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2021 Student Handbook

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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

GENERAL INFORMATION

About UBIS

The University of Business and International Studies (UBIS) is a private Swiss university. UBIS is dedicated to providing high-quality education, with an emphasis on addressing the intersection of business, innovation, sustainability and the cross-cultural issues that stem from globalization.

With a network of two campuses in Europe in Switzerland and Spain, 12 international instructional locations, and over 40 nationalities represented among the students, UBIS provides its students and faculty with a unique international experience.

Mission Statement

The University of Business and International Studies is committed to increasing the quality, affordability and access to tertiary education around the globe. At UBIS we aspire to create, build and enrich life-long prosperity for the common global citizen by inspiring and advancing self-determination through education.

Vision

Our vision is for every global citizen to have the access to the education that they desire.

This University is a learning institution that cares for the individual student in an international and multi-cultural environment, providing the highest quality education by means of an experienced and committed practitioner-faculty, and by using up-to-date learning technologies. The University will satisfy lifelong knowledge and education needs including general knowledge and information, certificates, nano and micro degrees, bachelors, masters, doctorate, professional certificates and continuing education.

In all our activities we shall adhere to the highest academic and ethical standards.

As we see high-quality teaching and learning outcomes a primary differentiating factor and as a necessity for success. We will place a high degree of focus on insuring and maintaining the highest quality and most globally practical educational standards in the international education community.

In pursuit of this vision, the University shall:

Provide students with a strong academic foundation and encourage student interest in learning through access to information using modern information technology;

Provide the appropriate educational resources necessary to satisfy the academic requirements within an open admissions system;

- Encourage student skills in leadership for activities in global business and in an international environment;
- Become the education provider of choice for corporations, human resource and training managers in our designated markets;

- Maximize the learning opportunities that arise from a multi-cultural environment;
- Pursue research, development, and innovative activities that shall contribute to solving problems in society, environment, and economy;
- Place the highest importance on the development of faculty and staff.

UBIS Core Values

The Board of Trustees, in their July 2020 meeting, unanimously approved the core values as stated below and requested that the Administration facilitate cultural change and assist faculty and management in embedding these values into all personnel, faculty and student interactions:

- Integrity
- Academic excellence
- Student-centered
- Professional
- Innovative
- Diversity

Value Provided to our Constituency

For young and mid-career adults who desire a career-centric education, UBIS is a University that unlike other Institutions provides an English speaking, international education delivered in a multi-cultural environment using western teaching methodologies.

UBIS utilizes a multi-pronged approach

- A campus in Geneva Switzerland
- A Campus in Barcelona Spain
- 12 International, instructional locations
- Hybrid, blended online education
- Corporate and executive education
- Semester abroad opportunities in Europe and with leading partners
- Articulation partnerships with leading Global Universities in key geographies around the world.

The University will satisfy lifelong educational needs from undergraduate, to graduate, to executive development.

Institutional Goals and Outcomes

Institutional Goals

Goal 1: Improve the quality of UBIS' programs in a flexible teaching and learning environment that features collaborative learning for a multicultural adult student body resulting in the increased marketability of its graduates. Create a focus on learning including clearly defined learning outcomes, including the skills, values, perspectives and knowledge needed in the 21st century workplace.

Goal 2: Increase and diversify enrollment to ensure continued sustainability by creating and developing a quality marketing and admissions team with revitalized marketing campaigns and admissions processes designed to attract and retain learners from UBS' target market.

Goal 3: Contribute to the improvement of student success through the delivery of high quality and efficient student technology and services appropriate for UBIS's students and fully integrated with administrative, instructional and support systems. The Board and Leadership Team are committed to advance the learning platform and modernize the education and administration systems for improved access, simplicity and ease.

Goal 4: Increase the influence and effectiveness of the faculty in creating an efficient and sustainable learning environment using innovative teaching methodologies, digital technologies and incorporating best practice into the curriculum. Assist the faculty in developing best practices in the emerging digital learning environment.

