



2022 Catalog

UBIS University of Business, Innovation and Sustainability

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GENERAL INFORMATION

About UBIS

The University of Business, Innovation and Sustainability (UBIS) is a women-owned, for-profit, independent private Swiss university. UBIS provides 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 Switzerland and Spain, international partnerships, and over 40 nationalities represented among the faculty and students, UBIS provides its students and faculty with a unique international experience.

Mission Statement

The University of Business, Innovation and Sustainability 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 and sustainable business leader 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 multicultural 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.

We see high-quality teaching and learning outcomes as a primary differentiating factor and as a necessity for success. We will place a high degree of focus on ensuring 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 admission 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 multicultural 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
- 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.

History

The University of Business, Innovation and Sustainability (formerly the University of Business and International Studies) is a university, founded in Geneva in 2006 by a group of academics. The vision was to develop a private university dedicated to providing a high-quality education, with an emphasis on addressing the intersection of business, international practices and the cross-cultural issues that arise out of globalization. UBIS was also created with a focus on managerial executive training, while providing undergraduate and graduate programs in Business Administration, International Relations, and Media and Communication. Given our

changing world, this focus has been updated to include Innovation, Entrepreneurship, Information Technologies, and Business Sustainability.

The European and US-based heritage, the extensive contacts in business and international affairs, at the UN and within NGOs located in Geneva, gives UBIS a unique position and access for providing an inside view of the current issues which corporations face in the changing world of globalization. UBIS is a private university in which students receive a high level of personalized attention – including coaching – and real-world examples of learning.

In 2008, an agreement with the Hamilton White Group brought the resources and network necessary to share the values and culture on an international scale. In particular it allowed UBIS to share an E-learning platform with the other schools of the group and make available online all the programs offered, form articulation agreements and partnerships and develop joint programs with other leading Universities and educational institutions around the globe.

Instructional Methods

UBIS offers multiple education options and instructional methods to achieve the stated mission of maximizing access to educational resources around the world. Instruction is delivered on ground, online and in a hybrid and blended format. Students are encouraged to select the mode of instruction that best suits their personal circumstances, learning style and lifestyle.

UBIS offers all instruction through a state-of-the art customized Learning Management System (ULMS) that is rich in content and feature/functionality. All courses, irrespective of the mode of delivery, are managed through this system to provide students with access to resources on their schedule regardless of the geography of their “home-country”. Course materials, supplemental materials, career materials and lectures may be offered in both a synchronous and asynchronous manner. Students have access to their online courses 24 hours a day; 7 days a week. (See Online Computer Requirements and Attendance Policies in this catalog.)

Campus and Online

Campus courses meet on campus in a traditional classroom and/or laboratory setting. Campus and online courses utilize the ULMS for all materials, assessments, supplemental services, and career support. Students have access to their online courses 24 hours a day; 7 days a week (see Online Education for program offerings).

Hybrid or Blended

In hybrid or blended programs students meet with faculty face-to-face onsite each week while enrolled in campus-based courses. Other courses required in the program, such as general education courses, are delivered online and supported by both the online instructor and campus-or-locally-based tutors as needed.

Facilities

UBIS Locations

In addition to a global online campus, UBIS has two locations in Switzerland and Spain.

UBIS University of Business, Innovation and Sustainability, Switzerland is located at Avenue Blanc 46, 1202 Geneva, Switzerland.

UBIS University of Business, Innovation and Sustainability , Spain is located at IGEMA, Career de Sabino Arana, 42, 08028 Barcelona.

Traditional Classroom

UBIS maintains modern facilities that are equipped to meet the students' educational needs. The campus has wi-fi capabilities throughout the facility. Lecture rooms are equipped with audio video equipment, flipcharts and whiteboards and other teaching aids relevant to the subjects being taught in that classroom. Technical classrooms/labs are equipped with the equipment students should expect to see and work with in chosen career fields. Facilities provide a comfortable and secure learning environment.

Campus Security

Geneva Campus is located in the international Geneva neighborhood, which is quite a safe location. The Barcelona Campus is at the heart of Zona Universitària, which is part of the Les Corts district, located on Avinguda Diagonal. Full of students, it conceals two of the most beautiful and tranquil areas in the city: The Pedralbes Gardens and Parc de Cervantes. It is the area where most of Barcelona TECH (UPC) and Barcelona University's faculty buildings are found, a fact that creates the characteristic movement along Avinguda Diagonal.

Any disruptive behavior or criminal activity is to be reported to the Campus Director. The institution and its campuses strive to provide a safe, secure learning environment. However, UBIS is not responsible for the loss of books or personal property brought onto the campus or in the parking lots. Please always secure your possessions.

In order to protect the health and well-being of our community and guarantee safety on our campuses, we have reinforced our health protocol plans with measures that go beyond current health regulations. Our plans reflect engagement with UBIS stakeholders, administrators, faculty, staff, students and alumni, and are in accordance with UBIS Protection Plan Covid-19, which provides best practice recommendations and baseline requirements for gatherings in enclosed spaces, including lecture rooms and classrooms, and embody the most recent Swiss and Spanish health authorities, and the World Health Organization guidance for the reopening of higher education institutions.

Online Classroom

UBIS provides resources and services that support its online learning programs. Students enrolled online must meet the same admission requirements and observe the same policies and procedures as those in an on-ground classroom-based environment. Academic services (such as advising, learning center/library resources, and student and career services) are provided through LMS that are always available to students. Courses begin on Sunday at midnight.

Hours of Operation

The official office hours at all locations are 09:00 – 17:00.

Academic Resources

University Library and Course Materials

UBIS' library supports the educational goals and instructional needs of students. The university library, course books, materials, soft skills training tools and the career center are all available

online through the UBIS learning management system (LMS). Diverse learning tools include Cengage's library of online textbooks, study tools and resource centers, utilizing American textbooks and materials whenever possible. All learning resources are relevant, current, robust, rigorous, and grounded in their discipline, and are accessible through the University's subscription to EBSCO Business Source Premier.

In addition, UBIS offers Library and Information Resources Network (LIRN). Detailed information related to the breadth and depth of the LIRN collection may be found at <http://www.lirn.net/files/files/LIRNcollection2010.pdf>. As described on their website, LIRN is a consortium of over 140 educational institutions at more than 500 campuses. LIRN was created to provide online library resources for students and faculty. LIRN provides a core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines and audio and video clips that support all academic programs. The core collection includes databases from Gale/ InfoTrack with Informe, ProQuest, eLibrary, Credo, RCL Web and Books in Print. Comprehensive online research featuring complete articles with full-text and graphics is available 24 hours a day.

UBIS also offers a unique package of study tools including online textbooks and course materials, flashcards, live online academic support, test prep and other exclusive tools through a partnership with the leading publisher Cengage. In addition, the Gale College Collection is the online library within MindTap that provides 24/7 access to the Web's premier collection of full-text books, academic journals, and periodical articles in the humanities and social sciences. The Gale College Collection supports learners by pinpointing authoritative content directly related to what they are currently studying. They will have access to articles from over 1,000 periodicals and peer reviewed journals, over 20,000 books, and over 100,000 primary works. The result? Learning becomes less about searching for answers and more about finding them.

Other Libraries Available to UBIS Students:

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

Uni Arve is host to seven libraries: the *Bibliothèque Ernst & Lucie Schmidheiny*, the *Bibliothèque d'Anthropologie*, the *Bibliothèque du Centre universitaire d'informatique*, the *Bibliothèque Georges de Rham (Mathematics)*, the *Bibliothèque de l'Institut des Sciences de l'environnement (ISE)*, *Bibliothèque de l'Observatoire (Astronomy)* and the *Bibliothèque des Sciences de la Terre et de l'environnement*.

Uni Bastions hosts the language libraries, as well as the university's libraries focused on history and musicology.

Uni CMU is home to an extensive collection of medical issues. Besides, it is also hosting the *Centre de documentation en santé (CDS)* and the *Bibliothèque de l'Institut de la médecine et de la santé et de l'Institut d'éthique biomédicale (IHMS - IEB)*.

Uni Mail's collection is focused on the following themes: Economics and social sciences, Law, Psychology and Learning Sciences, Translation and Interpreting, European studies, French as a foreign language and Musicology. Besides, it also hosts UNIGE's multimedia library.

Advising

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

Student Orientation

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

Career Services

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

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

Research Institute

The objectives of the Research Institute are aligned with the mission and goals of UBIS. The Research Institute aims to enrich the intellectual life of UBIS by enlarging its academic network and promoting high-caliber research in areas of excellence, with demonstrable impact and strong community engagement. As a private global university, our interconnectedness provides an opportunity to develop multi-cultural interdisciplinary expertise in research, which can make meaningful contributions to the international community. The Institute's research collaborations with industry and the broader academic and nonacademic community will strengthen the employability of UBIS graduates and enhance the reputation of our university.

Academic Programs

Undergraduate, graduate, certificate, microcredential, and executive education programs at UBIS are offered in Business Administration, International Relations, Information Technology

and Business Sustainability and Ethics. UBIS also frequently offers industry specific certificate programs and seminars customized to the ever-changing marketplace.

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

All UBIS instruction and operations of academic programs are conducted in English.

Accreditation, Licensure and Approvals

The University of Business, Innovation and Sustainability (UBIS) was established on 6 February 2006. UBIS is officially registered with the Registry of Commerce of the City and Canton of Geneva, with Federal Registration Number CHE-112.755.057. As such, UBIS is licensed to operate as a private university whose principal focus is Business and International Relations.

Other, important recognitions and memberships are:

eduQua

UBIS has been certified by eduQua Swiss certification since 2012. eduQua is the first Swiss quality label geared towards providers of adult learning programs. The label promotes transparency and comparability of adult learning for the benefit of consumers and contributes to safeguarding the quality of adult education programs in Switzerland. More than 1,000 schools, institutes, and academies in the whole of Switzerland are eduQua certified. This Swiss certificate guarantees and develops the quality for institutions. eduQua also allows students a new point of reference for their education needs.

eduQua certification does not lie within the competence of the eduQua body, which is affiliated to the Swiss Federation for Adult Learning, the SVEB. eduQua certification is undertaken by independent certification bodies.

eduQua
Oerlikonerstrasse 38,
CH8057 Zürich, Switzerland
Telephone: +41 44 319 71 71,
<https://alice.ch/en/services/eduqua/>

ISO 21001:2018

UBIS is certified by ISO 21001:2018 quality standard, which certifies training services through education and non-formal learning. ISO specifies basic requirements for providers of learning services in non-formal education and training.

ISO Central Secretariat
Chemin de Blandonnet 8,
CH1214 Vernier, Geneva, Switzerland,
Telephone: +41 22 749 01 11,

<https://www.iso.org/standard/53392.html>

The certification body for both EduQua and ISO29990 is ProCert SA, located at:

ProCert SA
Marktgasse 65,
CH-3011 Bern, Switzerland.
Telephone: +41315606767,
<https://www.procert.ch/en/>

IACBE

UBIS has received specialized accreditation for the following business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA.

The programs accredited by IACBE at UBIS are the following:

- Bachelor's in Business Administration (BBA)
- Bachelor of Arts in International Relations (BAIR)
- Master's in Business Administration (MBA)
- Master of Arts in International Relations (MAIR)
- Doctorate of Business Administration (DBA)

IACBE
11374 Strang Line Road
Lenexa, Kansas, USA.
Telephone: +1 913 631 3009
Fax: +1 913 631 9154
Website: <https://iacbe.org>

EFMD

The European Foundation for Management Development is a global, non-profit, membership driven organization dedicated to management development. Recognized globally as an accreditation body for business schools, business school programs, and corporate universities. UBIS is a full member of EFMD.

Academic Calendar

Holiday Calendar

Expected graduation dates may be influenced by 2 scheduled annual summer and winter breaks or similar scheduled academic interruptions, which may include a leave of absence, a repeated course(s), intentional breaks between consecutive terms/semesters, or a change of program.

UBIS typically observes the following holidays according to the Campus or Administrative location. The 2022 calendar includes the following holidays for our main centers:

Date	Holiday	US	Geneva	Spain
1-Jan	New Years	x	x	x

6 Jan	Epiphany			x
17-Jan	MLK Day	x		
15-Apr	Good Friday		x	x
1 May	Labour Day			x
26-May	Ascension Day		x	
30-May	Memorial Day	x		
4-Jul	Independence Day	x		
1-Aug	Swiss National Holiday		x	
15-Aug	Assumption			x
5-Sep	US Labor Day	x		
12-Oct	Hispanic Day			x
1-Nov	All Saints		x	x
11-Nov	Veterans Day	x		
24-Nov	Thanksgiving Day	x		
6-Dec	Constitution Day			x
8 Dec	Immaculate Conception			x
25-Dec (Dec 26*)	Christmas (Observed*)	x*	x	x

During weeks that contain holidays, makeup hours will be scheduled to be completed before the term/semester ends.

All online resources will be available during this time.

2022 Academic Calendar

UBIS offers continuous learning throughout the year with 3 semesters.

Semester	Term	Start Date (mm/dd/yyyy)	Final Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Semester 1	Term A	1/3/2022	1/28/2022	3/27/2022
	Term B	2/28/2022	3/25/2022	5/22/2022
	Term B2	3/28/2022	4/22/2022	6/19/2022
Semester 2	Term C	4/25/2022	5/20/2022	7/18/2022
	Term D	6/20/2022	7/15/2022	9/25/2022
Summer Break		8/15/2022	--	8/28/2022
Semester 3	Term E	8/29/2022	9/23/2022	11/20/2022
	Term E2	9/26/2022	10/21/2022	12/18/2022

	Term F	10/24/2022	11/18/2022	1/29/2023
	Term F2	11/21/2022	12/16/2022	2/26/2023
Winter Break		12/19/2022	--	1/1/2023

Please note: UBIS reserves the right to offer additional courses/terms during the year at the discretion of the university administration. To provide maximum flexibility to our global partners, students may start Terms at different dates within the Term. The end date for a term not initiating on the Geneva schedule rendered above lasts for 8 weeks and ends on the commensurate date.

UNIVERSITY POLICIES

Admissions Requirements

UBIS does not discriminate based on 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 admit students who hold a master's degree or who have an accepted, equivalent form of master's 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
- Identification: scanned version of the 1st page of the applicant's passport or Government ID.
- *Maturité Fédérale Suisse* (Swiss High School degree) or equivalent
- High School or University transcripts depending on program
- English Proficiency, if previous schooling has not been in English or if the student is a Non-Native English speaker.

- 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
- Identification: scanned version of the 1st page of the applicant's passport or Government ID.
- Bachelor's Degree or equivalent, or University diploma
- University transcripts
- English Proficiency, 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

Must submit the Application Form with the following documents:

- Online Application and Fee
- Identification: scanned version of the 1st page of the applicant's passport or Government ID.
- 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

Microdegree (Certificate)

Must submit the Application Form with the following documents:

- Scanned version of the 1st page of the applicant's passport or government ID.
- University transcripts indicating earned Bachelor's Degree or equivalent, or University diploma
- English Proficiency, if the applicant's previous schooling has not been in English or if they are Non-Native English speakers

Nanodegree and Picodegree (Bootcamp or Skills Based Training)

Must submit the Application Form with the following documents:

- Scanned version of the 1st page of the applicant's passport or government ID.
- English Proficiency, if the applicant's previous schooling has not been in English or if they are Non-Native English speakers

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.

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 an official transcript evaluated and translated (if applicable) to be reviewed and confirmed by the appropriate Academic designee.

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 expenses 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).

For students seeking to attend classes on the Barcelona Campus, other documents may be requested by the government authorities. For example, an official document that shows that the student has enough funds to cover living expenses and accommodation for the entire

duration of the studies (€579.02/month according to the [Spanish Index Iprem](#)). This should be issued by the student or sponsor's bank. In some cases, the student will need to provide proof that he/she has sufficient funds to return to the home country.

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 suggest 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 official visa and permit application forms from the Geneva Canton (Form "D"), which are fully completed and signed by the applicant. Applications which are not duly completed, dated, and signed will not be accepted.
- b) Students **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 the admission letter, provisional acceptance letter, confirmation of enrollment, and course catalog issued by the University.
- g) A motivation letter clearly explaining why you choose the University, Geneva and Switzerland for your studies.
- h) Return statement that you will leave Switzerland to return to your country of origin after completion of intended studies.
- i) Three copies of confirmation of payment of school tuition fees.
- j) Proof of financial resources, i.e. recent bank statements (3 copies each).
- k) Three copies of previous diplomas and school certificates.
- l) Three copies of a resume (biographical data, schools attended, etc.).
- m) The price of postage if the student is permitted to submit his/her passport by mail.

Step 2 Student completes the 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 nationalities 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 4.a There are two reasons the Embassy refuses to accept student's papers:

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

Step 4.b 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 8.a 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 8.b If a student's country of origin is unrestricted, the application will be treated by the canton in order of arrival.

Step 9.a Upon evaluation the visa will be:

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

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

Step 9.c 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 canceled, 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 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 14 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 14 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 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 that the school indicates the student has paid for. 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 and in the Student's Handbook.

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 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 must 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 can start class.

SPANISH STUDENT VISAS

If you are from a non-EU member state and plan to study in Spain for more than 90 days (3 months), you will need to apply for a visa.

Though students from certain countries, such as Brazil or the United States, are not required to have a visa to enter and stay in Spain for a period of three months, many others are.

If your period of study is due to last more than three months, you will also need to apply for a residence permit in person.

How and where do you apply for the student visa?

Visa rules vary by country. It is therefore extremely important to check with the Spanish Consulate in the country in which you currently reside.

