy.

The steps involved with resolving a student concern are an informal appeal, a formal appeal, and formal grievance. It is a requirement of the University that a student exhaust the appeal process in its entirety prior to submitting a grievance in order to allow for an appropriate resolution to be reached. Further, if an appeal or grievance is not submitted within ten (10) business days the initial decision of the school will stand.

Mitigating circumstances for which an appeal may be made are illness, death of a family member, military duty, jury duty, or employment responsibilities beyond the student's control. Appropriate written documentation must accompany an appeal. Students whose appeals are approved, may continue their studies at the University under an academic plan as described earlier.

### Appeal Process for All Students

#### Step 1: Informal Appeal

The Informal Appeal process allows students to identify a concern and have it addressed expeditiously without the need for the issue to go to the Appeal Committee.

1. Students will meet with the instructor, if appropriate
2. If there is no resolution, the student may file an Informal Appeal
3. For an Informal Appeal, the student must complete and submit a student issues/concern form
4. The student will meet with the Director, Dean or other designee to discuss the Informal Appeal
5. If there is still no resolution, the student may file a Formal Appeal

### Step 2: Formal Appeal

The Appeals Committee acts upon requests for exceptions to existing academic policies and requirements. The committee works to find equitable and reasonable solutions supported by evidence.

1. Students must complete and submit an appeal form
2. The Appeals Committee, composed of faculty and Director, Dean or another designee, will convene to review the student's appeal.
3. The Committee will evaluate the appeal based on the following
  - a. The Committee will review the appeal and supportive documentation
  - b. Review student academic performance
  - c. Evaluate the impact of significant non-academic issues
  - d. Interview the student, if she/he desires to present her/his case to the committee
  - e. Review documentation provided by the student
4. If the student feels that due process was not followed by the Appeals Committee, she/he may request a review by following the formal grievance procedure

### Step 3: Formal Grievance Procedure

Students may wish to formally file a complaint with the University. In instances where all other attempts at resolution have failed, a student's concerns can be resolved through the use of the Grievance Procedure:

1. Within five (5) business days of the alleged action(s), the student must present in writing, all facts of the grievance as below: E-mail address: confidential@ubis-geneva.ch
2. A response to the grievance will be made within ten (10) business days of the receipt of the written complaint. A grievance committee, if formed, will be



comprised of the appropriate number of individuals from the appropriate areas to ensure a fair and unbiased evaluation.

3. After the initial decision has been rendered, the student may request that the Dean, review the process and outcomes of the grievance.
4. After a decision has been rendered by the Provost, the student may request that the President/CEO review the process and outcomes of the grievance.
5. If the student continues to feel that due process has failed after exhausting the above procedures, the student may contact their local state board of education or program specific accreditor.

### Academic Reinstatement Policy

---

Students who have been academically dismissed and have not attended the University for a minimum of one semester (two terms) who wish to return to the University may apply through the Admissions Office. The Admissions Office will request that the student's record be reviewed by the Academic Dean or designee. Approval by the Academic Dean or designee is required in order for the student to re-enter the University. Approval will be based on the potential for the student to succeed academically. If the student is approved academically for re-entry, the Admissions Office will then request a financial review by the Bursar to ensure that all financial obligations to the University have been met. The student will re-enter the University on academic counseling and the policies on Satisfactory Academic Progress will apply.

### Hours of Operation

At the Geneva main campus, the official office hours are from 9:00 – 17:00.

### Academic Resources

---

#### University Library and Course Materials

The university library, course books, materials, soft skills training tools and the career center are all available online through the UBIS learning management system (ULMS). Diverse learning tools include Cengage's library of online textbooks, study tools and resource centers. All learning resources relevant & current, robust & rigorous, grounded in their discipline are accessible through the University's subscription to EBSCO Business Source Premier.

UBIS also offers a unique package of study tools including online textbooks and course materials, flashcards, live online academic support, test prep and other exclusive tools through a

partnership with the leading publisher Cengage.

### *Other Library's Available to UBIS Students:*

UBIS students also have access to the UN Libraries in Geneva. These Libraries are open to university-level students and other interested researchers upon demand. Regular access can be requested to the Library upon presentation of official documents. There are 7 municipal libraries in Geneva open to UBIS students at no charge. In addition, UBIS Students also have access to the library at the University of Geneva (UNIGE). UNIGE's library facilities are spread across four sites.

- *Uni Arve* is host to seven libraries: the *Bibliothèque Ernst & Lucie Schmidheiny*, the *Bibliothèque d'Anthropologie*, the *Bibliothèque du Centre universitaire d'informatique*, the *Bibliothèque Georges de Rham (Mathematics)*, the *Bibliothèque de l'Institut des Sciences de l'environnement (ISE)*, *Bibliothèque de l'Observatoire (Astronomy)* and the *Bibliothèque des Sciences de la Terre et de l'environnement*.
- *Uni Bastions* hosts the language libraries, as well as the university's libraries focused on history and musicology.
- *Uni CMU* is home to an extensive collection of medical issues. Besides, it also hosts the *Centre de documentation en santé (CDS)* and the *Bibliothèque de l'Institut de la médecine et de la santé et de l'Institut d'éthique biomédicale (IHMS - IEB)*.
- *Uni Mail's* collection is focused on the following themes: Economics and social sciences, Law, Psychology and Learning Sciences, Translation and Interpreting, European studies, French as a foreign language and Musicology. Besides, it also hosts UNIGE's multimedia library.

### **Advising**

All students have access to academic counseling and advice throughout their career at UBIS. The University has a team of professionals who support each student's progress through the degree. Students who require help in planning their course schedules, who have specific, course-related questions, who need help in understanding the University's academic regulations, or who have any other academic-related questions have direct access to faculty and is assisted by a member in the following areas: Admissions, Student Services, the Registrar, and Academic Affairs.

## Student Orientation

All students are required to attend an online orientation to the University and the program at the beginning of their program. Current students are always invited to join a term-start orientation program to refresh their knowledge of the University, the resources and the policies.

## Career Services

UBIS offers a fulsome career center online through the ULMS. Explore careers, assess your skills, build resumes and access career- readiness support, such as in-demand soft skills training in our dedicated career center. Tools that help students manage their lives as students, including a University Success Center, 5- minute quick lessons, study tools and more are also available.