Goal 5: Improve UBIS' academic and institutional assessment processes to support the achievement of its goals, objectives and student learning outcomes. This includes increasing fiscal stability. Improve the focus on accountability and performance and reporting outcomes process for the efficient and effective management of the University. Embed continuous improvement year over year.

Goal 6: Continue to develop university research process: Create a supportive, collaborative culture of research within the University where staff are encouraged to engage in research output and where the University sets clear research goals through its research institute and is supportive of staff's research efforts.

Institutional Learning Objectives:

As an institution focused providing students with up-to-date educational resources, strong academics and interactive learning environment, by the end of each program, students will demonstrate the following aptitudes:

1. Develop a competency in various business, information technology, entrepreneurship, innovation, sustainability, and international relations fields.
2. Analyze business, information technology, entrepreneurship, innovation, sustainability and international relations issues and develop effective decisions.
3. Effectively create and implement new business, information technology, entrepreneurship, innovation, sustainability, and international relations concepts.
4. Cultivate business, information technology, entrepreneurship, innovation, sustainability, and international relations partnerships and networks.
5. Utilize a wide range of analytical tools, collect and analyze data, draw proper conclusions, create models and implement them in a business and international relations context.

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.

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 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 a 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

Must submit the Application Form with the following documents:

- Online Application and Fee
- *Maturité Fédérale Suisse* (Swiss High School degree) or equivalent
- High School or University transcripts depending on program
- English Proficiency Test, if previous schooling has not been in English or if the student is a Non-Native English speaker).
- Scanned version of the 1st page of the student's passport
- Letter of Intent and Motivation for Program Acceptance: 250 word letter indicating intentions and interest

Masters

Must submit the Application Form with the following documents:

- Online Application and Fee
- Scanned version of the 1st page of your passport
- Bachelor's Degree or equivalent, or University diploma
- University transcripts
- English Proficiency Test, if previous schooling has not been in English or if the student is a Non-Native English speaker)

- CV/ Resume describing professional and academic experiences
- Letter of Intent and Motivation for Program Acceptance: 250 word letter indicating intentions and interest

Doctorate

- Online Application and Fee
- Identification: Scan (front and back) of Government issued Identification. If seeking onground candidacy a scanned version of the 1st page of your passport is required.
- Transcripts: Must hold a Master's degree, or equivalent;
- Demonstrated English proficiency: Previous evidence or IELTS or TOFEL are accepted;
- Letter of Intent and Motivation for Program Acceptance: 250 word letter indicating intentions and interest;
- Resume: Description of professional and academic experiences;
- Recommendation Letter: Letter from candidate's previous educational institution or employer;
- If applying for Professional experience validation for credits program, there will be an additional fee of CHF 2,500

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 Suisse Maturité Fédérale or U.S. high school. Official documents must be received by the beginning of the second semester.

Any foreign qualifications are assessed based on the official Swiss guidelines. 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:
 - i. IELTS (International English Language Testing System): 6.0;
 - ii. PTE (Pearson Test of English): 67 (at least 56 in each of the "Communicative Skills" sections);
 - iii. CPE (Cambridge Certificate of Proficiency in English): Grade B;
 - iv. CAE (Cambridge Certificate in Advanced English): Grade A;
 - v. TOEFL (Test of English as a Foreign Language) (internet-based): 75

- c. 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 number 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.
- d. 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).

Visa to Permit Process

Application via the Nearest Swiss Embassy or Consulate

Step 1 Student contacts nearest Swiss Embassy/Consulate to confirm what papers are needed Embassies are free to require anything they wish. *The below list is a bare minimum.* (Embassies frequently require MUCH more, which is why we tell students, *to contact the embassy first*, before submitting anything or arranging the interview, since UBIS does not control any of the Embassy requests, which are going directly to the student.