The process of applying for a visa starts long before your arrival in Spain. You can request your student visa at the Spanish Consulate in your home country after receiving an acceptance letter from UBIS (you will need to present this letter at the Spanish Consulate).

We recommend you submit the visa application three to four months before traveling.

If you are applying from a country in which Spanish is not the main language, you will need to translate all required documents into Spanish through an official channel. This means that you will need to contact a Sworn Spanish Translator. Please contact your local Spanish Consulate for a list of official translators.

[Here](#) you may find the list of Spanish consulates and embassies.

What documents are required?

- Your official visa application form.
- Proof of application payment (approx. €60).
- A valid passport, and a copy of passport.
- Passport-size photographs with a white plain background.
- Transcript or Diploma awarded by the University/school in your home country where you studied most recently.
- Acceptance letter from UBIS.
- Your CV and details of the training or research you will be doing.
- Proof of accommodation.
- An official document that shows you have enough funds to support yourself and for accommodation for the entire duration of your studies ((€579.02/month according to the [Spanish Index Iprem](#))). This should be issued by your bank. In some cases, you will need to provide proof that you have sufficient funds to return to your home country.
- Flight reservation documents.
- Criminal record certificate from your current country of residence and all previous countries in which you have resided for more than 3 months in the past five years.

If you plan to stay longer than 6 months

- Medical insurance from an insurance company authorized in Spain. This should cover your entire stay in Spain and must include, at least: Medical expenses and repatriation in the event of an accident or sudden illness.
- Medical certificate stating you do not suffer from any diseases with serious repercussions for public health, in accordance with International Health Regulation 2005.
- You will need to apply for the Tarjeta de Identidad del Extranjero (TIE), or Foreign ID Card, within a period of 1 month (30 days) from the date of entry into Spain.

If you are a minor (under the age of 18)

- Minors traveling without their parents or other legal guardian(s) must submit a signed authorisation from their parents (or legal guardians). This authorisation must include the name of the institution where they are studying, the period and length of stay.
- Minors traveling without their parents or another legal guardian(s) must have a guardian in Spain, a person who will be responsible for their stay and who will live with them in the same house. A power of attorney will be submitted to the Consulate where this procedure can be processed.

- If you are studying in Spain for more than 6 months, you will need to apply for a Tarjeta de Identidad del Extranjero (TIE), of Foreign ID Card, within a period of 1 month (30 days) from the date of entry into Spain.

Please note that the required documents may vary depending on your home country or country of residence. For further information, as well as the whereabouts of the Spanish Consulate in your home country, please visit the [Spanish Ministry of Foreign Affairs](#).

Useful tips:

- Plan ahead and get all required documents as soon as possible, as this process may take quite a long time.
- Always double check this information with the Spanish Consulate or Embassy in your home country, as requirements may vary.
- If you are studying in Spain for less than six months, the Spanish Consulate may issue you a student visa with the specification “STUDENT, TOTAL 180 DAYS”. This type of visa makes it impossible to obtain a student card in Spain.
- As an European student, you are allowed to work during your period of residence, as long as it does not interfere with your studies. Furthermore, you may not use your salary to support yourself while you are in Spain. The company that hires you will also need to register you in the Social Security system.
- Your family is allowed to visit you. However, you may need to apply for the relevant visas so that they can enter and stay legally in Spain.

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 to attend classes and receive grades and transcripts.

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.

Students are registered for courses each semester by the Office of the Registrar according to the requirements of their degree program. Students enrolled in programs with electives will be sent the electives available each term prior to term enrollment. Elective courses can be selected by students based on the availability of course offerings if prerequisites have been met.

Course Load, Level and Prerequisites

UBIS recommends that undergraduate students register for two or three classes a term but may take 4 if enrolled in a bachelor’s program. Graduate students are recommended to take two or three courses per semester. 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 prerequisites. You can only enroll in a course if you have successfully completed and earned the credits for all the prerequisite courses.

Definition of full time

Two 3 US credit courses per 8 week term is considered full time for undergraduate programs.

One 3 US credit course per 8 week term is considered full time in graduate programs.

One 5 US credit course **OR** one 3 US credit dissertation course is considered full time in doctoral programs.

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 after receiving the notice of cancellation, the school shall provide a 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 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, UBIS reserves the right to dismiss or terminate any student at any time for unsatisfactory academic performance, violation of the Student Code of Conduct, unpaid fees, or other reasons at the discretion of the university administration, Dean, or Chair. In such cases, UBIS will notify the student in writing, a degree will not be awarded to the student, and, as appropriate, the participant's sponsor, partner, or education specialist will be notified. For students on a student visa at their campus of study, dismissal from UBIS will invalidate the student's visa and immigration authorities will be informed. 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 participation as determined by the institution from its 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 withdraw 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

If a student fails to participate in a course in excess of 7 days, the university reserves the right to administratively drop a student for non-participation at the discretion of the Dean or Chair. Please refer to the Course Participation Policy.

Grade Assigned for Withdrawal from a Course

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 work. 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:

For 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 participation that occurred prior to the decision to administratively withdraw the student. Last date of participation is defined as the last day a student had academically related activity, which may include assignments, discussion questions, quizzes, projects, or examinations. Last date of participation 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, transcripts should be provided from that institution prior to readmission. Please contact Admissions for further details on re-entry.

Re-entry must be no later than one year for undergraduate and graduate programs from the withdrawal date; otherwise, the student must start at the beginning of application and acceptance process. Any students re-entering must sign a new Enrollment Agreement (EA). Such students will be held to the terms, policies, and fees of the new EA, which may differ from the EA previously signed by the student.

Students requesting reentry must meet Satisfactory Academic Progress Standards. A student who returns to the University after being a withdrawn student, will have their Satisfactory Academic Progress evaluated prior to their return. From that point forward, the student will be evaluated at the intervals outlined in the Satisfactory Academic Progress policy.

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. Students seeking to re-entry must wait until the next available term start.

Refund Policy

If a student withdraws from UBIS and/or a course during a term, tuition for any current course 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. Students who apply for admission and submit official transcripts may have coursework evaluated for transfer of credit after having attended other post-secondary institutions. Transfer credit shall be awarded based on the applicability of the credit toward satisfying UBIS degree requirements for the student's declared major. All credit accepted will be recorded as part of a student's permanent academic history and will not be removed.

The age of transfer credit may affect course content equivalencies and fulfillment of specific degree requirements (i.e. computer classes).

- No time limit applies to General Education courses
- Limit of 10 years applies to Masters and Bachelors core courses. Exceptions granted at the discretion of the Chief Academic Officer or Academic Dean

Transferring undergraduate level credits will only be accepted from courses in which the student has achieved a 'C' or better. All transfer credits must be relevant to the coursework at UBIS. The age of transfer credit may affect course content equivalencies and fulfillment of specific degree requirements (i.e. computer classes).

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 will accept general education transfer of an associate program if the student has graduated from a recognized accredited two-year school.

UBIS candidates for the Master's Degree can transfer up to 50% of the credits required for a master's degree program through transfer credit. The courses accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level. Transfer credits are accepted from courses in which the student achieved a 'B' or better.

UBIS candidates for the Doctorate Degree can transfer a maximum of 9 US / 18 ECTS credits for courses that are relevant to the program of study and equivalent in both content and degree level to waive (including credit for work experience) of doctoral coursework taken at other universities. Transfer credits are allowed for courses with a minimum grade of 'B' from institutions with good academic standing.

No transfer credit credits will be accepted for Microdegrees, Nanodegrees, or Picodegrees.

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.

To ensure that prospective students are fairly and consistently awarded TC, UBIS will reference international grade equivalency standards specific to country or region to evaluate international transfer credit.

The UBIS Vice President of Academics and Chief Academic Officer shall oversee the establishment of transfer policies and transfer articulation agreements with colleges and universities. The Registrar's Office shall determine transfer course equivalencies according to UBIS' procedures and as directed by academic leadership. As the receiving institution, UBIS shall determine the transferability of credits earned from other educational institutions or organizations.

Credit for Work Experience

Students are expected and strongly encouraged to gain some work experience prior to entering the Bachelor program, to optimize their applied learning capacity throughout their academic journey.

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). Candidates seeking credit-for-work-experience should submit a Prior Learning Assessment evaluation to the Dean or Chair of their department for approval.

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 based on 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. 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 the 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 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 bluetooth (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		
Blended cost per credit hour	450	54,000
Online students cost per credit hour	325	39,000
Master’s Degree Programs		
Blended cost per credit hour	555	25,000
Online students cost per credit hour	445	20,000
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 address	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 any federal student aid programs. 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 any remaining unfunded balance.

Payment Policies

Tuition and fee payments are expected based upon terms listed in the acceptance letter sent to students 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 because 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 in both US and abroad. 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

As a university delivering courses in an American style, UBIS defines a semester credit hour as:

15 hours of academic engagement and 30 hours of out of class preparation, reflection, and study.

This formula is typically referred to as a Carnegie unit and is used by the American Council on Education in its Credit Recommendation Evaluative Criteria.

Each course offered will identify 15 hours of student work for each credit earned in the class. 3 credit hour courses will establish 45 hours of coursework with an additional 90 hours of work spent, outside of class hours, studying, reading, writing, and preparing. Subsequently, 5 credit hour courses will establish 75 hours of coursework with an additional 150 hours of work spent, outside of class hours, studying, reading, writing, and preparing.

Student Identification 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.

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.

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.

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.

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 on the development of their individualized academic plans, assist with educational milestones, and maintain a commitment to earn a degree.

Grading Procedures

UBIS' grading system is based on the standard American 4.0 grading system. Course grades are issued for each course. Evaluation of student work is identified as grading criteria and weighted appropriately in the determination of a final course grade as in the American grading system. 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.
TC	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.
IP	In Progress	Student is currently enrolled or awaiting a final grade

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 to raise his/her GPA to the required level.
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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 by submitting to the professor an Academic Incomplete Request Form. 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 four (4) weeks following the end of a session in which an ‘I’ grade was assigned. On the fifth (5th) week following the end of a course, 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 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 grade earned in the last attempt 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 will be posted on the Moodle Home Page and students on the list will receive a letter of congratulations from the Dean of their program.

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. At the end of every term, the Registrar will coordinate a multi departmental review to approval and issue diplomas and certificates. 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 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 this fee).
- assurance that all other obligations to the University have been met; (i.e. returning books and other materials).

Doctorate

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 completion of a dissertation and defense.
- the successful completion of 60 US / 120 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 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 the most current program offered. Students must do this by submitting a SSCR form and through a 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 two weeks 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 two weeks 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 Participation

If a student fails to participate in 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 to maintain eligibility for enrollment at the institution. All enrolled students must meet the University's minimum standards of achievement about 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 time frame permitted for their program of study. The maximum time frame is a period 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 2.0 at each evaluation point to be considered in good academic standing. See the grading scale sections of this catalog for the impact of each grade SAP calculations.
- Transfer credit hours that are accepted toward a student's program of study and 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 an 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 way 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.

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 a 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 time frame (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 at the University are included in both attempted and completed hours when measuring the student's pace towards completion. Please refer to the University Transfer of Credit Policy.

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 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 the student's GPA. Each grade received for a repeat course will be part of the 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 confidentiality. 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 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 using 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:
 - i. 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 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 Participation Policy

Class participation is vital to students' educational experience at UBIS. Students are expected to attend all the classes of their courses, even if asynchronously. After 7 days of no participation, students will be given a warning. Beyond 7 days, student continuing status and enrollment in a course will be at the discretion of the Dean or Chair.

Unexcused Continuous Absence Policy

Unexcused continuous absences will ultimately result in an automatic "W" grade to be determined by the Dean or the Chair. Students may be asked to submit justification for continuous non-participation. Excused absences are granted based on the the following items, including but not limited to:

- 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

In recognition of our global campus and the unique variety of holidays and vacations around the world, students are allowed to take one 8-week term off without penalty by notifying the Registrar's Office prior to the term start. Students in good standing who require additional time beyond one 8-week term are able to request a Leave of Absence (LOA) at the discretion of the Dean or Chair. Students wishing to take a Leave of Absence MUST inform the Register's Office by submitting a Leave of Absence Request form that can be obtained from the Registrar's Office or from Student Services. 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 because 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.

If 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.

Because 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 from around the world 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.

DEGREE REQUIREMENTS

Doctorate of Business Administration

The doctoral degree program requires the satisfactory completion of 60 US credit hours distributed among the following areas: advanced practice and specialty; writing and research requirements; and dissertation requirements. The degree of doctorate is awarded in recognition of in-depth knowledge in a major field and comprehensive understanding of related subjects together with a demonstration of ability to perform independent investigation and to communicate the results of such investigation in an acceptable dissertation. Students are expected to follow their program of study. Doctoral students must complete 1) 60 US credit hours of doctoral coursework, which includes the completion of 45 credits of the 700 series courses and 15 credits of the 800 series dissertation seminars, and 2) successfully complete and

defend a doctoral dissertation. All course work must be at the 700 level or higher, and at least 50 credit hours of coursework must be graded. A minimum of 15 semester hours of dissertation research is required for all doctoral students.

Examination Requirements

To meet the requirements for the doctorate, a student must pass the doctoral comprehensive examination that is administered by the Department of Academic Affairs. The examination precedes advancement to candidacy. A student must be registered during the semester in which any part of the doctoral comprehensive exam is taken. A student who fails the examination on the first attempt may be permitted to take the examination a second time within one year of the initial date of the exam.

Except in unusual circumstances, a student who fails the examination a second time will be separated from further graduate study within the same department or program.

Advancement to Candidacy

Upon successful completion of the 700 series, the student will advance to the 800 series becoming a candidate for the doctoral degree – also known as ABD – all but dissertation. The formal acceptance of a student as a candidate for the doctoral degree is the responsibility of the Doctoral Program Director. Advancement to candidacy allows the student to enter the dissertation research phase of the degree program. Students are expected to make regular and continuous progress toward their degree. Advancement to candidacy in a doctoral program should occur within a maximum of five years of beginning the program and a total of seven years to complete the Doctorate. Individual programs can require advancement to candidacy before the time limit set in this policy at the discretion of the Program Director.

The Department of Academic Affairs must promptly be notified in writing of the decision concerning a student's advancement to candidacy, and a copy of the notification must be sent to the student concerned. A student who is refused candidacy status may not undertake further study for credit toward the doctoral degree within the same department. With the approval of both the department concerned and the Office of Academic Affairs, such a student may:

- Take additional courses, if required, to complete an approved master's degree in that department.
- Seek admission to the graduate program of another department.

When a student has been advanced to candidacy, they may begin dissertation research by formally registering for the 800 series dissertation courses in the appropriate sequence. At the point at which students begin registering for dissertation courses, the Doctoral Program Director must recommend to the Department of Academic Affairs a University faculty member who could serve as the doctoral student's dissertation supervisor. Students who have been advanced to candidacy may register for 3 dissertation hours each term. Doctoral students have five consecutive calendar years from the semester of the first credited registration, including leaves of absence, to complete all requirements for the doctorate.

Dissertation Requirements

All candidates for a doctoral degree must electronically submit a dissertation as evidence of their ability to conduct independent research at an advanced level. The dissertation must

represent a significant contribution to existing knowledge in the student's field. Students must prepare their own dissertations. Joint dissertations are not permitted. The dissertation must conform to regulations concerning format, quality, and time of submission as established by the Department of Academic Affairs. Research work connected with a dissertation is to be carried out under the direct supervision of a member of the University faculty selected by the student in consultation with the Doctoral Program Director.

Approved dissertations are to be uploaded to the University portal before certification for the doctorate. Because dissertations are made public immediately upon acceptance, they should not contain proprietary or classified material. When the research relates to proprietary material, the student and advisor are responsible for making preliminary disclosures to the sponsor in advance to permit timely release of the dissertation. These arrangements must be disclosed when the dissertation is submitted to the Department of Academic Affairs on the Electronic Thesis and Dissertation (ETD) Document Approval and Certification Form.

Institutional Review Board (IRB)

The promotion of scholarship and the discovery of new knowledge through research are among the major functions of UBIS. If this research is to be meaningful and beneficial to humanity, involvement of human subjects as experimental participants is necessary. It is imperative that investigators in all disciplines strive to protect human subjects. University policy and federal regulations demand compliance. All research involving human subjects requires submission of an IRB application prior to initiation of research to UBIS IRB.

Each IRB application must have a faculty member noted as the Responsible Investigator. Applications that are not fully completed as instructed will not be accepted. See the University IRB Policies and Procedures on the involvement of human participants in research for guidelines under which investigations involving human subjects may be pursued.

Doctoral candidates must submit their research IRB protocol to the IRB Committee to begin the review process.

Dissertation Committee Supervisor

The research advisor is expected to provide mentorship in research conception, methods, performance, and ethics, as well as focus on development of the student's professional communication skills, building professional contacts in the field, and fostering the professional behavior standard of the field and research in general. The research advisor also assists with the selection of the other faculty to serve as members of the dissertation advisory and defense committee.

Dissertation Advisory and Defense Committee

The composition of each student's dissertation committee must have formal approval by the Department of Academic Affairs on recommendation of the Doctoral Program Director. The dissertation committee must consist of a minimum of three members of the University faculty. At least one of these faculty must hold a primary appointment that is outside of the student's department, program, or school. The chair of the committee must be a faculty member in the student's program. The student's dissertation research supervisor must be a member of the committee and may serve as chair if consistent with departmental policy. Persons who are not

members of the University faculty may serve as additional members of the defense committee, subject to approval by the Department of Academic Affairs.