Further, UBIS is working in cooperation with Job Teaser to give students career tips and advice, as well as provide access to internships, apprenticeships and job offers in Switzerland and Europe. UBIS also offers Career Workshops for CV and motivation letter writing, as well as advice for job search and interview. All these services are available on demand on one-to-one meetings, which need to be scheduled ahead of time. In 2020 we have been running a campaign for short Career Coaching sessions where students send in their CV's or other documents and specific questions ahead of the session. These have received good feedback from the participants.

UBIS also organizes internships for students to fill various roles at International Conferences taking place in Geneva.

## Academic Programs

Undergraduate, graduate and executive education programs at UBIS are offered in Business Administration, International Relations, Information Technology and business Sustainability. UBIS also frequently offers industry specific certificate programs and seminars customized to the ever-changing marketplace.

Undergraduate students are required to complete general education requirements that are distributed across traditional liberal arts categories and interdisciplinary components. General Education requirements are described in greater detail in the Undergraduate Programs section of the catalog.

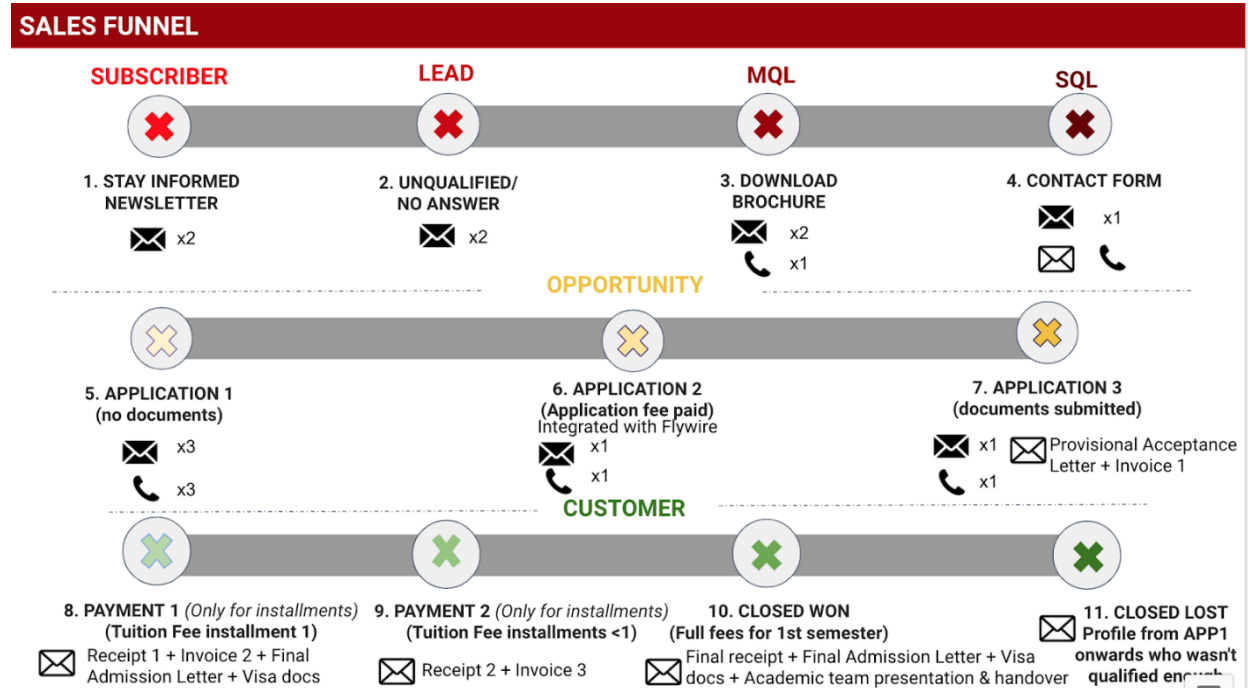
## UNIVERSITY POLICIES

### Admissions Requirements

UBIS does not discriminate on the basis of gender, sexual orientation, ethnicity, religion, age, disability, or national origin in admission, access, treatment, or employment in any of its activities or programs. UBIS reserves the right to deny admission or re-entry to any applicant or student the University, at its discretion, determines is either: a) unlikely to benefit from its programs, b) discloses or is found to possess an adverse background that disqualifies them or c) whose presence in the program is considered by the administration to be disruptive and/or potentially harmful to UBIS students, faculty and/or staff.

All students admitted to UBIS must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others within the University community.

### Admissions Funnel



## Admissions Procedures

The UBIS Undergraduate programs admit students who are high school graduates or who have an accepted, equivalent form of high school completion. The UBIS Masters-level Graduate programs admit students who hold an Undergraduate degree or who have an accepted, equivalent form of undergraduate studies or experiences. The UBIS Doctoral programs Graduate programs admit students who hold an Master's degree or who have an accepted, equivalent form of masters level studies or experiences.

UBIS requires all applicants to complete the following process prior to admission:

### *Bachelors and Masters*

Must submit the Application Form with the following documents:

- PASSPORT: Scanned version of the 1st page of your passport
- DIPLOMA: High School or University diploma depending on Program
- TRANSCRIPTS: High School or University depending on Program
- ENGLISH PROFICIENCY TEST: If your previous schooling has not been in English or if you are Non-Native English speakers).
- CV/ RESUME: Description of professional and academic experiences are required (Applicable for incoming Graduate Students)
- MOTIVATION LETTER: Must be max 250 words

### *Doctorate*

- Scanned version of the 1st page of your passport
- Professional experience validation for credits program can apply (PEV process CHF 2,500)
- Must hold a Masters degree, or equivalent, from an approved University and have significant professional experience.
- English proficiency test: IELTS (min score 5.5) or equivalent
- Minimum 5 years of professional experience. Description of professional and academic experiences are required
- Motivation Letter
- Recommendation letter from candidate previous educational institution or employer

Proof of Graduation consistent with the entry requirements for the program for which admission is being sought. Applicants that graduated from a foreign high school or secondary school must provide proof. A certified copy of credentials or official transcripts translated (if applicable) and

evaluated by either the Dean, a designee, a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators, Inc. These documents must be submitted prior to enrollment in their unofficial format. Evaluation or translation must show equivalency to a U.S. high school. Official documents must be received by the beginning of the second semester.

Transfer of Credits from Postsecondary School International students requesting transfer of credits from a postsecondary school must have official transcript evaluated and translated (if applicable) from a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).