Standard Requirements by Consulates/Embassies to Apply for a Visa:

- a) Three application forms which are fully completed and signed by the applicant. Applications which are not duly completed, dated and signed will not be accepted.
- b) Student **must** indicate their e-mail address and a contact phone number in case additional information is required.
- c) Four recent passport photos per applicant (very strict requirements please consult the details on the embassy webpage).
- d) Three copies of the applicant's valid passport.
- e) If, applicable, proof of residency in the country of demand.
- f) Three copies of confirmation/registration letter from the school, university, etc. in Switzerland.
- g) Three copies of confirmation of payment of school tuition fees.
- h) Proof of financial resources, i.e. recent bank statements (3 copies each).
- i) Three copies of previous diplomas and school certificates.
- j) Three copies of a resume (biographical data, schools attended, etc.).
- k) The price of postage if the student is permitted to submit his/her passport by mail.

Step 2 Student completes application form and presents it with all supporting documentation at the Embassy.

Manner of submission varies from Embassy to Embassy;

- In the USA, it can be mailed to the Embassy
- In China, there are only 2 Embassies, a meeting must be set up (the waiting list can be up to a month or more) and the student must travel from home to Beijing for the interview (there are only 2 Embassies, and Shanghai only handles Shanghai and the 2 closest provinces) and again to get the visa if it is granted.
- In Vietnam, the Consulate in Ho Chi Minh, as well as the Embassy in Hanoi handle visa applications, for which an appointment is given.
- The Swiss Embassy in Abuja, Nigeria, handles visa applications for several Central African countries. An appointment is needed to be considered.

The following nationalities¹ will be considered in a two-step procedure for any Schengen (European visa). In Switzerland, this procedure is handled by the SEM (State Secretariat for Migration);

Afghanistan	Libya
Alegria	Morocco
Bangladesh	Nepal
Burundi	Pakistan
Cameron	Rwanda
Congo RDC	Soudan
Congo (Rep.)	South Sudan
North Korea	Sri Lanka
Guinea	Syria
Haiti	Tunisia
Iraq	Vietnam
Iran	

Step 3 Embassy accepts or refuses to accept the student's papers.

Step 4a There are two reasons the Embassy refuses to accept student's papers:

- a) Student application is missing something and needs to present it, visa process will continue later.
- b) Student has failed the interview (usually for language reasons) and the visa process stops here.

¹ SEM list from 10 December 2020

Step 4b If the Embassy accepts the student's papers, they will mark their opinion (favorable or unfavorable) depending on the impression of the person who made the interview with the student on the paper.

Procedure Inside Switzerland

National

Step 5 Papers transferred to Bern by diplomatic courier.

Step 6 Dossier checked in Bern on Interpol to make sure the applicant is not on the wanted list, before being passed to the canton. A national reference number is given to each application

Cantonal

Step 7 Dossier reviewed by the Cantonal authorities. In Geneva, this office is called *Office Cantonal de la Population et des Migrations* (OCPM). A cantonal reference number is given to each applicant

Step 8a If the student's country of origin is on the restricted list (ex. Libya, China, Afghanistan, etc.) it is returned to Bern for a national decision on the visa.

Step 8b If student's country of origin is unrestricted, the application will be treated by the canton in order of arrival.

Step 9a Upon evaluation the visa will be:

- a) Granted;
- b) Complementary information will be requested from either the school or the student;
- c) Refused.

Step 9b If complementary information is requested, the dossier will remain pending until the necessary information has been received.

Step 9c Upon receipt, the dossier will be reevaluated. Visa will be:

- a) Accorded;
- b) Refused.