Throughout the development and completion of the dissertation, members of the dissertation advisory committee are expected to provide constructive criticism and helpful ideas generated by the research problem from the viewpoint of their expertise. Each member will assess the originality of the dissertation, its value, the contribution it makes, and the clarity with which concepts are communicated, especially to a person outside the field. The doctoral student is expected to arrange meetings and maintain periodic contact with each committee member. A meeting of the full committee for the purpose of assessing the student's progress should occur at least once a year until the completion of the dissertation.

Dissertation Defense

Doctoral candidates are required to pass a final oral examination in defense of the dissertation. The examination may also include an inquiry into the candidate's competence in the major and related fields.

The defense must be scheduled with the Doctoral Program Director no later than four weeks before the date of the examination. The chair of the examining committee should give approval to schedule the defense when the written dissertation is ready for public scrutiny. The candidate must provide to each member of the committee a copy of the completed dissertation at least fourteen days before the examination so that the committee members have an opportunity to read and discuss it in advance.

Scheduled defenses are publicized by the Department of Academic Affairs, and any member of the University may be present at that portion of the examination pre-designated as public by the chair of the dissertation defense committee. Others may be present at the formal defense only by invitation of the chair. All members of the dissertation defense committee will be present for the defense.

The dissertation defense committee is responsible for certifying that the quality and suitability of the material presented in the dissertation meet acceptable scholarly standards. A student will be certified as passing the final oral examination if no more than one of the voting members of the committee dissents.

Academic Progress and Grade Requirements

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

Undergraduate Students

All undergraduate students are required to maintain at least a 2.0 grade point average (GPA). This requirement applies to all courses taken and to those courses designated for the student to concentrate upon. Students who fail to maintain these GPAs will be placed on academic probation.

Graduate Students

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

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

UBIS Capstone Bachelor Project or Master Thesis

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

PROGRAMS OF STUDY

Bachelor of Business Administration

Program Description:

The mission of the Bachelor of Business Administration (BBA) degree is to provide students with a broad foundation covering the major functional areas in business: accounting and finance, management, marketing, and operations and by developing skills and knowledge that can be applied to problem solving across these areas in any business, industry, organization, or government agency context.

Program Objectives

Students will be ready for the changes in the global business market by gaining a clear understanding of how the business world operates and what makes an international corporation successful.

Graduates of the Bachelor of Business Administration can:

1. Analyze the financial health of businesses through financial statements and applicable quantitative and qualitative tools/methodologies.
2. Apply management principles in ways that optimize organizational resources and respond to the impact of change on business sustainability.
3. Develop a business plan that considers implementation issues, including the financial, legal, operational, and administrative procedures involved in new business ventures.

4. Conduct assessments of business problems and opportunities that result in recommendations for courses of action.

Program Outline

To receive a Bachelor of Business Administration, students must earn 120 US / 240 ECTS semester credit hours that are equal to 40 courses—including a capstone project. All courses are worth 3 US / 6 ECTS credits.

General Education (42 US / 84 ECTS credits)

ANTH 205	Cultural Anthropology
ENGL 101	English Composition I
ENGL 295	Research & Report Writing
GNED 112	Student Success Strategies
HIST 201	Survey of World History
MATH 110	College Math: Algebra
PHIL 101	Introduction to Philosophy
PSYC 101	Principles of Psychology
COMM 101	Introduction to Communication
SCIE 112	Environmental Science
ECON 205	Microeconomics
ECON 301	Macroeconomics
PHIL 240	Ethics Introduction
MGMT 215	International Political Economy

Required Core Courses (33 US / 66 ECTS credits)

ACCT 101	Accounting I
ACCT 102	Accounting II
BUSN 110	Foundations of Business
COMP 201	Introduction to Information Technology
MGMT 303	International Business Management
MGMT 317	Organizational Diversity
MGMT 221	Contemporary Management Practices
MGMT 238	Introduction to Human Resources
MRKT 110	Principles of Marketing
MGMT 435	Strategic Management and Planning
MGMT 305	Organizational Communication

Elective Courses (Choose 45 US / 90 ECTS credits) Select 15 Courses from Electives and Minors (one of the courses must be RESP 480)

ACCT 210	Cost Accounting
BUSN 301	International Business Law

BUSN 310 Export Procedures & Practices
MCOM 403 Issues in Global Media
MGMT 315 Managerial Accounting and Financial Analysis
MGMT 330 Purchasing and Materials Management
MGMT 411 Performance Measurement and Evaluation
MGMT 420 International Banking and Finance
MGMT 427 Operations and Project Management
MGMT 235 Global Market Competition Management
MGMT 442 Business Sustainability
MRKT 324 International Marketing

Minors

General Management

MGMT 417 Human Resource Management
MRKT 319 Principles of Marketing and Advertising
MCAP 303 Organizational and Technology of Information Management
RESP 480 Capstone

Service Management

MGMT 417 Human Resource Management
CUST 410 Service Innovation
CUST 414 Customer Service Excellence
RESP 480 Capstone

International Business

MRKT 304 Global Marketing
BFIN 309 Global Financial Management
MGMT 318 Economics of Environmental Management
RESP 480 Capstone

Marketing Management

MRKT 302 Marketing Innovations
MRKT 303 Marketing Research Management
MRKT 304 Global Marketing
RESP 480 Capstone

Banking and Financial Management

BFIN 302 Financial Markets
BFIN 303 Managing Financial Risk
BFIN 309 Global Financial Management
RESP 480 Capstone

Managing Sustainability and Ethics

MGMT 342	Business Ethics and Social Responsibility
MGMT 301	Leadership
MGMT 318	Economics of Environmental Management
RESP 480	Capstone

Bachelor of Arts in International Relations

Program Description:

As technology progresses and global economies become more interdependent, the world becomes smaller. Individuals interested in entering the global marketplace can benefit from a degree in International Relations. The Bachelor of Arts in International Relations (BAIR) program educates students in both international relations and international business.

Program Objectives

Graduates will be knowledgeable in the fields of public, multilateral, and international affairs, with the ability to manage an office, prepare budgets, make decisions based on financial indicators, and oversee projects from start to finish effectively and efficiently.

Graduates of the Bachelor of Arts in International Relations can:

1. Distinguish the political, economic, and social theories, methods, and historical patterns of international relations applied to contemporary issues and individuals within the world system.
2. Explain the process and implications of interdependence among individuals, groups, and regions in the context of globalization.
3. Analyze conflict within international systems to the institutions of international law, diplomacy, and world order, including prospects for sustainable peace.
4. Assess the uniqueness of international organizations and other individuals within the international system.
5. Evaluate the multidimensional effects of globalization and integration in sustainable economic development.

Program Outline

To receive a Bachelor of Arts in International Relations, students must earn 120 US / 240 ECTS semester credit hours that are equal to 40 courses—including a capstone project. All courses are worth 3 US / 6 ECTS credits.

General Education (42 US / 84 ECTS credits)

ANTH 205	Cultural Anthropology
ENGL 101	English Composition I
ENGL 295	Research & Report Writing
GNED 112	Student Success Strategies
HIST 201	Survey of World History
MATH 110	College Math: Algebra

PHIL 101	Introduction to Philosophy
PSYC 101	Principles of Psychology
COMM 101	Introduction to Communication
SCIE 112	Environmental Science
ECON 205	Microeconomics
ECON 301	Macroeconomics
PHIL 240	Ethics Introduction
MGMT 215	International Political Economy

Required Core Courses (45 US / 90 ECTS credits)

ACCT 101	Accounting I
ACCT 102	Accounting II
BUSN 110	Foundations of Business
COMP 201	Introduction to Information Technology
MGMT 303	International Business Management
MGMT 317	Organizational Diversity
INTR 301	Politics I: People and Politics
INTR 302	The Role of Civil Society
INTR 401	World Political Affairs Since 1919
INTR 402	International Organizations
MGMT 221	Contemporary Management Practices
MGMT 238	Introduction to Human Resources
MRKT 110	Principles of Marketing
MGMT 435	Strategic Management and Planning
RESP 480	Capstone Project

Elective Courses (Choose 33 US / 66 ECTS credits) Select 11 courses

ACCT 210	Cost Accounting
BUSN 301	International Business Law
BUSN 310	Export Procedures & Practices
MCAP 303	Organization and Technology of Information Management
MCOM 403	Issues in Global Media
MGMT 305	Organizational Communication
MGMT 315	Managerial Accounting and Financial Analysis
MGMT 330	Purchasing and Materials Management
MGMT 411	Performance Measurement and Evaluation
MGMT 417	Human Resources Management
MGMT 420	International Banking and Finance
MGMT 427	Operations and Project Management

MGMT 235	Global Market Competition Management
MGMT 442	Business Sustainability
MRKT 319	Principles of Marketing and Advertising
MRKT 324	International Marketing

Master of Business Administration

Program Description

The UBIS MBA program is based on current educational trends in business education. This program was developed to meet the demands of the job, the market, propel carriers of our alumni, and contribute to professional knowledge and competence in the business field.

Program Objectives

The MBA program provides an applied business education in a multi-cultural learning environment. The program improves decision making capabilities of the students by providing a functional business foundation and enhancing their analytical, communication, and technological skills.

Graduates of the Master of Business Administration can:

1. Formulate evidenced-based business solutions founded on stakeholder needs and interests.
2. Exercise principles of ethical leadership in a variety of diverse, professional settings.
3. Develop decisions and managerial actions that enhance organizational effectiveness through effective communication and teamwork.
4. Apply advanced knowledge in the legal, theoretical, and practical aspects of operating a business.

MBA students must complete ten courses in the core and select one of the following concentrations:

- Management
- Marketing
- Finance and Banking
- Digital Entrepreneurship and Growth
- International Business
- Entrepreneurial Management

Program Outline

MBA students complete the ten courses in the core and five courses for a research or concentration track, for a total of 45 US / 90 ECTS. Each concentration track consists of 5 courses equaling 15 US / 30 ECTS credits. Select either the research track or one of the program concentrations. All courses are worth 3 US / 6 ECTS credits.

Core (30 US / 60 ECTS credits)

ECO 602	Managerial Economics
FIN 608	Financial Management Theory and Practice

MCO 608	Managing a Contemporary Business Information System
MGT 621	Introduction to Global Business
MGT 616	Strategic Management, Competitiveness & Globalization
MGT 607	Business Analytics, Data Analysis & Decision Making
MGT 609	Operations, Supply Chain and Project Management
MGT 620	Strategic Human Resources Management
MKT 606	Marketing Strategy
MGT 642	Business Sustainability, Ethics and Social Responsibility

Concentrations

Research Track (15 US / 30 ECTS Credits)

THE 601	Research Methodology
THE 602	Thesis Supervision
THE 603	Thesis Defense

Management Concentration (15 US / 30 ECTS Credits)

MNG 601	Executive Leadership
MNG 607	Future Decision making and Management Science
MNG 603	Managing Organizational Diversity
MNG 608	The Management of Technology and Innovation
CAP 601	Capstone I

Marketing Concentration (15 US / 30 ECTS Credits)

MKT 602	Strategic Marketing
MKT 603	Marketing Research
MKT 605	Digital Marketing
MKT 604	Multinational Marketing
CAP 601	Capstone I

Finance & Banking Concentration (15 US / 30 ECTS Credits)

FIN 601	Corporate Finance
FIN 602	Financial Markets and Institutions
FIN 609	International Financial Management
FIN 603	Financial Risk Management
CAP 601	Capstone I

Digital Entrepreneurship & Growth (15 US / 30 ECTS Credits)

MGT 611	Strategic Entrepreneurship
MGT 612	Small Business Management
MGT 610	Electronic Commerce
MKT 605	Digital Marketing
CAP 601	Capstone I

International Business (15 US / 30 ECTS Credits)

MGT 613	Multinational Management
MKT 604	Multinational Marketing
FIN 609	International Financial Management
LAW 603	International Business Law
CAP 601	Capstone I

Business Sustainability and Ethics (15 US / 30 ECTS Credits)

MGT 619	Environmental Economics and Management
MGT 640	Business Ethics
MGT 641	Ethics in Information Technology
LAW 602	Business Law and Ethics
CAP 601	Capstone I

Executive Master of Business Administration

Program Description

This program was developed to meet the demands of more seasoned executives who have extensive experience in business including profit and loss statements, large human resource groups or major departments at the “C-suite level”, but who want to obtain the academic foundation.

Program Objectives

The MBA program provides an applied business education in a multicultural learning environment. The program improves decision making capabilities of the students by providing a functional business foundation and enhancing their analytical, communication, and technological skills.

Graduates of the Executive Master of Business Administration can:

- Formulate evidenced-based business solutions founded on stakeholder needs and interests.
- Exercise principles of ethical leadership in a variety of diverse, professional settings.
- Develop decisions and managerial actions that enhance organizational effectiveness through effective communication and teamwork.
- Apply advanced knowledge in the legal, theoretical, and practical aspects of operating business.

Concentrations

EMBA students must complete ten courses in the core and select one of the following concentrations: (Same as MBA concentrations)

- Research Track
- Management Concentration

- Marketing Concentration
- Finance & Banking Concentration
- Digital Entrepreneurship & Growth
- International Business
- Business Sustainability and Ethics

Program Outline

MBA students complete the ten courses in the core and five courses for a research or concentration track, for a total of 45 US / 90 ECTS. Each track consists of 5 courses equaling 15 US / 30 ECTS credits. Select either the research track or one of the program concentrations. All courses are worth 3 US / 6 ECTS credits.

Core (21 US / 42 ECTS credits)

Concentrations (Same as MBA Program)

Research Track (15 US / 30 ECTS Credits)

Management Concentration (15 US / 30 ECTS Credits)

Marketing Concentration (15 US / 30 ECTS Credits)

Finance & Banking Concentration (15 US / 30 ECTS Credits)

Digital Entrepreneurship & Growth (15 US / 30 ECTS Credits)

International Business (15 US / 30 ECTS Credits)

Business Sustainability and Ethics (15 US / 30 ECTS Credits)

Master of Arts in International Relations

Program Description

The UBIS Master of Arts in International Relations (MAIR) program is based on current educational trends in business education. This program was developed to meet demand of the job market, propel careers of our alumni, and contribute to professional knowledge and competence in the field.

Program Objectives

The Master of Arts in International Relations provides both broad vision and practical skills. This Program helps graduates to develop and manage immediate needs without losing sight of the larger context. With this dual capacity, the Master of Arts in International Relations graduates will be ready to work as leaders, directors, consultants and professionals in international organizations, national public administrations, private for profit companies, as well as civil society, nonprofit organizations, foundations, and associations.

Graduates of the Master of Arts in International Relations can:

1. Incorporate foundational global and intercultural knowledge, theories, research methods, and approaches to investigate global issues.
2. Frame and evaluate global challenges in international political, economic, security, or

diplomatic areas in the selected region or concentration, drawing on perspectives and methods from diverse fields of study.

3. Apply the advanced knowledge gained in the field of global studies to a practical challenge, articulate in writing the insights gained from this experience, and assess approaches, scholarly debates, or standards for professional performance applicable to the challenge.
4. Assess and develop a position on a contemporary social issue from a socio-historical perspective and from multiple viewpoints of the stakeholders.
5. Synthesize and transfer learning to new, complex situations within course work or beyond the classroom.

Program Outline

To attain a Master of Arts in International Relations, students must earn 45 US / 90 ETCS credits hours equal to 15 courses including a research project. All courses are worth 3 US / 6 ECTS credits.

ECO601	International Economics
HIS 602	International Politics: Power and Purpose in Global Affairs
INR 601	International Relations Theory
INR 612	World Politics Trend and Transformation
INR 614	Global Sociology and Its Impact
IRL 601	International Law
MKT 606	Marketing Strategy
MGT 609	Operations, Supply Chain and Project Management
MGT 616	Strategic Management, Competitiveness & Globalization
MGT 613	Multinational Management
MGT 620	Strategic Human Resources Management
MGT 621	Introduction to Global Business
MGT 642	Business Sustainability, Ethics and Social Responsibility
RES 601	Research Methodology
RES 602	Thesis Defense

Master of Science in Information Technology

Program Description

The Master of Science in Information Technology (MSIT) degree program provides a comprehensive perspective to the field of Information Technology. It is designed to develop the student's skills to conceptualize, organize and undertake information technology projects of highly competitive value. These skills constitute the necessary foundations for solving practical problems involving information technology that arise in business, governmental, and non-profit organizations. The curriculum provides an array of technical and management knowledge required to properly implement and manage IT solutions in such areas as digital marketing, data science, cybersecurity, and modern applications development.

Program Objectives

Graduates of the Master of Science in Information Technology are able to:

1. Develop the fundamental understanding of the technical foundation of information systems to support day-to-day business operations.
2. Develop skills to effectively deploy information technology assets in support of business processes, security or business competitive advantage.
3. Apply technical critical thinking and analytic competencies to complex information systems problems.
4. Analyze, design and develop information technology solutions under specific problem situations such as marketing, analytics, and internal controls to allow for implementation of strategic initiatives that incorporate current or emerging technologies.

Program Outline

The Master of Science in Information Technology consists of 10 core courses (4 foundation and 6 core) and one concentration of 5 courses (3 credits each).

An executive version of the program is available for individuals with sufficient academic or professional background in the field. The Executive Master of Science in Information Technology (EMSIT) program consists of 6 core courses and one concentration of 5 courses (3 credits each).