Present proof of English language skills. International students can either:

- a. provide, in the form of official transcripts, successful completion of coursework from an accredited high school or English language school certified with SEVP,
- b. take either of the approved proficiency exams and meet the minimum score requirements. The TOEFL (Test of English as Foreign Language) and IELTS (International English Language Test System) or other approved proficiency exams. A minimum score of 550 on the paper-based and 213 on the internet-based TOEFL test is required as proof of proficiency in English. This test must be submitted directly from the testing organization to the campus, sent to the attention of the DSO, where the international student is applying. A minimum score of 6 on the TOEFL IELTS test is required as proof of proficiency in English. This test must be submitted directly from the testing organization to the campus, sent to the attention of the DSO, where the international student is applying. If the native language of the international student is English, and the University can confirm the native language, then the student is not required to take the TOEFL test. There is no limit to the amount of times a student can take the test. TOEFL test scores are valid for two (2) years after the test date. The official scores become part of the permanent student record once the student has enrolled with the University.
- c. Have an interview with the Dean or a designee to determine English language capability

For students seeking to attend classes on the Geneva Campus, other documents may be requested by the government authorities. For example, Financial Affidavit or Proof of Financial

Support International students must provide proof of financial support or financial affidavit that tuition and living expense can be covered. The following are acceptable proofs: • Bank statements or letters from sponsors showing said evidence that tuition can be covered including living expenses for a minimum of one (1) year. • Completed financial affidavit signed by the prospective international student and sponsor(s).

### Acceptance or Denial

Applicants are notified of their acceptance promptly with an official acceptance letter. Official acceptance letters will be provided to those prospective students meeting all admissions requirements.

UBIS reserves the right to deny admission previously accepted if any of the items listed above are not successfully completed or found to be falsely represented. Denial letters will be provided to those prospective students explaining which admissions requirements were not met and any next steps.

### Enrollment Agreement

Complete the Enrollment Agreement with an Admissions Representative to include collecting any additional documentation. The enrollment agreement will indicate the program of study in which the student is enrolled. The student's Enrollment Agreement defines the student's curriculum and degree requirements. The executed Enrollment Agreement will be effective for one year from the date signed. A signed Enrollment Agreement must be on file before students are allowed to start class.

### Proficiency Skills Semester

UBIS' open admissions policy is designed to ensure that all students have an opportunity to pursue university-level studies. However, such a policy means that UBIS must ensure that students are adequately prepared to undertake such studies. UBIS therefore offers a Proficiency Skills Semester to those students whose basic skills in English and math are not deemed sufficient for them to matriculate.

Those students who have not scored sufficiently high in English and Math, however, will be assigned to the Proficiency Skills Semester, which includes non-credit courses designed to bring

student skills to the level where they will be able to meet the demands of university level courses. Students placed in the Proficiency Skills Semester will be given an academic progress evaluation at the end of the semester and only after showing academic progress in their proficiency skills they will be allowed to matriculate and take core courses.

Students who are assigned to the Proficiency Skills Semester may, exceptionally, be allowed to take a limited number of credit-bearing courses, providing their test scores are acceptable in those areas necessary to fulfill the course requirements. The Dean, advised by the appropriate Department Heads, will make this decision.

The Proficiency Skills Semester consists of English as a Second Language (ESL), Quick Arithmetic and Elementary Algebra. The English course will include reading, writing and listening skills and will incorporate study skills and critical thinking skills. The foundations of mathematics along with the mathematics laboratory have been developed for students to improve those academic skills fundamental to progressing and completing an undergraduate degree.

### Degree Maps and Registration

---

Applicants to the University will be registered for the courses available in their program of study. Registration starts two weeks before the beginning of each term. Students must be officially registered in order to attend classes and receive grades and transcripts. A letter explaining registration procedures and courses on offer is issued before the registration period.

During the admissions process, students receive as part of their enrollment agreement, a degree map indicating all the courses they will be required to complete to earn their degree. A master copy is retained in the student information system. These records are available on the ULMS.

Students are registered for courses each semester by the Office of the Registrar according to the requirements of their degree program. Elective courses can be selected by students with the approval of the Program Chair of their Academic Department.

### Course Load, Level and Prerequisites

UBIS recommends that students register for two or three classes a term. This cadence will allow the student to complete the degree in a timely manner. Students wishing to take less than 2



classes should speak to the Dean or their designee. Students wishing to take more than 2 classes a term must get permission from the Dean or their designee.

Full time students, in particular on-ground students attending the Geneva Campus and holding a student residency permit through UBIS, must enroll in 3 classes in each 8-week module to fulfill the government requirements of their VISA.

Course level: each course is labeled with a course code. In principle you should select courses in the order presented in your Study Itinerary, where 100 level courses come before the 200 level, the 200 level before the 300 level and the 300 level before the 400 level. Above 500 courses are graduate courses, and above 700 level are post graduate courses.

Prerequisites: the course catalog provides a description of each course and the pre-requisites. Pre-requisites are also listed in your Study Itinerary. You can only enroll in a course if you have successfully completed and earned the credits for all the pre-requisite courses.

Cohorts: Students are grouped into cohorts. The cohort name is determined by the expected graduation date. For example, cohort 2019B1U refers to an Undergraduate cohort expected to graduate in module B 2019. Students in special situations may have additional codes in their cohort.

### Cancellation Policy

---

If an application for enrollment is rejected by UBIS, all monies paid to UBIS other than the application fee will be refunded.

An applicant who provides written notice of cancellation within three days of signing an enrollment agreement or making their initial payment, whichever is the latest act to occur, is entitled to a refund of all monies paid except the application fee. No later than 30 days of receiving the notice of cancellation, the school shall provide refund due.

### Withdrawal Policies

---

#### Withdrawal from UBIS

Students shall have the option to withdraw from the school at any time by giving notice of their intent to terminate enrollment preferably in writing by completing Student Status Change Request Form which can be obtained from Student Services or the Registrar's Office. In the

absence of the student giving written notification, the student is dismissed after 14 consecutive calendar days from the last date of attendance, or absent from 3 classes of a course, or upon the failure to return from an approved Leave of Absence. Except in unusual instances, the date of determination that the student withdrew should be no later than 14 days after the student's last date of attendance as determined by the institution from its attendance records. If a student provides notification to the school of his or her withdrawal prior to the date that the school normally would determine that the student withdrew, the date of determination is the date of the student's notification.