Informing of Student by Nearest Swiss Embassy or Consulate

Step 10 The Embassy will be notified of the decision on the file by both electronic and diplomatic mail, via the national number allocated to the application

Step 11 The Embassy will notify the student:

- a) *If a visa is refused or cancelled, the Federal Office for Migration issues a decision, which is motivated. If the candidate wishes to see the full dossier, this is possible upon payment of a fee. Requests will be processed only after payment has been made in advance.*

Most common reasons for refusal:

- Age
- Country of origin

- Finances
 - Suspicion of intent to work rather than study
 - Suspicion of intent to remain in Switzerland
- b) If a visa is granted, this will be recorded on the internal computer program and can be checked by the Embassies to confirm authorization to grant a visa.
- Some countries' embassies (USA) will allow the student to mail in the passport and return it to the student by mail
 - Some countries' embassies (India, China) will not stamp the visa until the original receipt proving payment of fees has actually been received and the student must reappear in person to receive the passport with the visa stamped in it.

Student Entry into Switzerland & Permit Procedure

Step 12 Student entry visas are generally valid for 30 days, and give the earliest entry date possible, according to the date studies are scheduled to commence. Students need to plan to arrive within that time frame.

Step 13 Students are allowed 8 days from the date of actual entry into Switzerland to submit their paperwork to the Office of cantonal de la population et des migration (OCPM) or be announced by the school as arrived. Once the 8 days have passed, they are considered illegally in the country if still unannounced.

Step 14 Once a student's papers have been submitted to the OCPM, the student may remain in the country legally until a decision has been made as to whether or not a living permit will be granted. It almost always is.

The student should NOT leave the country until the permit has been received, since the student can only enter one time on that visa and will not be able to reenter with it if he/she leaves. In case of a real emergency, a special visa can be requested and granted *in advance of departure* to allow a student, for example, to return home for a death in the family.

Step 15 Once a living permit has been granted, the student is permitted to remain in the country legally until the permit expires.

All living permits are limited in length of time, generally according to the end of the time period that the school indicates the student has paid for. (This works well for the school, as it is added pressure on the student to pay a large sum in advance as well his/her next set of fees before the expiry of the permit). Students will be granted a Swiss B permit.

Students who are studying at UBIS and who are from the European Union may work part-time with a student permit. However, the main purpose of the permit is to study, not to work. Therefore, Switzerland limits the amount of time a student may work during his/her studies. Students from the European Union, who are working more than 15 hours per week, can switch to a work permit (permis B avec activité lucrative). Students who are from a country which is not part of the European Union are not permitted to work, unless they are enrolled in a program, which requires them to complete an internship as part of their studies. Further information can be provided by the School's administration.

Step 16 All students will need to get Swiss health insurance. This insurance needs to be contracted within 3 months of their arrival. The authorities will send a letter (in French) informing the students of their obligations. Lack of response on the side of the student will lead to automatic affiliation to a health insurance. If the student already has health insurance, this will result in doubled insurance, at the cost of the student. It is therefore important for students to be advised that they have to respond to any letter from the health insurance authorities. The process will need to be reconfirmed whenever a permit is to be renewed.

Step 17 Permits will need to be renewed each time they run out, until the end of the student's studies. The Swiss Authorities can and do require presentation of proof of continued enrollment and payment to the school where studies are being undertaken. They can also request copies of the student's transcripts and school attendance sheets, showing their progression in their studies. If a student does not seem to be completing their studies according to the predetermined schedule, the school and the student may need to provide the reasons why (ex. Language difficulties) and what is being done to correct it (ex. EFL courses alongside university courses)

Step 18 At the end of a student's studies, the school is required to inform OCPM about the student's departure and indicate where we think he/she has gone (home, another school, etc.)

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

All students must 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.

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, but may take 4 if enrolled in a Bachelor's program. This cadence will allow the student to complete the degree in a timely manner. Students wishing to take only one class should speak to the Dean or their designee. Students wishing to take more than three 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 three classes in each 8-week term to fulfill the government requirements of their VISA.

Course level: each course is labeled with a course code. 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 term 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, the student 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.

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. Please see UBIS Refund Policy for financial obligations.

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, the student will receive a grade of **W**. Please see Payment and Refund Policies for financial obligations.