Core Courses

Foundation

- MCO 608 Managing a Contemporary Business Information System
- MIT 604 Database Modeling and Design
- MIT 606 Database Manipulation for Business Solutions
- MIT 608 Programming for Business Analysis

Core

- MIT 610 Systems Analysis and Development
- MIT 612 Business Data Communications and Computer Networks
- MIT 614 Fundamentals of Business Intelligence
- MGT 605 Project Management
- MIT 616 Information Security, Privacy and Compliance
- MIT 618 Information Technology Strategy

Concentrations

DIGITAL MARKETING

- MKT 605 Digital Marketing
- MIT 620 Electronic Commerce
- MIT 622 Content Marketing
- MIT 624 Social Media Marketing
- MIT 626 Internet Analytics

DATA SCIENCE

- MGT 607 Business Analytics, Data Analysis and Decision Making
- MIT 630 Programming for Data Science

MIT 632 Predictive Analytics
MIT 634 Data Visualization
MIT 636 Advanced Data Systems

CYBERSECURITY

MIT 640 Management of Information Security
MIT 642 Guide to Networks
MIT 644 Network Security Fundamentals
MIT 646 Cybersecurity Analyst I
MIT 648 Cybersecurity Analyst II

WEB/MOBILE DESIGN AND DEVELOPMENT

MIT 650 Front End Web Development
MIT 652 Back End Web Development
MIT 654 Developing Mobile App for Android
MIT 656 Cross Platform Mobile and Web Apps Development
MIT 658 Advanced Front End Web Development

INFORMATION TECHNOLOGY MANAGEMENT AND CONTROL

MIT 660 Information Technology Control and Audit
MIT 662 Information Technology Investment
MGT 608 Management of Technology and Innovation
MGT 641 Ethics in Information Technology
MIT 664 The Secure IT Organization

Microdegree

MICRO CREDENTIAL PROGRAMS - GRADUATE CERTIFICATE PROGRAMS

Entrepreneurship Micro-Credential Program Description

The Entrepreneurship micro-credential certificate consists of 4-courses providing a comprehensive perspective into the growing field of Entrepreneurship. It is designed to develop the student's skills, tools, and frameworks required for creating and disseminating groundbreaking knowledge and to gain startup credibility and the talents in as little as 4-6 months. This certificate program is designed to develop the skills required to evaluate the viability of business ventures. This course will provide training on skills and strategies to create long term relations within the global business arena.

Program Objectives

Graduates of the Micro Credential Certificate are able to:

1. Gain an understanding of the dynamics within this fast-paced industry and balance the technological issues with the strategic business aspects of successful ecommerce.
2. Understand the role of leadership in the entrepreneurial process and the role of groups and teams to business success or failure.

3. Evaluate how best to market goods, services and ideas, and how various business functions interact and complement each other in the achievement of sustainable competitive advantage.
4. Implement the fundamentals of business management and examine the full business cycle from how to start a business, manage and grow it, to harvesting the business.
5. Understand digital marketing in the real world and relationship to branding, language and intercultural communication.
6. Applying digital media channels such as an institutional website, social media, and email campaigns.
7. Distinguish affiliate marketing, online PR and search engine marketing.

Program Outline

The Entrepreneurship Micro Credential certification consists of 4 courses (3 credits each).

Courses

- MGT 610 Electronic Commerce
- MGT 611 Strategic Entrepreneurship
- MGT 612 Small Business Management
- MKT 605 Digital Marketing

Financial Analytics Micro-Credential Program Description

The Financial Analytics micro-credential certificate consists of 4-courses providing a comprehensive perspective into the growing field of financial analytics. It is designed to provide students with skills to manage data analytic projects designed for test engineers, business analysts, data warehouse developers, data leads and business intelligence consultants. This certificate focuses on creating and using data with integrity, transforming data through data analytics and visualization, and then applying the information to make database acquisition decisions.

Program Objectives

Graduates of the Financial Analytics micro-credential are able to:

1. Gain an understanding of the world economy, global markets and managing the risks of financial decisions.
2. Understand and measure data that happens in the natural world and the global environment. Decisions rely upon methods of observation, information gathering and data analysis, (analyze the collected data).
3. Evaluate and analysis engineering metrics to add value, direction, and context by using exploratory statistical evaluation, data mining, identifying dependencies and relations. Learning developments in the global economy and how that has an impact in the financial markets.
4. Analyzing information includes examining ways to connect relationships, reveal patterns, trends, etc. Organizations make sense out of data through the data analytics process. Demonstrate global risk management as it relates to managing financial decisions.

5. Understand how to use data analysis as a process to transform, inspect and model data with the goal of discovering useful information to draw conclusions and support decision making.
6. Improve decision making by using insights gained from data analytics to make informed decisions. Understanding the global market by revealing insights into your customers, their needs.

Program Outline

The Financial Analytics Micro Credential consists of 4 courses (3 credits each).

Courses

- ECO 601 International Economics
- FIN 609 International Financial Management
- FIN 603 Financial Risk Management
- FIN 608 Financial Management Theory and Practice

Graduate Certificates

Executive Management Certificate

This certificate is an intense study of leadership and management in a global arena. You will be challenged with extensive real world critical thinking, cultural and geographic diversities. You will also dive into extensive report modeling and analysis in areas of finance, marketing, and operations management. You will learn @Risk and Precision Tree to effectively incorporate them into spreadsheet models and data mining. A necessary certificate for those wishing to stand out in a crowded field of leaders.

Program Outline

The Program consists of 4 concentrated courses (3 credits each).

Courses

- MNG 601 Executive Leadership
- MNG 607 Future Decision Making and Management Science
- MNG 603 Managing Organizational Diversity
- MNG 608 The Management of Technology and Innovation

Finance and Banking Certificate

This certificate is hyper focused on the realities of finance within a corporate entity. You will run risk analysis modeling, analyze capital investment projects, and learn to make finance decisions that need to be made within a business environment. You will also focus on dividends and share buy-backs, sources of capital, issuing securities, cash and working capital management, and mergers and acquisitions. All areas will be based in a global setting with real world examples. This certificate is perfect for owners and leaders who need the financial and banking insight to go to the next level.

Program Outline

The Program consists of 4 concentrated courses (3 credits each).

Course

- FIN 601 Corporate Finance
- FIN 602 Financial Markets and Institutions
- FIN 609 International Financial Management
- FIN 603 Financial Risk Management

Business Sustainability & Ethics Certificate

This certificate is designed to educate leaders on global economic and market activity. Strong analytical tools, such as market, benefit-cost analysis, and risk analysis models are applied to real world examples. Seeing how ethical issues are plaguing many global businesses today, we dive into what ethical decisions need to be made today for sustained growth and stability for the future. Business Law and ethical controversial issues are reviewed for classroom debate. Areas from climate change to the gig economy, to telematic surveillance to transgender workplace rights. This certificate will help those in top positions implement ethical changes that will help sustain their business for the future.

Program Outline

The Program consists of 4 concentrated courses (3 credits each).

Courses

- MGT 619 Environmental Economics and Management
- MGT 640 Business Ethics
- MGT 641 Ethics in Information Technology
- LAW 602 Business Law and Ethics

International Business Certificate

This certificate is for those who are entrenched, or wish to be, in a global business environment. You will focus on multinational and cross-cultural issues and opportunities. You will dive into marketing in different countries around the world. You will discover unique cultural, economic, political, social, and legal environments. You will study global financial markets and laws that drive business around the world. This program is designed to enlighten those who are apart or will become a part of a global organization.

Program Outline

The Program consists of 4 concentrated courses (3 credits each).

Courses

- MGT 613 Multinational Management
- MKT 604 Multinational Marketing
- FIN 606 International Financial Management
- LAW 603 International Business Law

Web/Mobile Design and Development Certificate

This concentrated 4 to 8 month certificate program focuses on the front end and back end development of web and mobile apps. You will study the use of JavaScript, GridView, DatePicker, MySQL, PHP, XHTML, and CSS frameworks. You will work within a Modern Integrated Development Environment (IDE), Android Studio to learn the logic, tools, and code syntax used in the creation of apps. As well as, putting object-oriented programming into practice using custom objects, properties, and methods. You will find this certificate demanding and worth the hard work required to complete it.

Program Outline

The Program consists of 4 concentrated courses (3 credits each).

Courses

MIT 650	Front End Web Development
MIT 652	Back End Web Development
MIT 654	Developing Mobile App for Android
MIT 658	Advanced Front End Web Development

Data Science Certificate

This concentrated 4 to 8 month certificate program focuses on the overview and motivation of data collection and analysis. You will use modern programming platforms to analyze data of various volumes and varieties. You will use Decision Trees, Naïve Bayes, Neural Networks, k-means clustering, regression modeling and predictive analytics. Our approach to data preparation, model identification and validation, presentation, and interpretation of results is hands-on. You will use this hands-on approach in creating meaningful displays of quantitative and qualitative data and to present insights succinctly and clearly will give you the tools to be confident and successful. You will utilize visual perception, the various chart types, the effective use of colors, maps, and other visualization techniques for incorporating analytics and storytelling. You will create data dashboards and learn the importance of the responsible use of data visualization. You will find this certificate a great value to add to your toolbox of skills.

Program Outline

The Program consists of 4 concentrated courses (3 credits each).

Courses

MGT 607	Business Analytics, Data Analysis and Decision Making
MIT 630	Programming for Data Science
MIT 632	Predictive Analytics
MIT 634	Data Visualization

Doctorate of Business Administration

Program Description:

The mission of the Doctorate of Business Administration (DBA) degree is to prepare scholars and professionals to meet the needs of the fast changing business world, develop critical thinking skills necessary to design and implement advanced business practices aimed at tackling the challenges of a complex and global economy, to further applied research with strong business impact, to devise new business practices and models.

Program Objectives

Upon completion of the program, graduates will be able to identify problems related to U.S. and foreign businesses and to respond artfully to these challenges. In addition, graduates will be empowered with the knowledge and skills required to work as leaders in U.S. business organizations, nongovernmental organizations, and international entities.

Graduates of the Doctorate of Business Administration can:

1. Demonstrate fluency within the chosen discipline
2. Demonstrate support of current and emerging business theory, practice, and influences that support business administration strategy and organizational missions in changing environments
3. Integrate appropriate principles and research methodologies frequently used in business research to solve current business administration problems
4. Formulate effective solutions to real-world problems in business administration that improve the effectiveness of organizations in support of organizational missions

Program Outline

To receive a Doctorate of Business Administration, students must earn 60 US semester credit hours that are equal to 14 courses, and successful defense of a dissertation. See chart below for credits.

Course Code	Course Name	US Credits
DBA 701	Business & Management Research at the doctoral level	5
DBA 702	Literature review methods and legitimate resources	5
DBA 703	Trends in Strategic Management	5
DBA 705	Trends in Leadership	5
DBA 706	Trends in Sustainability and Responsibility	5
DBA 707	Case Study Research	5
DBA 708	Advanced Qualitative Techniques	5
DBA 709	Advanced Quantitative Techniques	5
DBA710	Doctoral Candidacy Seminar	2
DBA 800	Doctoral Research I: Proposal Development	3

DBA 801	Doctoral Research II: Introduction & Literature Review	3
DBA 802	Doctoral Research III: Methodology	3
DBA 803	Doctoral Research IV: Results and Findings	3
DBA 804	Doctoral Research V: Discussion and Conclusion	3
DBA 810	Dissertation Defense and Publication	3

Executive Doctorate of Business Administration

To receive an Executive Doctorate of Business Administration (EDBA) degree, students must earn 60 US semester credits that are equal to 12 courses, and successful defense of a dissertation.

Students who do not complete their dissertation within 36 months may be granted an extension upon approval of the Program Director.

Course Code – Course Name	Course Type	Length	US Credits
YEAR 1			
EDBA701 – General Research Methodology (Seminar)	Seminar – contact delivery by UBIS professor(s)	21 hours	3
YEAR 1 (continued)			
EDBA721 – Research proposal	Course Assignment – Research work with supervision	4 months	6
EDBA702 – Research Methodologies for Business and Management (Seminar)	Seminar – contact delivery by UBIS professor(s)	21 hours	3
EDBA712 - Literature review	Course Assignment – Research work with supervision	4 months	6
YEAR 2			
EDBA703 – Quantitative and Qualitative Research 1 (Seminar)	Seminar – contact delivery by UBIS professor(s)	21 hours	3
EDBA713 – Preliminary Dissertation: Methodology	Course Assignment – Research work with supervision	4 months	6

EDBA704 – Quantitative and Qualitative Research 2 (Seminar)	Seminar – contact delivery by UBIS professor(s)	21 hours	3
EDBA714- Revised Preliminary Dissertation: Data Collection & Pretests	Course Assignment – Research work with supervision	6 months	6
YEAR 3			
EDBA724 - Data Analysis & Findings	Course Assignment – Research work with supervision	4 months	6
EDBA734 - Draft 1 Dissertation	Course Assignment – Research work with supervision	4 months	6
EDBA- Dissertation Defense and Publication	Course Assignment – Research work with supervision	4 months	6
Total credits			60

COURSE DESCRIPTIONS

All UBIS instruction and operations in courses are in English.

Undergraduate Courses

Accounting

ACCT 101 Accounting I

Credits: 3 US / 6 ECTS

This is the first part of the course. The course introduces accounting principles and its application to various services and merchandising businesses. It covers double-entry accounting using the accrual basis, the accounting cycle, income determination, and financial reporting with balance sheets and income statements.

ACCT 102 Accounting II

Credits: 3 US / 6 ECTS

This course extends the concepts of Accounting I to cover procedures for larger or more complex business entities. It will demonstrate Special Journals, Corporate accounting, and end-of-year adjustments for Fixed Assets, Receivables, and Inventory. Prerequisite: ACCT 101.

ACCT 210 Cost Accounting

Credits: 3 US / 6 ECTS

This course introduces the basic concepts of analyzing costs for purposes of managerial planning and control. The traditional job and process costing procedures are studied, along with the analysis of cost behavior, standard costing, budgeting, and costs that are relevant for making decisions. Prerequisite ACCT101.

Anthropology

ANTH 201 Anthropology of Education

Credits: 3 US / 6 ECTS

This course examines the relationship between cultural identity, urban education, and classroom engagement and how to apply theoretical concepts from anthropology to your own experience as a working adult and learner in higher education. Using a major case study which focuses on schooling and learning in the urban campus setting, students will explore and develop strategies for understanding educational processes and achievement and its relationship to the workplace. In addition to strengthening analytical and writing skills, students will evaluate individual learning styles and the impact on learning success.

ANTH 205 Cultural Anthropology

Credits: 3 US / 6 ECTS

This course examines human diversity across multiple spectrums: economic, political, social and cultural. Students will learn how to understand people in terms of race and ethnicity, marriage and

family, gender and sexuality, and religion and belief systems. And how to apply this understanding to the connection between power, authority, and politics and relate them to social control, nationalism, external relations and globalization. Students will also study the science of anthropology, to familiarize with its methods, ethics and history.

Business

BUSN 110 Foundations of Business

Credits: 3 US / 6 ECTS

The course introduces the student to the contemporary business world, the business of managing, people in organizations, the principles of marketing, and financial issues.

BUSN 210 Business Mathematics

Credits: 3 US / 6 ECTS

This course introduces students to several areas of finite mathematics including matrix operations, linear programming, probability, statistics, and game theory. Students apply these techniques to typical business situations involving uncertainty and/or constraints on resources. For more complex problems, Excel software is used. Prerequisite MATH110.

BUSN 224 Foreign Area Studies

Credits: 3 US / 6 ECTS

This course is designed as a seminar course with topics changing from semester to semester, depending on the dynamics of change in key global markets. Topic areas include China, Pacific Rim, Eastern Europe, Russia, or Africa and the Middle East. This course is structured to focus on four primary components: business, economics, politics, and culture, essentially in this order. Prerequisite: ECON201.

BUSN 301 International Business Law

Credits: 3 US / 6 ECTS

This course introduces the student to the principles of public and private international law. It addresses the legal problems of doing business in developed, developing and non-market countries, together with the economic and political issues that commonly arise.

BUSN 310 Export Procedures & Practices

Credits: 3 US / 6 ECTS

This course will provide students with the basic body of knowledge and mechanics needed to successfully undertake and explore avenues of exporting. A description of the essentials as well as the parameters of exporting will be given. The course applies to an entrepreneurial export situation, to businesses expanding through foreign sales, and to companies simply trying to improve the operations of an existing export department. An emphasis on finance acquaints the student with frequent financial problems in foreign exchange.

Communication

COMM101 Introduction to Communication

Credits: 3 US / 6 ECTS

The course starts by exploring what communication actually is: how information is sent and received, filtered, and analyzed. Students will learn how to ensure the message sent is what's actually perceived and understood, via both verbal and nonverbal communication. Next, students learn why they are communicating in the first place: conflict resolution and negotiation, interpersonal and intercultural communication, interviews, and communication to small groups, within organizations, and to the public. This course will give students tools to both improve and analyze the effectiveness of their own and other people's communications.

Computer Science

COMP 125 Computer Fundamentals

Credits: 3 US / 6 ECTS

The course introduces the student to the contemporary business world, the business of managing, people in organizations, the principles of marketing, and financial issues. Topics include computer hardware and software, communications and networking, personal computer tools, management information systems, personal digital communications, and ethical issues. Demonstrations of various technologies are included.

COMP 201 Intro to Information Technology

Credits: 3 US / 6 ECTS

Introduces students to the fundamental concepts in information technology (IT) that provide the technical underpinning for state-of-the-art applications. A perspective on the range of information technology is presented. Historical development and social implications of efforts in information technology form an integral part of the course.

Customer Service

CUST 410 Service Innovation

Credits: 3 US / 6 ECTS

The course will focus on covering the different angles and strategies of creating customer-centric services that cater to the demands of the 21st century. It is to provide students an insight into design thinking, some experience with the messiness of service business model design, a 360° view of creating a service with multiple interfaces of a business model, an understanding of operational innovations for strategic customer centricity, and how digital services contribute to business impacts.