### Withdrawal from a Course

If a student wishes to withdrawal from a course in a term, he / she must complete a Student Status Change Request Form which can be obtained from Student Services or the Registrar's Office, please see UBIS Refund Policy for financial obligations.

If a student fails to attend a course during any 14 calendar-day period throughout the term or absent from 3 classes of a course, the Registrar will withdraw him/her from the course. Please see UBIS Refund Policy for financial obligations.

### Administrative Course Withdrawals – Excessive Absences

If a student fails to attend a course during any 14 calendar-day period throughout the term or absent from 3 classes of a course, the Registrar will withdraw him/her from the course.

### Grade Assigned for Withdrawal from a Course

When a student is withdrawn from a course, whether due to lack of attendance or because they chose to withdraw from the course and submitted an SSCR form requesting the withdrawal, he/she will receive a grade of **W**. Please see Payment and Refund Policies for financial obligations.

### *Date of determination:*

A student with an approved leave of absence, the date of determination is the day after the student's scheduled return date.

The withdrawal date for students who are administratively withdrawn is the last date of attendance or attendance that occurred prior to the decision to administratively withdraw the student. Last date of attendance is defined as the last day a student had academically related activity, which may include assignments, discussion questions, quizzes, projects, clinical

experiences, or examinations. Last date of attendance applies to both on ground and online students.

### Re-admissions / Re-entry

Academically dismissed students can be readmitted to UBIS. They must not have registered, however, for a minimum period of one complete academic semester (2 sessions). Students seeking re-admissions or re-entry to UBIS should contact the Admissions Department. The Dean's Office will make the final decision and notify the student about their decision.

If a student has enrolled in another institution after withdrawing from the University, official transcripts should be provided from that institution prior to readmission. Please contact Admissions for further details on re-entry.

Students are required to comply with any new program requirements, policies and procedures, textbook changes or changes in tuition and fees that are delineated in the catalog in effect at the time of their re-entry.

### Refund Policy

If student withdraws from UBIS and or a course during a term, tuition is refunded based on the following schedule minus Application / Registration Fee.

Term Length 8 weeks

Week 1 - 80%

Week 2 - 60%

Week 3 – 40 %

Week 4 – 20%

Week 5 - 0%

Week 6 – 0%

Week 7 – 0%

Week 8 – 0%

### Transfer of Credit Policies

---

#### Transfer Activity

Transferring undergraduate level credits to UBIS will only be allowed from institutions with good academic standing. Credits will only be accepted from courses in which the student has achieved at least a grade of B. All transfer credits must be relevant to the coursework at UBIS. Undergraduate students will be allowed a maximum of 90 US / 180 ECTS transfer credits from

similar studies or 60 US / 120 ECTS transfer credits from other programs than business schools.

UBIS candidates for the Master's Degree can transfer a maximum of 6 credits of graduate course work taken at other universities. Transfer credits are allowed for courses whose grades must be a B at least from institutions with good academic standing.

Acceptance of transfer credit is always a decision of receiving institutions. UBIS does not guarantee transferability. Any student interested in transferring UBIS credit to another University or university should check directly with the receiving institution.

### Waivers

The number of credits necessary to graduate from a program can be reduced by waivers, granted on the basis of work experience (graduate or executive) or through examination. If the total number of credits for a program goes below the minimum residency per term (3 courses for undergraduate students and 2 courses for graduate students), additional courses will be added to the student's program to fulfill the requirement.

### Credit by Examination – (Waiver Examinations - Undergraduate Program Only)

Students can earn credit in courses without any formal classroom enrollment by passing a Waiver Examination (CLEP exam), if they have completed at least two semesters at UBIS and have also maintained a GPA of at least 2.5. Please refer to the UBIS Brochure for the fee for Credit by Examination. This fee must be paid at registration.

A maximum of 2 courses (6 US credits, 12 ECTS credits) can be earned through credit by examination or waiver examination. Students may not take the examination more than once for the same course. Waiver requests can be addressed to the Registrar's office. Students must obtain permission for the waiver examination from Academic Dean.

### Computer Requirements for all UBIS Courses

Students taking courses at UBIS, online or hybrid (online with some classroom hours), must have a working computer available with high-speed internet access in order to complete courses through UBIS'S Online Learning Management System (LMS). Their computer and software must

meet the technical requirements for the LMS. In addition, all new students are required to complete the online orientation before being granted access to their courses.

### Online Computer Requirements

Students must have regular daily access to a computer that meets the following minimum requirements:

- A functioning e-mail account
- Access to Microsoft 2010 or Microsoft Office 365
- CPU: 1.8+ GHz / multi-core
- A monitor capable of displaying 1024x768 at 16-bit color
- Minimum 4 GB of RAM
- High-speed internet access on LAN connection (DSL or faster)
  - While dial-up or blue tooth (hotspot) may work, it may not be suitable for many applications
- A supported web browser
  - Google Chrome , version 86 or greater
  - Mozilla Firefox, version 80 or greater
  - Safari, version 6 or greater
    - Many of the applications for learning require students to only use a desktop or laptop computer for maximum performance.
      - MindTap – Cengage Unlimited
        - Many Learning exercises will not work on a tablet or cell phone
- Sound card and computer speakers to listen to audio presentations
- Adobe Reader, version DC
- Graphics: DirectX, 64+ MB
- Java, version 8 or greater

**Note:** Best practice is to allow application software (QuickTime, Adobe Reader, etc..) to update as new versions are released. Students will need to allow Popups from the LMS, Cengage Unlimited MindTap to maximize learning capabilities.

### Operating Systems for PC Users:

- Windows 7 – 32 or 64 bit
- Windows 8 – 32 or 64 bit
- Windows 10 – 32 or 64 bit

### Operating Systems for Mac Users:

- OSX 10- version 10.8 or newer

Apple QuickTime \*\* Safari may not work with some of the MindTap activities, students should download Mozilla Firefox \*\*

## Financial Policies

### Tuition and Fees

Tuition is charged on a term credit hour basis. Books and supplies are not included in tuition charges. Students are charged 100% for any term in which they continue past the ADD/DROP period before withdrawing.

All non-tuition charges are non-refundable.