A student is permitted to obtain a letter grade of "W" if they withdraw from a course prior to no greater than 50% of the scheduled classroom hours having elapsed. Failure to attend or complete any class from which the student has not been officially withdrawn through a written request process will result in the grade earned in the course being that which includes all work completed up to that point and any missed worked. Students that officially withdraw after 50% of the classroom hours have elapsed will take a "WF" grade. The "WF" grade is calculated as credits attempted and carries a grade point value of 0.0 for the purposes of determining Satisfactory Academic progress. Both "R" and "W" grades will be calculated as courses attempted for the purposes of determining Satisfactory Academic Progress and will not have any point value.

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 terms). 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 fee and any nonrefundable fees.

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

UBIS shall accept college level credits earned at colleges and universities with good academic standing.

Transferring undergraduate level credits will only be accepted from courses in which the student has achieved a 'B' or better. 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 programs other than business schools.

UBIS candidates for the Master's Degree can transfer a maximum of 6 US / 12 ECTS credits to waive (including credit for work experience) of graduate course work taken at other universities. Transfer credits are allowed for courses with a minimum grade of 'B' from institutions with good academic standing.

- UBIS will accept a maximum of 6 US / 12 ECTS transfer credits to waive (including credit for prior work experience) the following courses
 - Introduction to Global Business

- Managerial Economics

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 should check directly with the receiving institution.

Credit for Work Experience

Students are expected and strongly encouraged to gain some work experience prior to entering the Bachelor program, in order to optimize their applied learning capacity throughout their academic journey. However, credits for work experience are not accepted for the Bachelor program.

UBIS accepts credit for work experience for candidates applying to the graduate program. Candidates must demonstrate five years of verifiable work experience in a business field at the decision making level to waive a maximum of 6 US / 12 ECTS credits (including course transfer credit).

- UBIS will accept a maximum of 6 US / 12 ECTS credits for prior work experience to waive (including course transfer credit) the following courses
 - Introduction to Global Business
 - A core course in a field of expertise
- Credit for prior learning experience must be documented and verifiable on a resume with five (5) years of experience in a business field at a decision-making level.

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 (ULMS). Their computer and software must meet the technical requirements for the ULMS. 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 ULMS, 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. Tuition and fee rates are listed in Swiss Francs (CHF).

All non-tuition charges are non-refundable.

Program	Per credit Tuition (CHF)	Total Tuition (CHF)
Bachelor's Degree Programs		
On-Campus cost per credit hour	450	54,000
Online students cost per credit hour	325	39,000
Master's Degree Programs		
On-Campus cost per credit hour	600	27,000
Online students cost per credit hour	520	23,400
Doctorate of Business Administration		
Online students cost per credit hour	533	32,000

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 (CHF)
Estimated living expenses for one year	11,000
Application Fee	100
Technology Fee	20 per course
Portfolio Evaluation Fee	2,500
Late Fees (apply when using payment plans)	50-300
Mailing Fee Dependent on the country to which mail is to addressed	Varies, pass through fee
Transcript Fee each request	20
Graduation Fee	200

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

Types of Aid

UBIS does not participate in the any 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 are 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; payments are also accepted via PayPal, cash, or PostFinance.

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 CHF 50.

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.

Credit Hour Definition

UBIS defines a credit hour as:

One credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

Completion of a typical three credit course at UBIS is normally achieved through 135 hours of student work per term.

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 Table

Undergraduate

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.

Graduate

Grade	Quality Points	Grade Percent	Definition
A	4	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+	3.5	87-89	Superior – Exceeds most requirements and expectations in one or more ways; demonstrates creativity and originality in a variety of ways.
B	3	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+	2.5	77-79	Above Average – Meets all requirements and expectations and exceeds one or more; demonstrates analytic, synthetic, integrative, or creative skill.
C	2	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.
F	0	0-69	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.