CUST 414 Customer Service Excellence

Credits: 3 US / 6 ECTS

Key to business success is excellence in customer and client service. By completing this customer service excellence course, students will gain the knowledge and skills to ensure customers' expectations are met in the selling of products and provision of services. For those who are in frontline service and sales roles, this customer service course will provide learning opportunities on the essentials for dealing with complaints and difficult situations, whilst maintaining a strong focus on customer satisfaction and the total customer experience. This course will enhance students' ability to handle customer and client interactions with confidence

by implementing best practice customer service techniques, delivering customer satisfaction and developing customer loyalty.

Economics

ECON 201 Principles of Economics

Credits: 3 US / 6 ECTS

This course covers an introduction to both microeconomic and macroeconomics. It introduces students to economic theories, methods, and principles with an emphasis on the development of critical thinking skills and the analysis of controversial issues in the field.

Macroeconomic topics include national income and product; saving, consumption and investment; income determination; money supply and deposit creation; monetary and income analysis and alternative economic theories.

Microeconomic topics include supply and demand; utility; cost analysis; long-run supply; profit maximization; competition; production theory; pricing of factor inputs; interest; international trade and current economic problems.

ECON 205 Microeconomics

Credits: 3 US / 6 ECTS

In Microeconomics, students will study how markets and consumers interact. See how markets resolve problems caused by the reality of scarce resources. Study the public and private sector, exports and imports, price elasticity and supply and demand. Students will examine the economics of healthcare, agriculture, labor, poverty, and the theories of Adam Smith and “the invisible hand.” Analyze efficiency models in terms of production, distribution, consumer choice, the behavior of the firm, and market structure. In addition, students will explore market failures and the role of government in a market-driven society, as well as looking at international trade and finance.

ECON 301 Macroeconomics

Credits: 3 US / 6 ECTS

This course provides thorough instruction and study of economic principles. With this macro economics course, students will study international issues in today's global economy as well as core economics concepts such as supply and demand, economic measures, growth, employment, and inflation.

English

ENGL 101 English Composition I

Credits: 3 US / 6 ECTS

This course improves student understanding and application of the writing process. Included are selecting and restricting topics, understanding audience and purpose; devising a plan of development; identifying appropriate supporting details and evidence; proper grammar usage and subordination; coordination, unity; coherence; consistency in format and style; and conciseness. Skills used to develop writing a research paper are emphasized. (This course meets the prerequisite for MGMT305; it also satisfies the requirement for a general education English composition course).

ENGL 102 English Composition II

Credits: 3 US / 6 ECTS

This course in English composition is designed to facilitate a better understanding of writing as a tool of critical analysis. The course focuses on the analysis of selected readings and the application of the research process from selecting/restricting a topic to using library resources (e.g. abstracts, periodicals, book reviews, newspaper indices, electronic, and primary/secondary sources). In addition to gathering, absorbing, and analyzing information and data, the course focuses on documenting, formatting, composing, revising, and editing a final paper. (Prerequisite: ENGL101 or equivalent or consent of instructor).

ENGL 295 Research & Report Writing

Credits: 3 US / 6 ECTS

This course prepares students for research and report writing required at a professional business level. Gathering and evaluating information are emphasized topics. The course includes report development, report research, report writing and presentation. (Prerequisite: ENGL101 or equivalent or consent of instructor).

Finance

BFIN 302 Financial Markets

Credits: 3 US / 6 ECTS

This course introduces students to financial markets. The course will explore financial institutions and the services those institutions offer. Focusing on management, performance, and regulation of financial institutions, this course will explore the Federal Reserve System and its recent changes. Expanded coverage examines stock valuation, market microstructure strategies, and liquidity in today's financial markets. In addition, students examine popular sources of funding.

BFIN 303 Managing Financial Risk

Credits: 3 US / 6 ECTS

This course blends institutional material, theory, and practical applications to introduce students to the management of risks associated with financial decisions. Detailed coverage introduces options, futures, forwards, swaps, and risk management as well as pricing, trading, and strategy.

BFIN 309 Global Financial Management

Credits: 3 US / 6 ECTS

This course will introduce the student to the financial, analytical, and communication skills necessary to develop and implement a financial strategy in the global marketplace. The course will cover the impact of ethical and legal considerations, global markets, and technological innovation on efficient economic outcomes.

General Education

GNED 106 Beginning Foreign Language

Credits: 3 US / 6 ECTS

The Beginning Foreign Language course will introduce students to basic French, Spanish, Italian or German grammar and vocabulary. Emphasis will be placed on basic language skills, communication, and comprehension.

GNED 112 Student Success Strategies

Credits: 3 US / 6 ECTS

This course is designed to assist the student in the successful transition to the program and greater academic success in college. Students will develop an understanding of Information Literacy and implement practices to demonstrate how information is used to enhance their knowledge of core course concepts such as time-management, note-taking, active listening, test-taking, and career development and understand the importance of using reliable and valid sources. Students will search the Internet and library databases and demonstrate their ability to evaluate and organize information from a variety of sources.

GNED 206 Intermediate Foreign Language

Credits: 3 US / 6 ECTS

Students will be exposed to more advanced foreign language grammar and vocabulary. Beginning writing skills will be introduced as well as further development in speaking and comprehension.

History

HIST 201 Survey of World History

Credits: 3 US / 6 ECTS

Survey of World History provides students with an overview of history over the last five millennia. Survey of World History guides students through the important historical events, societies and people in this course.

International Relations

INTR 301 Politics I: People and Politics

Credits: 3 US / 6 ECTS

This course provides a general introduction to politics, defined as the use of state power to make decisions about who gets what, when, and how in a society. It emphasizes the role of the individual in parallel with law, moral codes, and corporate and other collective institutions all of which are involved in political education. The impact of political ideas on family, school and other key socialization processes and institutions will be explored. An analysis of democracy will highlight the relationship of theoretical analysis to practical action with reference to recent international social and cultural changes.

INTR 302 The Role of Civil Society

Credits: 3 US / 6 ECTS

The focus will be on non-state actors in International Relations such as non-governmental organizations, (NGOs), intergovernmental organizations (INGOs), business international non-governmental organizations (BINGOs). The concepts of civic society and pressure groups will be put under the microscope. An important part of the course will be exploring the nature of advocacy and its use in terms of "consultative status" within the United Nations system. Students will be expected to develop their own civic society project.

INTR 303 Mediterranean History

Credits: 3 US / 6 ECTS

The “West” is a term frequently used in a pejorative manner but what does it really imply? To answer the question, the course will review the relationship of peoples within the Mediterranean region over 3,000 years. It will highlight the role of Greek and Roman civilizations in forming ideas of the “West”. Primary production, trade and communications and the role of the Italian City state in banking will be emphasized to illustrate the importance of the Mediterranean in technological change.

INTR 401 World Political Affairs Since 1919

Credits: 3 US / 6 ECTS

A close examination of the Interwar Years, World War II, the end of Colonialism, the “Cold War” and events after the Fall of the Berlin Wall. The use of film, videos and recordings of the spoken word will provide key elements in discussion. Students will be expected to think about IR theoretically and demonstrate an ability to analyze policy.

INTR 402 International Organizations

Credits: 3 US / 6 ECTS

This course will examine the changing nature of international organizations. Originally restricted to those activities concerned with official relations between sovereign states on issues such as war, diplomacy, immigration, and other aspects of interstate negotiations, international organizations now include activities between individuals and groups in one state and individuals and groups in another. The review will cover definitions and history, the classification of organizations and their role and function.

Mathematics

MATH 110 College Math: Algebra

Credits: 3 US / 6 ECTS

This is an introductory level course in algebra. Topics include properties of real numbers, performing operations with polynomials, graphing equations and inequalities, radicals, and exponents, and solving systems of equations and quadratic equations. Students will acquire familiarity with algebraic techniques and be able to solve equations in a documented, logically sequential manner. Students will be able to apply these techniques to work problems and create their own applications to real-life situations in areas that are relevant to their experience and to future course work.

Information Management

MCAP 303 Organization and Technology of Information Management *formerly MCAP403*

Credits: 3 US / 6 ECTS

This course will prepare the student for professional involvement with computer and information systems through an understanding of the organization and management aspects of such systems. This includes the management information software; ways of gathering, sorting, and distributing information and data; and evaluating software and hardware. Prerequisite COMP201.

Management Communication

MCOM 403 Issues in Global Media

Credits: 3 US / 6 ECTS

This course consists of an exploration of the historical development, control, and ownership of the global media. Topics include the role of transnational media corporations, globalization, cultural imperialism, the public sphere, the global flow of information, Internet culture, public diplomacy and propaganda, and alternative media.

Management

MGMT 215 International Political Economy

Credits: 3 US / 6 ECTS

This course will examine the changing nature of international organizations. Originally restricted to those activities concerned with official relations between sovereign states on issues such as war, diplomacy, immigration, and other aspects of interstate negotiations, international organizations now include activities between individuals and groups in one state and individuals and groups in another. The review will cover definitions and history, the classification of organizations and their role and function.

MGMT 317 Organizational Diversity

Credits: 3 US / 6 ECTS

This course introduces students to current topics in diversity, national and international demographics of the changing face of the work force; processes that create diversity including the organization of work, managing differences in work settings, management's responses to diversity; and connection to larger institutional dynamics.

MGMT 218 International Economics

Credits: 3 US / 6 ECTS

The purpose of this course is to help students understand the basics of international trade and finance and the effects of various international economic policies on domestic and world welfare. The course will highlight sources of comparative advantage, gains and losses from trade, the impact of trade on economic growth, and effects of trade policy interventions such as tariffs, quotas, voluntary export restraints, and export subsidies. International agreements on regional trade liberalization (such as ECU and NAFTA) and on multilateral trade liberalization (e.g., WTO) will be discussed. Topics on international finance will include balance of payments, determination of foreign exchange rates, and international monetary system.

MGMT 221 Contemporary Management Practices

Credits: 3 US / 6 ECTS

This course is designed to examine both the functions of management (planning, organizing, leading, controlling) and the aspects of business (marketing, finance, production). Students will address a current issue facing management today with consideration given to the external factors affecting business.

MGMT 235 Global Market Competition Management

Credits: 3 US / 6 ECTS

The nature of international business, the international monetary system, the foreign environment, and strategies of how management can deal with environmental forces, are some of the main topics. Selected case studies should encourage students to evaluate and discuss courses of action

taken by companies and industries in the global marketplace. Theoretical foundations to international business and real world scenarios will prepare students to operate more effectively in the changing global business environment.

MGMT 238 Introduction to Human Resources

Credits: 3 US / 6 ECTS

This course is a study of personnel management in organizations. The student learns basic functions of procuring, developing, maintaining, and utilizing a labor force to meet the entry-level requirements for employment personnel work. The course supplies students with an understanding of the personnel department.

MGMT 301 Leadership

Credits: 3 US / 6 ECTS

This course focuses on the impact of leadership and management on organizational effectiveness. Students will be introduced to the attributes of successful leaders and managers, the challenges they face in a global society, and how they build relationships and impact culture for organizational sustainability and innovation.

MGMT 303 International Business Management

Credits: 3 US / 6 ECTS

This course provides a survey of international business management in the context of the increasing economic interdependence of nations. Theories of international business are examined in conjunction with strategic planning, intercultural factors, foreign management techniques, and political risk analysis. The activities of multinational enterprises in home and host countries are also examined.

MGMT 305 Organizational Communication

Credits: 3 US / 6 ECTS

The central topics of the course are written and oral communication in business; effective organization and writing of correspondence, memoranda, reports, and research proposals; interpersonal communication with fellow workers and supervisors; planning, conducting, and participating in meetings; and oral presentation.

MGMT 315 Managerial Accounting and Financial Analysis

Credits: 3 US / 6 ECTS

This course covers the basic principles of accounting and financial management as they relate to managerial decision-making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing and financial forecasting are some of the topics covered. Prerequisite ACCT101.

MGMT 318 Economics of Environmental Manager

Credits: 3 US / 6 ECTS

This course examines a businesses' relationship to the natural environment and its resources. Students will explore current utilization and predicted future availability of natural resources and the economic impact on businesses.

MGMT 330 Purchasing and Materials Management

Credits: 3 US / 6 ECTS

This course examines the aspects of acquisition and material management. Students examine the functional roles of those individuals having responsibility in this area. The course includes discussion of acquisition law, operations management, pricing, negotiations, and logistics.

MGMT 342 Business Ethics and Social Responsibility

Credits: 3 US / 6 ECTS

This course examines the role of business in a social system including interrelationships with government, the community, employees, and other major publics. A major focus is social responsibility of business towards society and the environment. Considerations are given to such areas as international business, business ethics, pollution, and impact of governmental regulations.

MGMT 411 Performance Measurement and Evaluation

Credits: 3 US / 6 ECTS

This course will discuss basic quality measurement and performance issues. The course emphasizes process control concepts, metrics, and strategies for improvement. Current techniques such as total quality management, six sigma, balanced scorecard, and others are covered.

MGMT 417 Human Resources Management

Credits: 3 US / 6 ECTS

This course surveys the principles and methods of effectively managing people at work. It includes the recruitment, selection, development, utilization of, and accommodation of people by organizations. Employee motivation and contemporary personnel management issues are examined in terms of the impact they have on organization effectiveness, goal attainment, health and viability, and overall performance.

MGMT 420 International Banking and Finance

Credits: 3 US / 6 ECTS

This is a course designed to give the student an overview of international banking and finance. Topics covered include the international dimensions of finance, foreign exchange rates, international sources of funds, international banking regulations, and the contrast between European, Asian, and American Banking.

MGMT 427 Operations and Project Management

Credits: 3 US / 6 ECTS

This course examines the direction and control of processes that convert resources into goods and services. It deals with the broad areas of system design, operation, and control. Further, it focuses on the definition, planning, implementation, and evaluation of discrete projects.

MGMT 435 Strategic Management and Planning

Credits: 3 US / 6 ECTS

This course introduces basic techniques of strategic planning as a basis for integration and application of principles, skills, and perspectives developed in earlier courses to typical management problems.

MGMT 442 Business Sustainability

Credits: 3 US / 6 ECTS

This course offers an international, scientifically sound, and strictly practice-related perspective. Students will learn about society, business ethics, corporate social responsibility, and sustainability. The focus is on the main issues encountered in the three aspects of responsible management: sustainability, responsibility, and ethics.

Marketing

MRKT 302 Marketing Innovation

Credits: 3 US / 6 ECTS

In this course, students will further explore concepts covered in Principles of Marketing. They will be introduced to tools used to analyze marketing data to make decisions about market segmentation and target market selection, new product and service development, product positioning, and allocation of marketing mix expenditures, to accomplish strategic marketing objectives.

MRKT 303 Marketing Research Management

Credits: 3 US / 6 ECTS

This course discusses of the tools of marketing research, including methodology and techniques used in measuring characteristics of markets for products and services. Topics include the research process, data collection, sampling, data analysis, and presentation of results. Contains hands-on development of capabilities to study characteristics of the marketplace.

MRKT 304 Global Marketing

Credits: 3 US / 6 ECTS

This course is designed to introduce students to the marketing practices of companies seeking market opportunities outside their home country, and to raise awareness about the importance of viewing marketing management strategies from a global perspective. The course will introduce the marketing of consumer and business needs and wants on an global level. Special emphasis will be placed on cultural and environmental aspects of global trade, and integration of culture and marketing functions.

MRKT 110 Principles of Marketing

Credits: 3 US / 6 ECTS

This is an introductory course in the study of marketing presenting basic principles and practices. Topics include marketing orientation, external environments, the industry's code of ethics, and the importance of marketing to the economy and the business firm and more. Emphasis is placed on marketing strategy: the target consumer plus product, price, promotion, and place.

MRKT 319 Principles of Marketing and Advertising

Credits: 3 US / 6 ECTS

This course provides an overview of the field of marketing to give students an awareness of the institutions and methods employed in the marketing of goods and services. Discussions cover such topics as marketing strategies, opportunity and environmental analysis, new product development, and pricing. Different types of advertising media and their adaptation to various types of business activities are reviewed.

MRKT 324 International Marketing

Credits: 3 US / 6 ECTS

This course deals with differences in cultural, economic, and legal factors as they related to the marketing process. This is systematic treatment marketing on a global scale, extending basic principles into foreign requirements.

Philosophy

PHIL 101 Introduction to Philosophy

Credits: 3 US / 6 ECTS

This course exposes students to the major themes and concepts of philosophy, including metaphysics, epistemology, free will and determinism, evil and the existence of God, personal identity, ethical values and politics, modern cognitivism and more. And meet the major philosophers throughout the ages: Socrates, Descartes, Locke, Hume, Kant, Hegel, Nietzsche, Mill and Marx. Students will also explore Eastern influences on Western philosophy, including Taoism, Confucianism and Zen Buddhism.

PHIL 240 Ethics Introduction

Credits: 3 US / 6 ECTS

This course introduces ethical thinking with an emphasis on the contextual nature of ethical decisions. It includes an historical survey of philosophical ethics focusing on the American context, the critique of traditional ethical philosophizing, the relation of science to ethical thinking, and the relation of the ethical perspective to self-understanding in today's pluralistic environment. The relevance and application of ethical theories to the solution of pressing contemporary moral problems is emphasized. Students will gain the ability to form coherent ethical perspectives on current social, political, and business issues.

Political Science

POLS 250 Comparative Politics

Credits: 3 US / 6 ECTS

This course provides an introductory comparative survey, analyzing the political cultures and systems existing today in the Western World, the former Communist bloc, and the evolving Third World. The course evaluates and compares political ideologies; relations of individuals to the state; participation in the political process; the role of interest groups; pressure groups; and political parties, as well as

the policy outcomes of economics and social systems. (This course is recommended for students majoring in the BS in International Business degree).