Program	Tuition
<b>Bachelor's Degree Programs</b>	
On-Campus cost per credit hours	
Online students cost per credit hour	
<b>Master's Degree Programs</b>	
On-Campus cost per credit hour	600 chf
Online students cost per credit hour	520 chf
<b>Doctorate of Business Administration</b>	
On-Campus cost per credit hour	130 chf
Online students cost per credit hour	

International students requiring a visa must demonstrate that they have adequate funds to cover one year's expenses before coming to Geneva to study. Expenses include not only tuition but living expenses.

Expense	Fee
---------	-----

Estimated living expenses for one year	11,000 chf
Application Fee	100 chf
Technology Fee	
Portfolio Evaluation Fee	
Late Fees ( apply when using payment plans)	50-300 chf
Mailing Fee Dependent on the country to which mail is to addressed	
Transcript Fee each request	20 chf
Graduation Fee	
Estimated living expenses for one year	

**\*UBIS RESERVES THE RIGHT TO CHANGE THE ABOVE COSTS, INCLUDING TUITION AT ANY TIME**

### Types of Aid

UBIS does not participate in the federal student aid program. The following student assistance programs are available to eligible students.

- Private Lenders: Private educational loans are available to those who qualify. These programs require students to complete a loan application. Approval and/or interest rate are dependent upon an applicant's and/or co-applicant's credit worthiness.
- Installment Plans: For those students who demonstrate a financial need and have been unable to obtain alternative funding, an installment plan may be available through UBIS or a third-party lender to assist with part or all of any remaining unfunded balance.

### Payment Policies

Tuition and fee payment is expected based upon terms listed in acceptance letter sent to student after registration. Students are responsible for any financial obligation incurred while attending UBIS.

Payments can be made via Flywire which allows for credit card, and bank transfers, PostFinance, PayPal, or cash.

The University is not responsible for exchange rate fees or penalties incurred as a result of payment with a credit card or other restrictive payment cards. The student should contact his or her financial institution for account balances, daily transaction limits and other restrictions. Returned checks or wire transfers will result in an additional processing fee of 50 chf.

## ACADEMIC POLICIES

### Academic Credit

All academic work at UBIS is evaluated in semester (US & ECTS) credit hours, a commonly used standard unit of credit. Transfer courses expressed in quarter credits are converted to semester credit hours prior to acceptance. An academic year is defined as a minimum of 24 US, and 48 ECTS semester credit hours. Students advance in grade level as each 30 US and 60 ECTS credits are earned.

### Academic Advising

Academic advising ensures students have the information they need to make informed decisions regarding the requirements, policies, and procedures of their academic program. All students have access to academic advising from the start of their first class until after graduation to collaborate with on the development of their individualized academic plans, assist with educational milestones, and maintain a commitment to earn a degree.

Additional services available on the student website include transfer credit summaries, official grades, program GPA, access to update demographic information, and the ability to request transcripts. All students are notified of their official transfer of credits at the time of matriculation and may view their official transfer credit evaluation and progress toward degree completion at any time on their student platform.

### Grading Procedures

UBIS' grading system is based on the 4.0 grading system. Course grades are issued for each course. Students may view their grades through the student portal. Faculty members are required to post final grades within seven days of completion of the course. The University has established the following grading guidelines to be complied with by all faculty.

Grades of plus (+) and minus (-), except for A+, are used in assigning grades and determining a grade point average (GPA). Quality points, used in determining a grade average, are assigned as follows:



Grade	Quality Points	Grade Percent	Definition
A	4.00	93-100	Outstanding achievement. Student demonstrates intellectual initiative in accomplishing course goals and objectives through high levels of originality and creativity
A-	3.75	90-92	Excellent – Exceeds most requirements and expectations; demonstrates excellent analytic, synthetic, integrative, and/or creative skill.
B+	3.50	87-89	Superior – Exceeds most requirements and expectations in one or more ways; demonstrates creativity and originality in a variety of ways.
B	3.00	83-86	Very good work. Student performance meets designated course goals and objectives by demonstrating understanding of the course materials at an acceptable level.
B-	2.75	80-82	Good – Meets all requirements and expectations and exceeds some in one or more ways; demonstrates analytic, synthetic, integrative, and/or creative skill.
C+	2.50	77-79	Above Average – Meets all requirements and expectations and exceeds one or more; demonstrates analytic, synthetic, integrative, or creative skill.
C	2.00	73-76	Average work. Student performance demonstrates average comprehension and satisfactory achievement of the course goals and objectives
C-	1.75	70-72	Below Average – Meets nearly all requirements and expectations, but fails to meet the standard in some area; work retains some academic value; a warning grade.
D+	1.50	67-69	Far below Average – Fails to meet some aspects of requirements or expectations.
D	1.00	60-66	Unacceptable work. Student performance demonstrates minimum acceptable performance in accomplishing course goals and objectives

F	0.00	<60	Failing. Student performance demonstrates unsatisfactory or below minimally acceptable achievement in accomplishing course goals and objectives.
---	------	-----	--

It is important to note that undergraduate students must maintain a 2.0 GPA to retain their matriculated status. A “D” grade is passing, but is below the score needed to stay matriculated. Graduate students must maintain a 2.0 GPA to retain their matriculated status, but a “C” grade is passing. However, some University programs and courses require higher minimum grades. Minimum grade requirements are documented within policy for those specific programs. Students who receive a grade below the minimum passing grade established for a course will not earn quality points, as the grade is considered a failing grade. Each course syllabus indicates the relationship between course components and assignments in determining a final grade.

**The following grades are not issued quality points and do not calculate into the GPA**

AUD	Audit	Students will receive a designation of "AUD" on their permanent record which will not carry any academic credit because there is no measurement of the student's performance.
I	Incomplete	An “Incomplete” will be given at the discretion of the instructor and if approved by the Dean. An Incomplete (I) shall revert to a Failure (F) if the student does not complete all the required course work by the end of the granted extension period.
P/F	Pass/Fail	Pass/Fail is used in those courses where a grade is not given, but the student receives either a Pass or Fail score.
R	Repeat	Indicates a course has been repeated, only the higher of the two grades is computed in GPA.
TR	Transfer Credit	Denotes transfer credit, not included in determining GPA.
W	Official Withdrawal	Withdrawal from a course without academic penalty.  Student withdrew due to exceeding the maximum allowable absences from the course or has been administratively withdrawn by the university
WF	Withdrawal/ Failure	A grade of WF will be counted towards the student’s grade point average as a failure.