Special Grades

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.
PR	Progressing	For DBA 800 level courses - the Dissertation Chair will assign a grade of PR when the student completes all requirements, or if the Dissertation Chair and student feel confident that the student can finish the incomplete work in the first two weeks of the next dissertation course. Upon receiving the grade of PR, the student will continue to the next course. All PR grades will convert to a grade of CR upon completion of all dissertation requirements.
NC	No Credit	For DBA 800 level courses - the Dissertation Chair will assign a grade of NC when more than seven weeks of work remains in the current dissertation course. Upon receiving the grade of NC in the extension course, the LP grade previously assigned to the core dissertation course will change to NC as well as that of the extension and the student will repeat the core course. A student may only receive two NC grades during the dissertation and remain in the program. Upon receiving the third NC, the student will be dismissed from the program.
LP	Limited Progress	For DBA 800 level courses - The Dissertation Chair will assign a grade of LP when the Dissertation Chair and the student feel confident that no more than seven weeks of work remains in the current course. If an LP grade is assigned, the student enrolls in the extension dissertation course to complete the work. The student must complete 100% of the course objectives during the extension to continue to the next course. If the student does not complete all objectives, the LP grade assigned to the course will be changed to NC; the NC grade will be assigned to the extension course, and the student

must re-take the course. If the student completes the extension successfully, the LP changes to PR. Regardless of how early or late in the extension period candidates complete the requirements of the course, they should continue working on their dissertation for the entire period of the extension (that is, beginning the work of the next course).

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 term (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 term 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.

Grade Appeal

UBIS promotes a principle of fairness in all academic decisions. Students requesting to dispute a grade for a valid reason must meet with their instructor in an attempt to settle the grade dispute. Students must make all grade grievances within 30 days of the issuance of the disputed grade. In cases where a satisfactory settlement cannot be reached between the student and instructor, a formal appeal must be submitted to the Dean's Office. If no appropriate solution can be reached, the Dean will make the final decision based on discussions with all parties involved.

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 (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 45 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 GPA 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 GPA and number of credits attempted.

Add/Drop

For all programs, the add/drop period is defined as the first week of the term (ending Sunday midnight). All schedule changes for the full term must occur during the add/drop period, which is defined as the first full week of the term. 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 term of enrollment posts attendance during the add/drop period but does not attend their classes in the second week of the term, 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. Students will not receive a grade for the course; they will be unregistered, and it will not show on the transcript. Please see the Institutional Refund Policy for financial obligations.

Satisfactory Academic Progress

Satisfactory academic progress applies to all students and is necessary in order to maintain eligibility for enrollment at the institution. All enrolled students must meet the University's minimum standards of achievement with regard to cumulative grade point average and pace of completion. A student's academic progress is evaluated at the end of each semester (2 academic terms). 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 of completion) 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 semester. A semester consists of 2 academic terms (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 their 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 ($120 \times 1.5 = 180$, $240 \times 1.5 = 360$ respectively) to complete the program of study.
- Undergraduate 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.
- Graduate students must successfully complete a cumulative minimum of 67% of attempted credits and earn at least a cumulative grade point average (CGPA) of 3.0 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 Waiver Credit Exam 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 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 minimum of a 2.0 CGPA for all UBIS University coursework to maintain good academic standing and 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-Credit exam (undergraduate students only)
- National Testing Programs
- Courses with the following grades:
 - AUDIT (AUD)
 - Incomplete (I)
 - Repeat of a course (R)
 - Passing (P)
 - Withdrawal (W)
 - Transfer Credit (TC)

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)
- Withdrawal Failure (WF)
- Courses completed with the following grades: A, B, C, D and F (+/-)
- Repeated courses (R)
- Incompletes (I)
- Transfer Credits (TC)
- Pass/fail

Evaluation

The University evaluates SAP for the student's primary program of study, based on a completed payment period. As a result of the evaluation, a student is assigned a corresponding 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.

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 term 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.

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.

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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.

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