POLS 273 International Relations

Credits: 3 US / 6 ECTS

This course focuses on the foreign policies of the major powers in the world community with an emphasis on the role of the United States in international politics. Principles from many of the social sciences - history, political science, demography, economics, and geography - are used to enable students to develop understanding and stimulate thinking about the international political system and to foster insight into contemporary international experiences. The successes and failures of international organizations in resolving conflicts and negotiating settlements in the current century are stressed with special attention given to the role of the United Nations and to contemporary situations that affect world politics. (This course is recommended for students majoring in the BS in International Business degree).

Psychology

PSYC 101 Principles of Psychology

formerly PSYC201

Credits: 3 US / 6 ECTS

This course provides a survey of psychology as both a social and a biological science and covers the general principles and basic methods and facts of general psychology. An emphasis in the course is on the development of critical thinking skills and the analysis of controversial issues in the field. Topics include research methods and fields, the biological basis of behavior, sensation and perception, drug use and abuse, developmental psychology, social psychology, cognitive psychology, learning and memory, personality theory, psychological assessment, abnormal behavior, and therapy.

PSYC 205 Social Psychology

Credits: 3 US / 6 ECTS

This course provides a study of the social behavior of individuals as they interact with other individuals from both experimental perspectives. Topics include perception of others, affiliation, interpersonal attraction, aggression, small group dynamics leadership, conformity, conflict, group decision-making, and altruism. Broader social questions such as racial prejudice, interpersonal relationships, gender roles and the effects of urbanization are addressed. A variety of class projects are used to illustrate course concepts.

Research

RESP 480 Capstone Project

Credits: 3 US / 6 ECTS

The purpose of the Capstone Project/Activity is to provide students with an opportunity to integrate knowledge and skills acquired throughout the courses of their Degree Programs. It is designed to validate students' abilities to apply learning from many courses to a practical project/activity, either within their workplaces or within their communities or personal lives. This Capstone Project/Activity is an outcome assessment in each UBIS Degree Program. It should integrate the students' course work so that its scope can be used to assess the varied competencies achieved during the students'

programs of study at UBIS. As such, it requires students to show how they use the concepts from a minimum of five courses from their Degree Programs. In addition to the specific subject related competencies, the students' written communication skills will be demonstrated in this project/activity.

Science

SCIE 112 Environmental Science

Credits: 3 US / 6 ECTS

This course emphasizes the biological and environmental problems facing society. Basic concepts of environment and ecology will be discussed including topics such as the ecosystem concept, the impact of humankind on nature, human population dynamics, alternate energy sources, solid and nuclear waste problems, water and air pollution, endangered species, land use, and conservation. May be replaced by SCIE 106.

Sociology

SOCI 233 Cross Cultural Communication

Credits: 3 US / 6 ECTS

This course introduces students to basic concepts in cross-cultural communications and increases one's awareness of how culture plays a role in our dealings with others. It examines the ways in which misunderstandings arise in both verbal and non-verbal communication processes. The course also looks at the multicultural issues within a single culture, such as those relating to gender or geography. Cultural values and styles related to difference settings will be discussed to increase awareness of how expectations play a part in understanding persons of differing cultures.

Statistics

STAT 323 Research and Statistical Analysis

Credits: 3 US / 6 ECTS

This course is an introduction to the methods and tools of general research. It includes the application of the research process to problem solving and the types of research undertaken and appropriate means of conducting them. Attention to secondary source research through bibliographic methods and on-line resources via the Internet is included. Descriptive statistics and inferential statistics, including frequency distribution, variability, regression, and correlation will be discussed. A computerized statistical tool is used in the course. Prerequisite MATH110.

Graduate Courses

Doctorate of Business Administration (DBA)

DBA 701 Business & Management Research at the Doctoral level

Credits: 5 US

This course is an introduction to research and provides a broad overview of the expectations of the Doctorate of Business Administration (DBA) program. Students will learn about research – what it is, how to do it, how to evaluate it, how to tell people about it, and how to use it, which sets the foundation and provides a strategy for establishing questions and seeking answers within the context of the DBA.

DBA 702 Literature review methods and legitimate resources

Credits: 5 US

This course explores the importance of literature review in research. Through a literature review, students gain a thorough understanding of the knowledge and ideas established on a topic, such as the current state of research in the field, identify potential research gaps from which a new research question can address, and identify potential hypotheses and research methods for future research. Students will also learn the importance of accurate, current, and ethical sources.

DBA 703 Trends in Strategic Management

Credits: 5 US

This course provides a comprehensive perspective on strategic management from both an historical and current practices perspective. The course is designed to ensure that students are prepared to manage in today's global workplace. Students will examine concepts and apply strategies regarding global leadership; managing human capital and teams; ethical decision-making; and navigating organizational change.

DBA 705 Trends in Leadership

Credits: 5 US

This course covers a wide range of different topics on business leadership. Students focus on the practical application of critical writing, critical thinking, and the integration of professional leadership practice at the doctoral level as they develop sustainable solutions from the perspective of a business leader. An important aspect of this course is that students will assess their personal management skills and have others provide input. The results of those assessments will enable students to develop a personal leadership plan.

DBA 706 Trends in Sustainability and Responsibility

Credits: 5 US

This course examines the relevance of Corporate Social Responsibility (CSR) and its relationship with sustainability which means more than anticipating continuous profitability. Students in this course explore what it means to be sustainable and examine the implications for the business enterprise. Students analyze systems and how those systems influence doing business in a global economy.

DBA 707 Case Study Research

Credits: 5 US

This course provides various definitions of case studies ranging from the very general to the more intricate and will describe the main advantages and different classifications of case study research methodology. Students will gain practical knowledge of the advantages and disadvantages of case studies as a qualitative research methodology. Students will distinguish when a case study is applicable for research and the proper procedures for conducting a case study research project.

DBA 708 Advanced Qualitative Techniques

Credits: 5 US

This course provides a primer to qualitative research methodologies. It offers an intuitive approach to understanding and applying the basic building blocks of qualitative research methods. The content will equip students with the background information they require to advance their qualitative techniques in designing and conducting research.

DBA 709 Advanced Quantitative Techniques

Credits: 5 US

This course will focus on the application of the fundamentals of advanced quantitative research methods. The course will explore advanced quantitative research design as well as the leading theories and approaches used by quantitative researchers. Emphasis will be placed on identifying the relationship between variables and conducting descriptive and experimental research. The course is practice-based. An exploration of data collection, organization, and measurement will be conducted, and statistical software applications will be used to test relations between variables. The course will cover descriptive and inferential statistical techniques used for analyzing data in research.

DBA 710 Doctoral Candidacy Seminar

Credits: 2 US

This course will provide a transition from the 700 series to the 800 series dissertation courses. Students will prepare the research framework in preparation to advance to candidacy.

DBA 800 Doctoral Research I: Proposal Development

Credits: 3 US

This course will support the development of the DBA research proposal. A research proposal provides evidence of the development of research ideas and preparedness for doctoral study. Following a successful application, the proposal will help to develop early research under the guidance of a supervisor. *Prerequisite: Students must be accepted into the dissertation phase of the program.*

DBA 801 Doctoral Research II: Introduction & Literature Review

Credits: 3 US

In this course, students work with an advisor(s) to support the development of the Literature Review. The Literature Review establishes the connection between the proposed research and the body of research that has influenced the thinking on the topic to be explored. It also demonstrates that students have a deep understanding of the body of research. The literature review surveys the scope of existing research and then explains how the proposed dissertation research expands upon new information to the body of knowledge. *Prerequisite(s): DBA 800.*

DBA 802 Doctoral Research III: Methodology

Credits: 3 US

In this course, students work with an advisor(s) to help frame the outcomes of the dissertation research ensuring the outcomes are aligned with the expectations of the UBIS DBA. Special attention will be given to ensure that each student's research strategy, including ethics, investigative modeling, data collection protocols, measurement tools and analytic approach are properly aligned to the

research question and are firmly anchored in professional research practice and scholarly literature. *Prerequisite(s): DBA 801.*

DBA 803 Doctoral Research IV: Results and Findings

Credits: 3 US

In this course, students will report the results of the study before moving on to the discussion section. The findings section of a dissertation clearly states the research outcomes and relates the outcomes to the research hypothesis or research questions as set out in the introduction chapter of the dissertation. *Prerequisite(s): DBA 802.*

DBA 804 Doctoral Research V: Discussion and Conclusion

Credits: 3 US

Upon the completion of the student's research, the student will be required to prepare a written draft of their Dissertation for preliminary review by the advisor(s). The advisor will serve as the primary point of contact during the review process and will be responsible for providing all necessary feedback to the doctoral student. Upon a successful review, the student may then schedule a presentation and defense of the dissertation to the examiners or examining committee. *Prerequisite(s): DBA 803.*

DBA 810 Dissertation Defense and Publication

Credits: 3 US

During the doctoral defense the student will deliver a formal presentation of the entirety of their doctoral research. Students will be expected to defend their findings. *Prerequisite(s): DBA 804.*

Executive Doctor of Business Administration

EDBA701 – General Research Methodology - SEMINAR 1

Credits: 3 US

Mode: Contact delivery by UBIS professor(s)

Course length: 21 hours

Delivery: This course is an introduction to research and is also a broad overview of what is to come in the next courses and during the Doctorate of Business Administration (DBA) program. The course is dedicated to research – what it is, how to do it, how to evaluate it, how to tell people about it, and how to use it. It is about asking questions and trying to find answers in the context of the DBA. This introductory course in research design and methods is oriented to prepare students for performing effective and responsible graduate level research in any discipline related to business and management. The main goals of research – exploration, description, prediction, explanation, evaluation, and action – provide us with a strategy to determine which questions to ask and which answers to seek in the context of the DBA.

EDBA711 – Research Success Strategies - Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 4 months

Delivery: Proposal draft and presentation. At the end of the first course students must finish scanning their research interest and be prepared to present their research topic in the first seminar.

EDBA721 – Research Proposal - Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 4 months

Delivery: 3000 – 5000 words. Students will have to deliver a formal research proposal and be prepared to present their research plan in the second seminar.

EDBA702 – Research Methodologies for Business and Management - SEMINAR 2

Credits: 3 US

Mode: Contact delivery by UBIS professor(s)

Course length: 21 hours

Delivery: This course is about the major research methodologies that doctoral students in business and management are likely to use to successfully complete their dissertation. The course will therefore lay out the foundations of the following research methodologies: the logico-deductive approach, case study research and grounded theory. The key assumptions, research philosophy and commonly used data-collections techniques will be identified for each research methodologies. We will also emphasize on the link between the choice of a particular research methodology and the research topic.

EDBA712 – Literature review- Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 4 months

Delivery: 10000 – 12000 words. Students will have to deliver a 30 to 40-page literature review 12 months after the start of the program and be prepared to present their findings in the third seminar.

EDBA703 – Quantitative and Qualitative Research 1 - SEMINAR 3

Credits: 3 US

Mode: Contact delivery by UBIS professor(s)

Course length: 21 hours

Delivery: This course provides a primer to quantitative and qualitative research methodologies. It offers an intuitive approach to understanding and applying basic building blocks of qualitative and quantitative research methods. The content will equip the students with the background information they require to advance their quantitative and qualitative techniques in designing and conducting research. This course is a prerequisite to Quantitative and Qualitative Research 2.

EDBA713 – Preliminary Dissertation: Methodology - Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 4 months

Delivery: 8000 – 12000 words. Students will deliver a 25 to 40-page preliminary dissertation research design (methodology chapter) 16 months after the start of the program.

EDBA704 – Quantitative and Qualitative Research 2 - SEMINAR 4

Credits: 3 US

Mode: Contact delivery by UBIS professor(s)

Course length: 21 hours

Delivery: This course builds on Part 1 of the Quantitative and Qualitative Research. It advances the student's knowledge of quantitative and qualitative research methods and provides guidance on the application of such methodologies in research. More specifically, the course focuses on some of the most important and widely applied methodologies in quantitative and qualitative research and examines how these methods can be combined to conduct rigorous and relevant research projects. Students and their supervisors must communicate to the Academic Dean the state of advancement of the research. Students are expected to deliver assignments to their supervisors during the entire duration of the program, each assignment corresponding to a piece of the overall dissertation. The supervisors will make comments and remarks to students about each assignment to help them upgrade and improve the quality of their research.

EDBA714 – Revised Preliminary Dissertation: Data Collection & Pretests - Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 6 months

Delivery: 20000 – 22000 words. The preliminary dissertation methodology assignment consists of two chapters: the revised literature review as well as the research design (methodology chapter).

Students will deliver their revised preliminary dissertation at the end of the second year of the program.

EDBA724 – Data Analysis & Findings - Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 4 months

Delivery: 8000 – 12000 words. Students will deliver a 30 to 45-page document laying out the major empirical findings of their research.

EDBA734 – Draft 1 Dissertation - Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 4 months

Delivery: 30000 – 45000 words. Students will deliver their first draft of the full dissertation at the end of the 30th month of the program.

EDBA705 – Dissertation Defense and Publication - Course Assignment

Credits: 6 US

Mode: Self-managed research work with supervision

Course length: 4 months

Delivery: Oral defense with the dissertation committee. Students will defend their dissertation in front of a Dissertation Committee of 3 to 4 professors (online or on ground) during the last 2 months of this course. The final approval of the dissertation will allow students to publish their work on a public research database should they desire.

Capstone

CAP 601 Capstone Project I

Credits: 3 US / 6 ECTS

The intent of the Capstone course is to integrate what was learned during the MBA program into an applied context. This course addresses the business-related fields of organizational theory, human resources, project/program management, accounting/finance, operations management, business law and ethics, leadership, and globalization. The capstone project is a culmination of concepts acquired throughout the MBA program. Students will place into practice their developed skills to produce the capstone project by demonstrating knowledge, understanding and application.

Economics

ECO 601 International Economics

Credits: 3 US / 6 ECTS

This course aims to provide students with a detailed understanding of the international dimensions of economic activity and the inter-relationship between national and international economic performance. The modules show how the tools of micro and macroeconomic analysis can be used to evaluate contemporary developments in the world economy and the forces influencing globalization. It also provides a critical appreciation of problems related to the design of economic policy in an international environment.

ECO 602 Managerial Economics

Credits: 3 US / 6 ECTS

This course covers traditional topics using a problem-based approach built around common business mistakes. Models are used sparingly, and then only to the extent that they help students determine why mistakes are made and how to fix them.

Finance

FIN 601 Corporate Finance

Credits: 3 US / 6 ECTS

This course looks at the realities of finance within a corporate entity. Capital investment decisions are reviewed in more detail, with an emphasis upon risk analysis. Additional topics include the management of cash and working capital, and the valuation of companies. The course makes extensive use of case study analysis to link classroom teaching with corporate realities, and to provide students with additional experience of making presentations.

Any decision that a business makes has financial implications, and any decision which affects the finances of that business is a corporate finance decision. This course will examine corporate finance within that framework. This course will focus on specific areas and issues such as the evaluation of capital investment projects, the problem of risk adjustment in such decisions, capital structures, dividends and share buy-backs, sources of capital, issuing securities, cash and working capital management, and mergers and acquisitions.

FIN 602 Financial Markets and Institutions

Credits: 3 US / 6 ECTS

This course helps students understand why financial markets exist, how financial institutions serve them, and what services those institutions offer. Focusing on management, performance, and regulation of financial institutions, this edition explores the Federal Reserve System and its recent changes. Expanded coverage examines stock valuation, market microstructure strategies, and liquidity in today's financial markets. In addition, students examine popular sources of funding.

FIN 603 Financial Risk Management

Credits: 3 US / 6 ECTS

This course blends institutional material, theory, and practical applications to give students a solid understanding of how derivatives are used to manage the risks of financial decisions. Detailed coverage introduces options, futures, forwards, swaps, and risk management as well as pricing, trading, and strategy. Financial information reflects the most recent changes in the derivatives market -- one of the most volatile sectors in the financial world. Engaging features illustrate risk management in real financial decisions.

FIN 607 Entrepreneurial Finance

Credits: 3 US / 6 ECTS

This course introduces the theories, knowledge and corporate finance tools and techniques today's entrepreneur needs to start, build, and eventually harvest a successful venture. Students learn how to secure financing, use business cash flow models, and strategically position their early-stage companies as this edition emphasizes sound financial management practices. Students also learn how to interact effectively with financial institutions and regulatory agencies that can affect venture growth and ensure liquidity for investors.

FIN 608 Financial Management Theory and Practice

Credits: 3 US / 6 ECTS

This course explains key theoretical concepts and provides practical tools to assess and implement effective financial decisions. The fundamentals are introduced before expanding to strategic finance, linking recent events to finance's role in the business world as well as students' personal lives. This course provides relevant and engaging presentations, numerous examples, and emphasis on Excel applications.

FIN 609 International Financial Management

Credits: 3 US / 6 ECTS

Develops financial, analytical, and communication skills necessary to develop and implement a financial strategy consistent with firm value creation in a dynamic environment. Stresses the impact of ethical and legal considerations, global markets, and technological innovation on efficient economic outcomes.

HIS 602 International Politics: Power and Purpose in Global Affairs

Credits: 3 US / 6 ECTS

This course examines five paradigms of international relations theory and connects the scholarly analysis of international politics to policy problems and contemporary affairs. This course presents the study of international politics as a series of intellectual puzzles and policy problems, which help students make the connections between theory and policy, history and the present, and ideals and constraints. Case studies of real-world events address common student deficiencies in history, policy, and geography.

International Relations

INR 601 International Relations Theory

Credits: 3 US / 6 ECTS

This course covers key principles of international relations, providing a thorough introduction to the discipline while avoiding excessive detail and complexity. Every course module includes the most recent statistics, research, trends, theories, and examples drawn from today's headlines, including chemical weapons in Syria, the conflict between Russia and Ukraine, and the debate over climate change and global resources.