### Academic Standing

DL	Dean's List	Denotes superior performance by a student and is awarded to those who maintain a grade point average of 3.5 for undergraduate and 3.75 for graduate students.
P	Probation	Denotes probationary status of a student. A student who is on probation is on warning for not maintaining the necessary GPA. Students on academic probation will be given 1 final complete module (terminal probation) to reach the required GPA.
TP	Terminal Probation	Terminal probation is the final chance for a student to raise his/her GPA prior to expulsion. The student will be given one subsequent module raise his/her GPA to the required level.

### Incompletes

A grade of "I" is granted only when, due to extreme extenuating circumstances, a student is unable to complete the work outlined in the course by the class end date. It is the responsibility of the student to request an incomplete from the course instructor in writing. A student is only eligible for an "I" if they have completed 75% of required assignments up to the point at which an incomplete is requested. Course work must be completed within 8 weeks following the end of a session in which an 'I' grade was assigned. 9 weeks following the end of a session, the Registrar will change all remaining 'I' grades to 'F'. Under extenuating circumstances, the Academic Dean may make an exception to this policy.

### Course Repeats

Students may repeat a course in which they received a 'C', 'D' or 'F'. The highest grade earned is used in the calculation of the grade point average. Both course attempts are considered in the calculation of quantitative progress (maximum time frame). Course repeats are priced at current tuition rates.

### General Education Courses

The purpose of UBIS's general education courses are to provide students with the tools to support their understanding of concepts, to think critically and reflect on the interaction of subject areas. Writing, reading, and research work together to provide students with an understanding of the world around them and the ability to express that understanding throughout their academic endeavors.

General education includes the knowledge, skills and perspectives that are part of an educational experience for all undergraduates regardless of major. They help students become well-rounded individuals and responsible citizens. Upon completion of study at UBIS, the student will demonstrate the ability to:

- Use written and oral communication skills for academically and professionally appropriate discourse (Effective communication).
- Construct reasonable arguments using various forms of evidence from multiple sources (Critical thinking).
- Use basic mathematical and scientific concepts and methods to show how various natural phenomena influence individuals and society (Quantitative and scientific reasoning).
- Use appropriate information literacy tools and practices, including technology, to gather, organize, evaluate and present information (Technological proficiency and Information literacy).
- Analyze the ethical choices inherent in decision-making (Ethical awareness).

## Dean's Honor List

---

A matriculated undergraduate student having a GPA of 3.5 or higher and having completed at least twelve credits for the semester will be placed on the Dean's Honor List. A matriculated graduate student having a GPA of 3.75 or higher and having completed at least nine credits for the trimester will also be placed on the Dean's Honor List. The list is displayed and students on the list will receive a letter of congratulation from the Dean.

## Graduation Requirements

---

University diplomas and certificates are issued to students who have completed all program requirements, are in good academic and financial standing, and whose credential has been officially conferred. During the final term of study, students must formulate a request to the Registrar's office. Students must have an academic status check done by the Registrar before applying. All deadlines for degree candidacy must be strictly observed. Following credential conferral, the University will issue one diploma or certificate. The date documented on the diploma will reflect the last day of the month in which all program requirements were completed and applied. The date documented on the certificate will reflect the date on which all program requirements were completed and applied.

## Undergraduate

Degrees are awarded to undergraduates who have reached the following criteria:

- the satisfactory completion of a designated study program for the degree as specified by the administration of the University and in compliance with all admission requirements;
- the successful maintenance of a minimum cumulative GPA of 2.0 equivalent to the grade of C;
- a passing grade for the Capstone project;
- assurance that all financial obligations to the University have been met;
- the successful completion of a minimum of 120 US / 240 ECTS credits for the US Bachelor's degree or 180 ECTS credits for the European Bachelor's degree (minus waivers, transfer credits, and/or work experience credits granted to executive students);
- payment of a graduation fee (please refer to the UBIS Brochure for the amount of this fee); and
- assurance that all other obligations to the University have been met; (i.e. returning books and other materials).

### Graduate

Degrees are awarded to graduates who have reached the following criteria:

- the satisfactory completion of a designated program of study for the degree as specified by the administration of the University and in compliance with all admission requirements;
- the successful maintenance of a minimum cumulative GPA of 2.0 equivalent to the grade of C;
- the successful completion of a research thesis project;
- the successful completion of 48 US / 90 ECTS credits (minus waivers or transfer credits);
- assurance that all financial obligations to the University have been met; and
- payment of a graduation fee (please refer to the UBIS Brochure for the amount of this fee);
- assurance that all other obligations to the University have been met; (i.e. returning books and other materials).

### Academic Distinction at Graduation

UBIS recognizes superior academic achievement by conferring a Distinction upon students with an outstanding academic record. One of the following Latin distinctions will be recorded on transcripts and diplomas:

- students with a minimum GPA of 3.75 will receive the distinction of *Summa cum Laude*;

- students with a 3.5 GPA or higher will receive the distinction of *Magna cum Laude*;
- students with a 3.25 GPA will receive the distinction of *Cum Laude*.

Academic distinctions will be limited to 5% for Summa cum Laude, 5% for Magna cum Laude, and 10% for Cum Laude.

### Change of Program

---

Students wishing to change their program must enter into the most current program offered. Students must do this through consultation with appropriate campus personnel as some other institutional requirements or restrictions may apply. Students changing into a new program must have documentation on file that meets all admission requirements for the new program being entered. However, some credits earned while enrolled in the former program may not apply to the new program requirements due to differences in degree and content requirements for the new program being entered.

If a student changes programs, only those courses that apply toward the new program will be counted in calculating CGPA and the number of credits attempted. If a graduate of UBIS University enrolls in a new program at the University, only those courses that apply toward the new program will be counted in calculating the CGPA and number of credits attempted.

### Add/Drop

---

For all programs, the add/drop period is defined as the first week of the semester (ending Sunday midnight). All schedule changes for the full semester must occur during the add/drop period, which is defined as the first full week of the semester. During this period, students may add or drop classes, but may not withdraw from school without penalty. New students may be admitted during this period provided they attend at least one scheduled class during the add/drop period. Students will not be enrolled after the add/drop period. A student may be permitted to start after the add/drop period if documented mitigating circumstances exist; however, this occurs only at the discretion of and requires permission from the Campus Director. If a student in their first semester of enrollment posts attendance during the add/drop period but does not attend their classes in the second week of the semester, their enrollment will be canceled. Students dropping courses must also take note of the Refund Policy stated above.

### Administrative Course Drops – No Attendance

If a student fails to attend a course during the ADD/DROP period of his/her session, the Registrar will drop the student from the course, and he/she may not attend the course during that session. Please see the Institutional Refund Policy for financial obligations.

## Course Attendance Policy

Class attendance is vital to students' educational experience at UBIS. Students are expected to attend all the classes of their courses. After two missed classes students will be given a warning and must provide a justification for their absence. If absent for three classes of a course without prior notification or a valid, written excuse, they will be considered to have withdrawn from the course with a *W* (withdraw).

## Unexcused Absence Policy

Unexcused absences will result in an automatic "W" grade if students miss 3 classes of a course. Students may submit a request for an excused absence for one of the following reasons with supporting documentation:

- Military deployment
- Serious illness or hospitalization of student or family member (mother, father, spouse, and child)
- Pregnancy and Childbirth (medically necessary as prescribed by a doctor)
- Death of immediate family member (father, mother, spouse, domestic partner, child, grandparent, brother, sister, aunt, uncle, father-in-law, mother-in-law, brother-in-law, and sister-in-law)
- Jury Duty
- Other extenuating circumstances approved by the University
- Natural disaster, inclement weather, or emergency situations which requires the University to cancel classes.

## Leave of Absence

Students in good standing but who are unable to register for classes in a specific term (not including Summer Semester) must register without fail in order to keep their matriculation status. A matriculation fee of 50 CHF per module will be added to a student's account when they are on Leave of Absence. Students wishing to take a Leave of Absence **MUST** inform the Register's Office **IN WRITING**. Students who do not register either to attend regularly scheduled classes or just to maintain their matriculation will be withdrawn from the program.

The guidelines for LOAs are as follows:

- A student must be in attendance for at least 30 calendar days to be eligible to request a LOA.

- The request must be made in writing with appropriate supporting documentation provided to the University and must be submitted before the student exceeds any attendance policy. The written request must include the reason for the request, as well as the dates being requested.
- A student on LOA will be scheduled to return at the beginning of the next requested term and must return and post attendance by the end of the add/drop period for that term.
- If a student takes a LOA during a course, the student must repeat the entire course, unless a final grade can be given.
- If a student fails to return from an approved LOA, the student is considered to have withdrawn from the University and their last date of attendance (LDA) will be their actual last date of recorded attendance.
- Under no circumstances will a LOA be permitted to exceed 180 days during any 12-month period. The 12-month period begins on the first day of the student's LOA and is counted using calendar days.
- The student will be expected to return within the specified time frame.

### *Completion of Coursework upon Return*

If a student takes an approved leave of absence in the middle of a course, the University must ensure no additional charges are incurred when the student returns. To ensure no additional charges are incurred, the University will issue the student a leave of absence credit. This credit will be applied to the course scheduled after the leave of absence end date.

### *Failure to Return*

The University will advise the student, prior to granting the leave of absence, the effect that failure to return from a leave of absence may have on payment terms. If a student does not return from an approved leave of absence, the withdrawal date will be the student's last date of attendance. If the student reenters, after withdrawing from the University, the previously approved leave of absence days will count toward the student's leave of absence maximum of 180 days in a 12-month period.

### *Student Academic Grievance Procedures*

UBIS carefully considers student academic grievances and adjusts when appropriate. Students submitting a grievance are not subject to unfair action or treatment as a result of their initiation of such a grievance.



It is the University's objective to maintain good communications and to assure that concerns of all members of the University community (students, staff, and faculty) are addressed fairly. To accomplish this, the following process should be used in seeking resolution of a student's concerns:

**Step 1:** Discuss with course instructor (if appropriate)

**Step 2:** Discuss with Student Services Representative, who will neutrally and impartially assist students in solving problems and resolving complaints.

**Step 3:** If necessary, submit a written appeal to the Academic Dean or designee

After the second step, a grievance must be submitted in writing to the Academic Dean or designee by the end of the academic session following the session in which the action being appealed occurred. If the grievance is not satisfactorily resolved, it will be then taken to the Director.

When a final decision has been reached, the Academic Dean or designee notifies all relevant parties in writing. If a grade change or other record revision is required, the Academic Dean or designee notifies the Registrar. The Registrar makes appropriate change(s) to the student's records. The decision of the Academic Dean or designee is final.

In the event that all available channels fail to resolve the complaint, UBIS will seek an independent, outside party (an Ombudsperson) to mediate the grievance.

### Academic Integrity and Ethics

---

UBIS requires all students to be honest in their academic work and assignments. Academic dishonesty is viewed as an ethical issue and a serious violation of the principles expressed in the University's mission statement. Academic dishonesty defrauds everyone who depends upon the integrity of the University, its courses and its degrees.

UBIS is committed to observing strict rules regarding student integrity. As such, UBIS will not tolerate plagiarism or any other form of cheating. Students who are caught cheating or plagiarizing will be reported to the Dean's office. The report will go into the student's academic records. The first instance will result in an official warning from the Dean's office. The second instance will be cause for dismissal from the course. Three instances of cheating or plagiarism (in different courses) will result in dismissal from the University.

Academic dishonesty may take many forms, and each is considered an equally serious offense. The more common forms of academic dishonesty are:

- Cheating – Cheating includes the intentional giving or receiving (or attempts thereof) of any assistance not authorized in advance by an instructor, including the use of notes, copying or prior knowledge of examination materials.
- Fabrication – Fabrication includes the intentional falsification or invention of any information for inclusion in a written paper or project.
- Plagiarism – Plagiarism includes the intentional use or representation of the thoughts, ideas, or words of another as one’s own work in any assignment including the paraphrasing of information, the duplication of an author’s words or ideas without identifying the source, and the failure to cite quoted material properly.
- Duplication of Materials – Academic integrity extends to the appropriate duplication of the materials of others that are under copyright protection. Faculty and students are required to comply with all copyright restrictions in the use of materials within the classroom and in reports and presentations.

Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else’s ideas or material, which may include a song, a video, a movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

As a consequence of expanded availability of digitized files and computing, peer-to-peer file sharing has become commonplace. UBIS requires students to respect local laws regarding copyrighted material and file sharing networks. In addition, UBIS reserves the right to revoke the Information Technology privileges of those using or contributing to illegal activity as defined by local laws.