INR 612 World Politics Trend and Transformation

Credits: 3 US / 6 ECTS

Offering analysis of the latest data, research and current events, this course explains the "what" and the "why" behind the happenings on today's international political stage. This course explores recent challenges to global peace and prosperity, changes in the political landscape sparked by Brexit, the rise of China and enduring rivalries, and the decision-making process in world politics.

INR 614 Global Sociology and Its Impact

Credits: 3 US / 6 ECTS

This class applies and relates key sociological concepts and theories to the forces of globalization-forces shaping virtually every aspect of daily life.

International Law

IRL 601 International Law

Credits: 3 US / 6 ECTS

Today, no business is purely domestic. Even the smallest local firms are affected by global competition and world events. This course delivers comprehensive, yet accessible, coverage of the legal implications and ramifications of doing business internationally. With a focus on trade, the licensing of intellectual property, and foreign direct investment, the course presents the three major forms of doing business in a foreign country through real examples, precedent-setting cases, managerial implications, and ethical considerations.

Law

LAW 603 International Business Law

Credits: 3 US / 6 ECTS

This course provides comprehensive coverage of the legal implications and ramifications of doing business internationally. Students examine the related cultural, political, economic, and ethical issues today's global business managers face. With a focus on trade, the licensing of intellectual property, and foreign direct investment, the authors present the three major forms of doing business in a foreign country through real examples, precedent-setting cases, managerial implications, and ethical considerations.

LAW 602 Business Law and Ethics

Credits: 3 US / 6 ECTS

This course provides theory and practical applications in law and ethics. The course presents current controversial issues at the intersection of business, law, and ethics. This course encourages lively classroom debate on pertinent topics, from climate change to the gig economy to telematic surveillance to transgender workplace rights.

Management Communication

MCO 608 Managing a Contemporary Business Information System

Credits: 3 US / 6 ECTS

This course addresses the latest developments in cloud computing, AR/VR, and quantum computing while new and updated learning features reflect today's most current events in technology and business. In addition, key concepts, skills, and cases are identified by corresponding AACSB standards to ensure students master critical information.

Management

MGT 621 Introduction to Global Business

Credits: 3 US / 6 ECTS

The global business environment is rapidly changing due to shifts in geopolitical alliances, active support of international institutions in promoting market-oriented economic reforms, and advances in the development and use of information technology. This course prepares student for business launch and management on international arena.

MGT 607 Business Analytics, Data Analysis & Decision Making

Credits: 3 US / 6 ECTS

This course provides an overview and motivation for the use of qualitative and quantitative research methods, including observation, interviewing, questionnaires and surveys, and the use of case studies. This course will provide students with the necessary background in research methods to carry out different kinds of research during their graduate studies, but also to be able to recognize in the future what makes good research, whether this is in journalism, social and economic reporting, industry, politics and academia.

MGT 608 The Management of Technology and Innovation

Credits: 3 US / 6 ECTS

This course offers an understanding of the management of technology and innovation, not in isolation, but as a dynamic integrated system connected to organizational culture, knowledge management and value creation. To enhance the understanding of the hypercompetitive industrial markets of the globe, this edition carries two new chapters focusing on how technological innovation can lead to wealth creation.

MGT 609 Operations, Supply Chain and Project Management

Credits: 3 US / 6 ECTS

A study of Project Management initiatives and its life cycle: resources, cost, time and risks; work and product breakdown structures; tendering and contracting processes; and planning, building, and leading the team and execution. This course will help students to learn how to manage projects in a manner that allows them to maintain control over the process and the outcome in an onsite or remote setting. Students encounter various challenges and problems through this course. Learning to find solutions to their own project management difficulties is a part of the value-added training of this course.

MGT 610 Electronic Commerce

Credits: 3 US / 6 ECTS

This course provides comprehensive coverage of emerging strategies, up-to-the-minute technologies, and the latest market developments. Students gain an understanding of the dynamics within this fast-paced industry as the book balances technological issues with the strategic business aspects of successful e-commerce.

MGT 611 Strategic Entrepreneurship

Credits: 3 US / 6 ECTS

Entrepreneurship is defined as the assumption of risk and responsibility in designing and implementing a business strategy. The word “entrepreneur” originates from the French word “entreprendre” which means “to undertake”. In the business sense, this means to start a business. An integral part of entrepreneurship is the ability to develop and implement a business strategy. This course will teach the important factors leading to the creation of new businesses ventures and the characteristics of the successful entrepreneur. Students will participate to an on-line business simulation, either individually or in teams.

MGT 612 Small Business Management

Credits: 3 US / 6 ECTS

This course covers all the aspects of small business launch and management. This course provides students with strong skills and real cases examples of successful small businesses and possible challenges that must be resolved by the leader.

MGT 613 Multinational Management

Credits: 3 US / 6 ECTS

This course focuses on opportunities and challenges created by globalization. It explains cross-cultural and management issues related to management in an international marketplace.

MGT 614 Modern Business Statistics

Credits: 3 US / 6 ECTS

This course introduces new and interesting real business examples, application exercises, and the authors' signature problem-scenario approach demonstrates how statistics provide insights into business decisions and problems.

MGT 615 Quality and Performance Management

Credits: 3 US / 6 ECTS

This course introduces students to the basic principles and methods, show how these principles and methods have been put into effect in a variety of organizations, and illustrate the relationship between basic principles and the popular theories and models.

MGT 616 Strategic Management, Competitiveness & Globalization

Credits: 3 US / 6 ECTS

This course examines the way in which organizations formulate and implement their strategic plans. The key topics include systematic analysis of trends in the operating environment, analysis of the industry and/or sector in which the organization operates, the identification of critical success factors and the recognition of competences. Possible strategies are then identified before continuing to strategic choice and the problems of implementation.

MGT 619 Environmental Economics and Management

Credits: 3 US / 6 ECTS

This course analyzes humanity's relationship to the natural environment and its resources. Attention is given to both current utilization and predicted future availability of natural resources. Specific topics may include population demographics, agriculture, mineral and energy resources, climate change, ecology, and water resources. Along with understanding the underlying science, all topics are examined using the perspective of current economic, social, and political conditions.

MGT 620 Strategic Human Resources Management

Credits: 3 US / 6 ECTS

This course offers a current look at HR and its impact on today's organizations, with new closing cases and new content on ethics and the ethical process, leadership, social media, technology, unemployment, and current economic conditions.

MGT 640 Business Ethics

Credits: 3 US / 6 ECTS

This course is based on real cases that show current ethical dilemmas, provide a basis for evaluating business ethics, while encouraging stronger values in future business leaders. Students will analyze common themes in less-than-ethical decision making and explore why leaders make ethical compromises in business that they would not make in personal lives. Also, this course reviews the

decision-making process of business leaders today to illustrate why good leaders often make questionable decisions.

MGT 641 Ethics in Informational Technology

Credits: 3 US / 6 ECTS

This course provides a strong understanding of the legal, ethical, and societal implications of information technology. This course examines issues associated with the professional code of ethics, cyberattacks and cybersecurity, security risk assessment, privacy, electronic surveillance, freedom of expression, censorship, protection and infringement of intellectual property, development of high-quality software systems, the impact of IT on society, social networking, and the ethics of IT corporations.

MGT 642 Business Sustainability, Ethics and Social Responsibility

Credits: 3 US / 6 ECTS

This course examines the role of business in a social system including interrelationships with government, the community, employees, and other major publics. A major focus is social responsibility of business towards society and the environment. Considerations are given to such areas as international business, business ethics, pollution, and impact of governmental regulations. Students will learn with real cases that show current ethical dilemmas, provide a basis for evaluating business ethics, while encouraging stronger values in future business leaders. Also, this course reviews the decision-making process of business leaders today to illustrate why good leaders often make questionable decisions.

MNG 601 Executive Leadership

Credits: 3 US / 6 ECTS

This course focuses on the impact of leadership and management on organizational effectiveness. Students will hone their critical thinking and problem solving skills. Students will learn attributes of successful leaders and managers, the challenges they face in a global society, and how they build relationships and impact culture for organizational sustainability and innovation.

MNG 603 Managing Organizational Diversity

Credits: 3 US / 6 ECTS

This course will provide an overview of the different ways in which cross-cultural management and communications processes are handled today. It emphasizes possible (and practical) cultural geographic distinctions that affect individual, group, and organizational behavior. It explores different aspects of intercultural management, including teams, leadership, Human Resource Management, marketing, and negotiations. This course provides a deeper knowledge about how culture shapes management practices in international organizations. This course will provide an in-depth understanding of how to deal with cultural diversity. The different key concepts that will be explained within the course include culture, ethnicity, race, racism, stereotype, prejudice, core values, oppression, and discrimination.

MNG 607 Future Decision-making and Management Science

Credits: 3 US / 6 ECTS

Geared entirely to Excel 2016, this course helps students take full advantage of the power of spreadsheet modeling. Modeling is integrated into areas of business such as finance, marketing, and operations management. This course blends theory with real examples and real data. Applied learning and theory provide a solid foundation followed by practical, hands-on exercises. Students will learn @RISK and Precision Tree add-ins and how to incorporate "Big Picture" diagrams of spreadsheet models and data mining.

MNG 608 The Management of Technology and Innovation

Credits: 3 US / 6 ECTS

In today's economy the management of technology is a major factor in the process layout employed by the firm, in systems used by the company, in its structural design, and in its product marketability. This course examines technology as a guiding focus for explaining the strategic management process by synthesizing material from leading theorists and consultants and discussing the applicable techniques for successfully exploiting technology and innovation.

Information Technology

MIT 604 Database Modeling and Design

Credits: 3 US / 6 ECTS

Data are generated and captured at unprecedented volume and speed. Organizations increasingly depend on well-organized data resources not only to conduct day-to-day business, but increasingly, to better understand their opportunities and risks and to make predictions to support important decisions. This course explores modern database management systems. It focuses on the techniques for modeling complex data requirements and for transforming such models into efficient computerized database designs. The course reviews structured query language (SQL) for implementing database structures using a relational database management system. The Course makes extensive use of basic and advanced SQL.

MIT 606 Database Manipulation for Business Solutions

Credits: 3 US / 6 ECTS

This course covers advanced database topics that allow organizations to address the increasing complexity of data format, availability, speed of processing and location. Such topics include transaction management and concurrency control, database performance, distributed databases, data warehousing for business intelligence and the emerging role of NoSQL databases to handle big data. The course also reviews technology for database connectivity and concludes with a review of the database administration function. *Prerequisite: MIT 604.*

MIT 608 Programming for Business Analysis

Credits: 3 US / 6 ECTS

This course gives an introductory knowledge of the modern practice behind programming, as well as the Python programming language. Python is used in the development of all types of

applications. Here the focus is on the use of programming thinking to address problem-solving skills for building efficient applications. The course begins with control statements, program flow, and program structures via functions. Then it moves on to data structures and ways to correctly store and represent information. Students will learn how Python Implements object-oriented programming (OOP) concepts of abstraction, encapsulation of data, inheritance, and polymorphism. Coverage also includes an overview of how imports, modules, and packages work in Python, how to handle errors to prevent apps from crashing, as well as file manipulation.

MIT 610 Systems Analysis and Development

Credits: 3 US / 6 ECTS

This course focuses on an in-depth review of the approaches, tools, and techniques involved in designing an information system for an enterprise, including a detailed study of the system's development life cycle. Given the array of possibilities for developing or acquiring information systems in today's changing global environment, the course focuses on the most up-to-date approaches to information technology deployment. It covers current and emerging practices for requirements engineering, process and object modeling, system design and architecture, and implementation techniques. Students will explore advanced topics to evaluate and select system development methodologies and design system solutions.

MIT 612 Business Data Communications and Computer Networks

Credits: 3 US / 6 ECTS

This course is an introduction to the technologies underlying voice and data communications, local area networks, wireless local area networks, wide area networks, the Internet and emerging cloud services. It is intended to make students aware of various data communications technologies, and to enable them to effectively communicate with technical, operational and management personnel in telecommunications. The course covers the architecture, terminology, design, and management issues related to the modern environment of networking and data communications. It concludes with a review of risk, security, and regulatory compliance of modern business network solutions.

MIT 614 Fundamentals of Business Intelligence

Credits: 3 US / 6 ECTS

This course introduces Business Intelligence (BI), understood as the leveraging of various data and information sources to provide decision makers with valuable insights and knowledge. It begins with a detailed examination of the topic of business intelligence by contrasting it with other information technologies. It describes the concepts of BI capabilities, tools, and solutions. The course then reviews in detail the four main BI capabilities: organizational memory, information integration, insight creation and presentation. The course concludes with an examination of the development of BI solutions and the management of BI. Leading BI vendors and tools are reviewed.

MIT 616 Information Security, Privacy and Compliance

Credits: 3 US / 6 ECTS

The course covers the principles of information security and the fundamental approaches to the deployment of security technologies. The course also addresses the managerial requirements for implementing a sound information security strategy by reviewing the legal, ethical, and professional issues involved, as well as the necessary planning process for ensuring operational continuity, disaster recovery and incident response. The course emphasizes the need for risk management and explores the various control mechanisms and steps for performing risk assessment. The course concludes with a review of pragmatic steps to the implementation and maintenance of an information security program.

MIT 618 Information Technology Strategy

Credits: 3 US / 6 ECTS

The course offers a strategic perspective of Information Technology. It begins by reviewing the drivers for establishing a strategic management framework, focusing on information systems and technology implications. This framework also provides the drivers for establishing an IT strategy process. The course then delves into the modern tools and techniques for formulating a specific IT strategy. This involves three major concerns: finding alignment with business strategy; facilitating business innovation with IT; and searching for competitive opportunities to shape strategy. The course then provides the elements for determining the Information Systems strategy. A thorough exploration of both, portfolio and investment management are made as they pertain to managing the information systems applications portfolio and justifying information technology investments. The course concludes with an in-depth review of the requirements for organizing for the strategic management of IT as well as the strategic management of IT services and infrastructure. *Prerequisite: MCO 608.*

MIT 630 Programming for Data Science

Credits: 3 US / 6 ECTS

This course introduces modern programming platforms to analyze data of various volumes and varieties in the field of data science. Software libraries and standard utilities are used to put into practice the various phases of the data science methodology: preparation, analysis, setup, modeling, and evaluation. Using Real-world data sets and a sound methodology, students will develop an understanding of technical programming in one or more languages. They will also develop an understanding of computational modeling and analysis techniques as they pertain to data science. Emphasis is given to the following: Decision Trees, Naïve Bayes, Neural Networks, k-means clustering, and regression modeling. *Prerequisite: MGT 607.*

MIT 632 Predictive Analytics

Credits: 3 US / 6 ECTS

Predictive analytics is the process of extracting useful information from historical data and presenting it for the purpose of predicting future trends. The course introduces the basics and the modeling process of predictive analytics for business applications, including hands-on introduction to data preparation, model identification and validation, presentation, and interpretation of results. Students apply predictive analytics to business performance problems using techniques such as simple and multiple regression models; time series analysis and

forecasting; and predictive data mining through logistic regression, k-Nearest Neighbors And classification and regression trees. *Prerequisite MGT 607.*

MIT 634 Data Visualization

Credits: 3 US / 6 ECTS

This course is designed to provide students with the essential principles of data visualization. It provides a very hands-on approach to creating meaningful displays of quantitative and qualitative data and to present insights succinctly and clearly. A substantial part of the course addresses issues important to constructing good charts. Topics include visual perception, the various chart types, the effective use of colors, maps, and other visualization techniques for incorporating analytics and storytelling. It then covers the important topic of visualizing and describing variability that occurs in observed values. This leads to the examination of the use of visualization in exploratory data analysis. As well as the rationale and techniques for how to explain and influence with data visualization. The course concludes with how to create data dashboards and the importance of the responsible use of data visualization. Students use visualization tools throughout the course. *Prerequisite MGT 607.*

MIT 636 Advanced Data Systems

Credits: 3 US / 6 ECTS

This course discusses the motivations behind the development of Big Data and the technologies to support it. Traditional database management systems cannot handle the requirements of Big Data due to the volume, variation and speed with which data are generated. The next generation databases normally referred to as NoSQL databases address this need. The course provides an introduction, overview, and history of NoSQL databases. The four types of NoSQL databases, Document-oriented, Key-Value stores, Column-oriented and Graph databases will be examined in detail. Students will have the opportunity to explore the most widely used document-oriented database system MongoDB. *Prerequisite MGT 607.*

MIT 640 Management of Information Security

Credits: 3 US / 6 ECTS

This course focuses on the managerial aspects of information security and assurance. Topics covered include access control models, information security governance, and information security program assessment and metrics. Coverage on the foundational and technical components of information security is included to reinforce key concepts. The course includes up-to-date information on changes in the field, such as national and international laws and international standards like the ISO 27000 series.

MIT 642 Guide to Networks

Credits: 3US / 6 ECTS

This course first introduces the fundamental building blocks that form a modern network, such as protocols, media, topologies, and hardware. It then provides in depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, security, and troubleshooting. After completing this course and

completing the exercises, you will be prepared to select the best network design, hardware, and software for your environment. You will also have the skills to build a network from scratch and maintain, upgrade, troubleshoot, and manage an existing network. Finally, you will be well-prepared to pass CompTIA's Network+ N10-007 certification exam.

MIT 644 Network Security Fundamentals

Credits: 3 US / 6 ECTS

This course takes a comprehensive view of security by examining in depth today's attacks against networks and endpoints and what is needed to defend against these attacks. It provides the most current coverage available while thoroughly preparing readers for the CompTIA Security+ certification exam. Topics include end point security, cryptography, virtualization, mobile devices, and other trends, as well as new topics such as psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. At the completion of this course the student will have gained the necessary knowledge to confidently take a certification exam in network security.

MIT 646 Cybersecurity Analyst I

Credits: 3 US / 6 ECTS

A cybersecurity analyst's primary role is to understand an organization's IT infrastructure in detail, monitor it at all times, and evaluate threats that could potentially breach the network. This course provides students with the fundamental understanding and skills needed to assess cybersecurity threats and to apply the appropriate tools to remediate security vulnerabilities. The course is designed to develop practical and analytical skills needed to perform threat assessments, and vulnerability analysis. The course focuses on the techniques and tools for gathering information and for uncovering exposures. These include the practice of environmental and network reconnaissance, techniques for strengthening the network, and the practice of penetration testing. The course also reviews methods for running vulnerability scans, analyzing them and identifying common vulnerabilities. *Prerequisite(s): MIT 642 and MIT 644.*

MIT 648 Cybersecurity Analyst II

Credits: 3 US / 6 ECTS

This course is designed to provide students with the knowledge and skills needed to perform threat remediation, security incident response, and security improvement. The course focuses on methods for responding to attacks and for enforcing and improving security structures. Specifically the topics covered include impact and forensics of a cyber incident, communication during a cyber incident, incident response and recovery, and analyzing common symptoms. The course concludes with a review of infrastructure for improving security covering from identity and access management to data analytics. *Prerequisite: MIT 646.*

MIT 650 Front End Web Development

Credits: 3 US / 6 ECTS

This course covers essential web development languages to prepare students to create dynamic applications and responsive websites that function efficiently on any desktop or mobile platform. Students who complete this course will have strong skills in the following frontend web development technologies: HTML and CSS3. Specifically, students learn techniques for layout design using flex boxes and grid frameworks; graphics design and manipulation including image borders, drop shadows, gradient fills, 2d and 3d transformations and graphic filters; mobile, tablet and desktop design; design for printed media; responsive design of tables and columns; and form design and their validation.

MIT 652 Back End Web Development

Credits: 3 US / 6 ECTS

This course introduces server-side technologies that power modern data-driven web applications. This hands-on course uses open-source software, PHP, and MySQL, to provide the student with a limited programming background with the applied skills to build professional quality, database-driven Web sites. By integrating PHP and MySQL with the XHTML and CSS frameworks, the student will develop the skills to build interactive Websites with authentication and security. The course begins with the creation of simple PHP scripts and gradually examines more complex topics such as handling user input, working with files and directories and manipulating arrays, to conclude with advanced techniques for manipulating database records on a web server. The course also explores techniques for controlling and maintaining state information. *Prerequisite MIT 650.*

MIT 654 Developing Mobile Apps for Android

Credits: 3 US / 6 ECTS

This course focuses on developing apps for Android devices. The course is designed for students who are new to Java programming. Students use a modern integrated development environment (IDE), Android Studio to learn the logic, tools, and code syntax used in the creation of apps. This is done through hands-on practice exercises that guide students through the steps of creating the Android app, including designing user interfaces, and writing code. Major topics examined in this course include user input, variables, and operations; icons and decision-making controls; use of lists, arrays, and web browsers; embedding audio; the use of GridView and DatePicker; apps for tablet devices; animation; data collection and manipulation; and preparing a package for uploading the app to the Google Play store.

MIT 656 Cross Platform Mobile and Web Apps Development

Credits: 3 US / 6 ECTS

Past applications development tended to be specific to a platform in a native development environment. While some apps still need to be developed in a native platform, it is possible now to develop device independent apps. This course focuses on the use of technologies that make it possible to develop applications that can run on most communication devices. It centers around a mobile-friendly development strategy. The technologies used in this coursework with

all major mobile and web platforms, and are applicable to business, science, and engineering. The specific technologies include HTML5, JavaScript, jQuery, Node.js and JSON. Towards the end of the course other technologies such as MongoDB and MySQL are also examined in the context of applications development. *Prerequisite: MIT 650.*

MIT 658 Advanced Front End WebDevelopment

Credits: 3 US / 6 ECTS

This course continues coverage of front-end web development introduced in MIT 650. The course examines more advanced topics and programming techniques utilizing JavaScript. It explores relevant elements of the object-oriented approach. Major topics include JavaScript arrays, program loops and conditional statements; working with events and styles; working with document nodes and style sheets; programming for web forms including coverage of JavaScript methods for form validation and e-commerce; and putting object-oriented programming into practice using custom objects, properties, and methods. *Prerequisite: MIT 650.*

MIT 660 Information Technology Control andAudit

Credits: 3 US / 6 ECTS

The course centers around the importance of information systems control and auditing. It highlights the increasingly relevant role of the auditing function, as well as the integral part that individuals performing internal controls play within systems development. Topics explore the need for IT governance controls; security of operating, networking, and data systems; monitoring system development and program change; transaction processing and financial reporting; the revenue and expenditure cycles; issues with implementation of enterprise planning systems; and ethics, fraud, and fraud detection. The course makes use of General Audit Software to illustrate important aspects of the control function.

MIT 662 Information Technology Investment

Credits: 3 US / 6 ECTS

This course focuses on the application of financial analysis and decision-making methodologies to support information technology investment decisions. The methodological procedures as well as computer solutions to basic financial and advanced decision-making methodologies will be presented as tools for investing in information technology. Specifically, the course examines how basic financial methods are used in information technology decisions including break even analysis, payback period analysis, accounting rate of return, present value analysis, return on investment, and cost/benefit analysis. The course also addresses how more complex multicriteria decision-making models can be used individually or in combination with other methods. These include the balance scorecard, Delphi method, and analytic hierarchy process. The course concludes with a review of strategies and best practices to implement IT investment decision-making methodologies.

MIT 664 The Secure IT Organization

Credits: 3 US / 6 ECTS

The subject matter of this course is application software and system security. It is designed to give students a thorough understanding of the complete set of practices for managing the software and system life cycle. It relies on well-established standards for conducting

agreements; the formulation of IT project work; portfolio, human resource, and quality management; project management; development; and the technical processes involved in operations and maintenance. The course introduces various alternative models for ensuring software and system security and concludes with a review of regulatory models.

Marketing

MKT 602 Strategic Marketing

Credits: 3 US / 6 ECTS

In this course, students will go deeper into concepts covered in Principles of Marketing. They will learn how to analyze marketing data to help make decisions about market segmentation and target market selection, new product and service development, product positioning, and allocation of marketing mix expenditures, to accomplish strategic marketing objectives.

MKT 603 Marketing Research

Credits: 3 US / 6 ECTS

This course discusses of the tools of marketing research, including methodology and techniques used in measuring characteristics of markets for products and services. Topics include the research process, data collection, sampling, data analysis, and presentation of results. Contains hands-on development of capabilities to study characteristics of the marketplace.

MKT 604 Multinational Marketing

Credits: 3 US / 6 ECTS

This course is designed to introduce students to the marketing practices of companies seeking market opportunities outside their home country, and to raise your awareness about the importance of viewing marketing management strategies from a global perspective. You will learn to plan effectively for the marketing of consumer and business needs and wants on an international level. Special emphasis will be placed on cultural and environmental aspects of international trade, and integration of culture and marketing functions.

MKT 605 Digital Marketing

Credits: 3 US / 6 ECTS

This course provides comprehensive, practical guidance on how companies and organizations can get the most out of the Web to meet their goals. The course links marketing theory with case studies on cutting edge companies such as Amazon, Facebook, and Apple to help students understand digital marketing in the real world. It also looks at localization issues related to branding, language, and intercultural communication.

MKT 606 Marketing Strategy

Credits: 3 US / 6 ECTS

This course applies an understanding of the competitive global environment, and the creation and implementation of high added-value product and service theories to achieve high marketing management expectations. Additionally, we will examine the planning, pricing, promotion, and

directing the flow of a company's products and services to foreign markets. Marketing in a global environment should be viewed through a series of lenses: the cultural environment of global markets, assessment of global market opportunities, development of global marketing strategies, and implementation of global marketing strategies. Global marketing in this course will be viewed as an integrated discipline combining elements of economics, anthropology, history, demographics, linguistics, law, statistics, politics, geography, and international trade.

Research

RES 601 Research Methodology

Credits: 3 US / 6 ECTS

Students will be presented with a variety of research methods and approaches, which they will examine and from which they will select the appropriate method/approach for their topic. Methods presented will include quantitative, qualitative, and mixed methods; inductive and deductive methods of inquiry will be differentiated. Students will learn to recognize research integrity and validity.

RES 602 Thesis Defense

Credits: 3 US / 6 ECTS

This course presents the cumulation of the process of research from the inception of a purpose statement or research thesis to the writing up of a report or essay. Through exposure to a variety of research methods, students learn which methods are appropriate for the research questions and/or hypotheses at hand.

RES 603 Thesis Supervision

Credits: 3 US / 6 ECTS

This course covers traditional research topics in fields such as management, finance, marketing, organizational behavior, as well as non-traditional topics depending on students' needs. Virtually all topics are accepted if the research is connected to management. The thesis supervisor interacts on an individual basis with students.

THE 601 Research Methodology

Credits: 5 US / 10 ECTS

Students will be presented with a variety of research methods and approaches, which they will examine and from which they will select the appropriate method/approach for their topic. Methods presented will include quantitative, qualitative, and mixed methods; inductive and deductive methods of inquiry will be differentiated. Students will learn to recognize research integrity and validity.

THE 602 Thesis Supervision

Credits: 5 US / 10 ECTS

This course covers traditional research topics in fields such as management, finance, marketing, organizational behavior, as well as non-traditional topics depending on students' needs. Virtually all topics are accepted if the research is connected to management. The thesis supervisor interacts on an individual basis with students.

THE 603 Thesis Defense

Credits: 5 US / 10 ECTS

This course presents the cumulation of the process of research from the inception of a purpose statement or research thesis to the writing up of a report or essay. Through exposure to a variety of research methods, students learn which methods are appropriate for the research questions and/or hypotheses at hand.

DISCLOSURES AND FEDERAL POLICIES

Governance

UBIS is governed by a Board of Directors (see Statement of Legal Control below), that includes the owners. Day-to-day operations are overseen by the University President and Chief Executive Officer.

Statement of Legal Control

UBIS is owned by Hamilton White Group Switzerland, LLC, a Delaware entity. The governance and control of the institution are invested in the Board of Directors.

The Board of Directors, which consists of leading educators and experienced public servants, is the ultimate policy making body of the Institution. A designee appointed and employed by the Board of Directors has the overall responsibility for the administration of all aspects of the institution. The designee reports directly to the Board of Directors. The designee and a team of executive administrators are jointly responsible for the overall operations of the Institution's campuses and programs. A Campus Director at each campus provides day-to-day oversight of campus operations.

Board of Directors

The Board currently consists of:

Dr. Mark DeFusco	Chairman of the Board
Christian Daujat	Board member
Mary L. Keane	Secretary of the Board
Dr. Oksana Malysheva	Board member
C. Cathleen Raffaelli	Board member

Owners

UBIS is owned by Hamilton White Group Switzerland, LLC (HWGS), a Delaware entity.

Officers of the Corporation

C. Cathleen Raffaelli	Chief Executive Officer
Shannyn Stern	Chief Financial Officer
Christelle Bosquet	Geneva Campus Signatory

Administrators

C. Cathleen Raffaelli	Chief Executive Officer and President
Rafael Salazar	Chief Revenue Officer
Shannyn Stern	Chief Financial Officer
Ken Cook	Chief Infrastructure Officer
Dr. Roy Mouawad	VP for Academics
Dr. Viola Krebs	European Academic Dean
Dr. Sean Jasso	DBA Chair
Oscar Guterrez	Information Technology Chair
Donna Young	Dean of Curriculum
Elise Alva	Dean of Faculty
Lance Principe	Dean of Academic Operations
Ciseme Azankpo	Senior Accounting Manager
Christelle Bosquet	Bursar and Finance Manager
Anneliese Cousineau	Global Registrar
Eduardo Ortiz Tosta	Campus Director (Geneva & Barcelona) Global Student Services Manager
Katie Hamilton	Controller
Nicole Giannini	Senior Director of Global Recruitment
Vincent Wood	Director of Partnership Development
Kamal Dadashov	Director of Partnership Development
Tan Anh Tran	Director of Partnership Development

Faculty

Faculty name, Degree, Discipline, University

ALIMOV, Firuz, MBA, Finance/Leadership,
Victoria University

AUNG, Adrian, MBA,
Marketing/Entrepreneurship, Australian
Maritime College

BORLOVAN, Manuela, MA, Communication
and Public Relations, National School for
Political Studies and Administration

CHU, Phuc Hoang, MA, Science of Finance,
Geneva Business School

CHIZEA, John, PhD, Economics, University of
Northumbria

COOPER, Alisa, PhD, English, Nova Southeastern
University

DADASHOV, Kamal, MBA, Emlyon Business
School

DUONG Tuan, Loc, MAL, Business Law, Lun
University Sweden

GALLACHER, Vanessa, MBA/GM, University
of Phoenix

GAY, Veronica, MSP, Psychology, Argosy
University

GEORGE, Anil, MA, Computer Applications,
Annamalai University

GEORGE, Dawn, JD, Law/English, Duquesne
University

GIANNINI, Roberta, PhD, Organization Management, Columbia Business School

GILBERT, Doug, DBA, JD, PhD, Law/Business, University of Twente, University of Phoenix

GOLDSMITH, Ken, DBA, JD, Law/Business, University of Phoenix, University of Florida

GOLNAM, Arash, PhD, DBA, JD, Law/International Business, Swiss Federal Institute of Technology

GUTIERREZ, Oscar, PhD, IT/Political Science, London School of Economics and Political Science

HAUT, Alain, DBA, Human Resources Management, University of Notre-Dame de la Paix in Namur

HAMZA, Aishath, MA, Counseling/Psychology, Sydney University

JASSO, Sean, PhD, Political Science, Claremont Graduate University,

JATULA, Solomon, MSc, Digital Strategies, Oxford Brookes University

KAPUR, Alok, MSc, Strategic Management, University of Warwick

KEWLEY, Stuart, PhD, Political Science, Cambridge University

KNAGGS, Grant, MS, Economics/Management, Monclair State University

KREBS, Viola, PhD, Sciences of Information and Communications, University of Strasbourg

LIBHART, David, MAEd, Math/Business, University of California, Los Angeles

LOC, Duong Tuan, MA, Business, Lund University, Sweden

LOCHRIE, John, MA, History/English, University of Edinburgh

LEONARD, Pete, MBA, Business, Ottawa University

LUNDQUIST, Laura, PhD, Business, University of Seattle

LWIN, U Mo, MA, Information Systems, Australian Catholic University

MCEUEN, Cole, MBA, Accounting/Finance, Utah Valley University

MITEREVA, Svetlana, DBA, Finance/Project Management, Harvard University

NG, Frank, MBA, International Business, University of Business and International Studies

NGUYEN, Thanh Nhan, MBA, Business Administration, University of Business and International Studies

NGUYEN, Trang, MA, Business Strategies, University of Business and International Studies

NICHOLSON, Shasta, MBA, Business, University of Phoenix

OKOLO, Dickson, PhD, Finance, Federal University of Technology

ORAKWUE, Emmanuel, PhD, Project Management/Business, Federal University of Technology

PAPADOPOULOU, Marina, MA, Business, HEC Lausanne - University of Lausanne

PAULSON, Anjali, PhD, International Economics, Apollos University

PYAIT, Hlaing Oo, MA Math/Finance, National University of Singapore

RAFFO, Daniele, MA, Computer Science/Management, Université Pierre et Marie Curie (now Sorbonne Université)

RENGA, Giuliana, MA, Humanities, Language, University of Lisbonne

RICE, Kalani, MBA, MAED, Business/Human Resources, University of Phoenix

RODRIGUEZ PENA, Naiara, MSc, Political Science, University of Amsterdam

ROURA, Daniel, MBA, Business, Paris School of Business

SANTALOVA, Antonina, PhD, History and Political Science, University of Oxford

SCRAMBICAL, Ropson, MFMA, Research Methodology, Mahatma Gandhi University

SHAPIRO, Elissa, MSc, Management & Leadership, Western Governors University

RAJENDRAN, Shyam, MBA, Management/Finance, Pondicherry University

SMITH, Beth, PhD, Education/Management, Northeastern University

SOE, Khin Hnin, MA, Engineering/ Master of Education, Nanyang Technology University/ The University of Western Australia

SOMMERS, Carol, PhD, Business Administration, Northcentral University

SONG, Saxon, MBA, Finance/Math, University of California

TAMER, Bernard, DBA, Marketing/Research, American University of Beirut

THANT, Kyi Cin, MA, Economics/International Business, International University of Japan

THU, Yin Win, PdD, Project Management, Assumption University of Thailand

TRAN, Tam Anh, MBA, Management, generic, Ecole de Commerce de Lyon, University of Business and International Studies

TRUNG, Son Dien, MA, Marketing, Global Business, Assumption University of Thailand

TUN, Aung, MSc, Information Technology, Assumption University, Thailand

UMESI, John, PhD, Marketing/Global Business, University of Calabar

UWANAKA, Emeka, PhD, Economics and IR, University of Abuja

VIHN, Pham, DBA, Business, Apollos University

WAI, Khine, MBA, Business, Murdoch University Australia

WILSON, Alison, MSA, Leadership, Business, Brookline College

WICKER, Alyssa, MBA, Psychology, Business, San Francisco State University

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 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.

Student Code of 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 must 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.

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