The concept of “Fair Use” applies, and the limited reproduction of copyrighted works for teaching and research purposes *may* be permitted. Multiple copies for classroom use may be produced provided the copies are not sold or distributed beyond classroom use and provided such duplication is specifically for a direct educational purpose. This statement does not restrict the limited duplication of copyrighted materials through the University’s purchased online databases. Should questions exist regarding the duplication of materials, academic advice should be sought before materials are copied.

Faculty and students may face civil or criminal charges if they are found to be contributing to illegal activity as defined by local laws.

While intent is a component of academic dishonesty, a lack of knowledge of the specifics as to what constitutes a violation of the University's standards is not accepted as an excuse. Any questions regarding the specific application of the Academic Integrity Policy should be directed to an instructor.

In cases involving charges of academic dishonesty made either by an instructor or another student, the instructor shall present the evidence in the case to the Academic Dean, or designee, as appropriate. If there is any sound reason for believing that there has been an act of academic dishonesty, the Academic Dean or designee consults with the student involved. The Academic Dean or designee imposes the appropriate penalty and notifies the student in writing. The student, in writing, will acknowledge the penalty. At a minimum, a grade of "F" is assigned to any assignment, paper or test on which a violation of the Academic Integrity Policy has occurred. Repeated violations may result in the student being dismissed from the institution.

## Academic Freedom

---

UBIS, as an institution of higher learning, upholds a policy of academic freedom. Instructors are free to explore whatever research topics are of interest to them, including controversial and unpopular ideas, as directed by their scholarship, research, and objectivity, without regard to the opinions of the staff, administrators, institutional benefactors, community leaders, politicians, or churchmen. The academic leadership at UBIS likewise asserts the view that academic freedom fosters creativity and excitement in the learning process, attracting excellent faculty who ardently want to teach, and serious students who want to learn. The academic leadership at UBIS reserves the right to set minimum standards for curricular content, the use of learning outcomes measurements, and course work performance requirements.

## Academic Progress and Grade Requirements

All students are required to maintain satisfactory academic progress throughout their course of studies. Students failing to do so are subject to further review and possible dismissal from the University. In order to be considered for readmission, a dismissed student must resubmit an application form. Admission will be considered after resolution of the difficulties that led to the initial dismissal.

## Undergraduate Students

All undergraduate students are required to maintain at least a 2.0 grade point average (GPA). This requirement applies to all courses taken and to those courses designated for the student to

concentrate upon. Students who fail to maintain these GPAs will be placed on academic probation.

### Graduate Students

All graduate students are required to maintain at least a 2.0 GPA. This requirement applies to all University courses taken, including graduate foundation courses.

Students with a GPA below the required 2.0 will be put on academic probation, which lasts for one term. At the end of the probationary period, students must have achieved the required 2.0 GPA. Under no circumstances will they continue taking classes if they do not achieve a 2.0 GPA at the end of their probation unless they are given special permission by the Dean to continue classes. Graduates not achieving the minimum GPA after two successive modules will be suspended or dismissed according to the recommendations of the Dean.

### UBIS Capstone Bachelor Project or Master Thesis

Each student will work closely with a supervisor. During the duration of their studies at UBIS, they will work on their Research Project and are encouraged to apply assignments and information from their classes to the development of their research plan. They will meet with their supervisor on an as-needed basis to ensure that they are progressing in their project. The research work may be either internal or external (e.g. in the framework of an internship or at the student's workplace). The final result will be a major case study or a written thesis to be presented and defended prior to graduation.

## STUDENT LIFE

### Cost of Living

Geneva is one of the most expensive cities in the world. An annual budget of approximately 25,000 CHF, excluding accommodation, allows for reasonably comfortable living.

### Accommodation

Geneva has a long university tradition and therefore rooms for students are available all over town. The typical monthly rent ranges from about 800 CHF for a small room with minimum amenities to 1200 CHF and more for a studio.

### Off-Campus Housing

The administration office keeps a list of apartments, real-estate agencies, condominiums, and

other housing facilities.

### Personal Insurance

---

Students are required by Swiss law to obtain personal insurance during their stay in Switzerland. UBIS will assist students in obtaining such insurance.

### Student jobs

---

UBIS requires a minimum cumulative GPA of 2.0 for undergraduates and 2.5 for graduates in order to authorize student work. A copy of the signed work contract must be added to the student file. Student holding a student visa are not allowed to work according to the Swiss law.

### Career Seminars

---

During the academic year, the University organizes career seminars which students are required to attend at no cost.

### Company Visits and Excursions

---

UBIS will arrange visits to companies and organizations in the Geneva area to give students an understanding of the character and profile of local companies and organizations. In addition, companies and organizations will be invited to visit UBIS to present the company profile and discuss recruitment procedures and opportunities for their company or organization.

UBIS also arranges periodic cultural and recreational excursions throughout the year for all its students.

### Excursions

---

UBIS arranges periodic cultural and recreational excursions throughout the year for all its students.

### Company Visits

---

UBIS will arrange visits to companies and organizations in the Geneva area to give students an understanding of the character and profile of local companies and organizations. In addition, companies and organizations will be invited to visit UBIS to present the company profile and discuss recruitment procedures and opportunities for their company or organization.

## STUDENT COMMITTEES

### Student Council

---

Student Council members try to stimulate interest in general student activities. Student Council members serve as guides for incoming freshmen, have a voice in curriculum development and participate in the University Evaluation process. Council members tabulate and summarize the results of the University Evaluation questionnaire and pass the information to the Academic Team.

### Student Representatives

---

As part of the Student Government, students for each scholastic year will elect a student representative for each level of study for the year. Students representatives will interact with the Academic Board, Administration and Faculty. They report back to their respective classes.

### Yearbook Committee

---

The Yearbook committee is set up at the beginning of the fall term. The committee has the responsibility of organizing and publishing the University Yearbook.

### Class Representative

---

As part of the Student body, students will elect a class representative for the year. The representative is responsible for chairing class meetings and act as the class's spokesperson to the Administration and Faculty.

---

*The content of this handbook, including but not limited to all text, graphics, drawings, diagrams, photographs and compilation of data or other materials are protected by copyright. The University of Business and International Studies is the owner of all copyright works contained in this website. Any reproduction, adaptation, distribution, dissemination translation or making available of such copyright works to the public is strictly prohibited unless prior written authorization is obtained from the University of Business and International Studies.*

---