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Executive Master in Finance, Banking & Real Estate
A Joint Venture Program

SDA Bocconi
School of Management



EMFBRE ACADEMIC POLICIES AND PROCEDURES

Academic Integrity

All members of the AUBG community are expected to abide by ethical standards both in their conduct and in their exercise of responsibilities toward others. As part of this, the University expects students to understand and adhere to basic standards of honesty and academic integrity. The University defines academic dishonesty as any action or activity intended to achieve academic gain through deceit, misrepresentation, or the inappropriate use of unauthorized materials or assistance. Engaging in academic dishonesty is a severe violation of acceptable academic standards and will be dealt with appropriately. Sanctions for academic dishonesty normally include failure in the course and may include dismissal from the University. Some examples of academic dishonesty include:

Plagiarism

The term "plagiarism" includes, but is not limited to, the use by summary, paraphrase or direct quotation of the published or unpublished work of another person, including those on the internet, without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another agency.

Incorrect Reporting of Data

In any project involving the collection of data, students must accurately report the data observed and not intentionally alter or falsify data for any reason.

Destruction of Resources or the Work of Others

Students must not destroy or alter either the work of other students or the University's educational resources and materials. These materials include, but are not limited to, computer accounts, papers, textbooks, and course notes.

Use of Work in One Course from Another

Students must not represent work completed for one course as original work for another or deliberately disregard course rules and regulations.

Cheating

Unless directed by the faculty member, students should neither give nor receive assistance on assignments or examinations. The term "cheating" includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.

Alleged violations of the standards for academic honesty will be referred to the Dean of Faculty and/or the Academic Integrity and Appeals Council, **and will follow the procedures set out in the AUBG Undergraduate Catalog.**

Academic Records

Students' academic records are maintained in the Registrars' Office. Grade reports are sent to an address designated by the student. Considerable care is taken to ensure that all grades on a student's permanent record are accurate. Any student who suspects an error in a semester grade report should contact the professor without delay. AUBG maintains the confidentiality of student records in

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accordance with the Family Educational Rights and Privacy Act (FERPA). Student academic records – including grades and graded material – cannot be released to third parties without the written consent of the student.

Academic Standing

Good Standing

Good standing requires that an EMFBRE student meets minimum academic requirements. These requirements are that a student completes the program with a **cumulative** grade point average of at least 3.0.

Probation

An EMFBRE student is placed on academic probation when his or her academic performance is unsatisfactory and indicates that the student's academic future is in question, but does not warrant suspension or dismissal. A student is placed on probation when he or she:

- has a GPA below 3.0 after the first four courses of the program;
- fails to regain good standing after completing eight courses in the program and has been placed on academic probation following the first four courses.

An EMFBRE student who is on probation and found guilty of violating the University's policies on academic honesty and/or not fulfilling the probation status requirements will ordinarily be dismissed.

Dismissal

An EMFBRE student may be dismissed when his or her academic performance falls below a CGPA of 3.0 after completing 12 courses of the program. Academic dismissal separates a student from the University and the student must re-apply in order to resume the program. Dismissed students will be re-admitted only if the Admissions Committee is convinced that the student is likely to achieve academic success. There is no guarantee of re-admission.

Class Attendance

Students are expected to attend classes regularly. Specific attendance policies are determined by individual professors. No faculty member is required to excuse a student from class regardless of the reason. A student may be administratively withdrawn from the course by the faculty for failure to attend the classes. The faculty member must inform the student in writing when this occurs.

Conduct Council

AUBG views the relationship between students, faculty, and staff as a partnership. These constituencies are seen as working cooperatively to achieve a common goal. The University is conscientious in its efforts to ensure representation of students, faculty, and staff on most of its committees. One of the most important committees at the University is the Conduct Council, whose members include faculty, staff and students. The Council hears alleged cases of violations of University regulations and discipline. Procedures can be found in the **Student Handbook and online at www.aubg.edu**

Final Exams

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Most courses have a final exam or project due after completing the course sessions. Course completion is conditional upon sitting for the final exam or submitting the project or assignment. A student who misses a final examination for a legitimate reason should make the necessary arrangements with the professor to make up the examination. The decision to allow the make-up is at the discretion of the faculty member

Grade Changes

If a student suspects that an error has been made in recording a final course grade, he or she should immediately contact the professor involved. If an error has been made, the faculty member will complete a form indicating both the correction and the reason for the error. Upon approval of the Business Department Chair and the Dean of Faculty, the Registrars will make the correction. All requests for grade changes must be made no later than the second weekend of classes of the semester following that in which the original grade was assigned. After the third weekend of classes of the following semester, all grades are final.

Grade Point Average

Dividing total quality points by GPA hours yields the grade point average (GPA), which is carried to two decimal points. The quality points for each course equal the number of credit hours taken multiplied by the numerical value of the letter grade. GPA hours are the sum of the credit hours associated with course taken at AUBG in which grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, X, and U have been earned. When an individual course is repeated, only the new quality points are considered in determining the cumulative grade point average.

Grading System

The following scale has been adopted by AUBG:

Excellent	A	=	4.00
Excellent	A-	=	3.67
Good	B+	=	3.33
Good	B	=	3.00
Good	B-	=	2.67
Satisfactory	C+	=	2.33
Satisfactory	C	=	2.00
Satisfactory	C-	=	1.67
Poor	D+	=	1.33
Poor	D	=	1.00
Failure	F	=	.00
Failure	X	=	.00
Failure	U	=	.00

These scores will be calculated cumulatively at the end of every semester and at any other time when new grades are reported. These grades form the student's GPA.

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Failing Grades

F, Failed; U, Unsatisfactory performance in a pass/fail course; where any grade lower than a C- is considered unsatisfactory (counts in GPA); X, student dismissed from class for failure to adhere to written rules (counts in GPA). This is the usual grade assigned when a student is dismissed from a course for academic dishonesty.

Incomplete Grades

A grade of "I" is given under extraordinary circumstances in which a student's inability to submit required work prevents a faculty member from assigning an ordinary letter grade. Incompletes are given only at the discretion of the individual professor until the beginning of the last week of classes. After the beginning of the last week of classes, a grade of "I" requires the permission of both the professor and the Dean of Faculty. A proposed contract will be signed between the student and the professor explaining the rationale for the "I" grade and detailing what the student must do to complete the course. This proposed contract will include a deadline for completion of the incomplete work. The proposed contract must be approved by the appropriate Department Chair, who may suggest a revision of the contract or may reject the application entirely. In all cases, students must complete all outstanding course requirements by the end of the second weekend of classes of the following semester. Instructors must submit grades no later than the third weekend of classes of the following semester. Incomplete courses that have not been completed by the third weekend of classes of the following semester will automatically be assigned a grade of "F".

Graduation Requirements

In order to graduate a student must have:

- Successfully completed all 16 modules;
- Earned a cumulative grade point average of at least 3.00;
- Successfully defended the Master Thesis; and,
- Satisfied all current financial obligations to the University.

A student may participate in the Commencement Exercises if he or she satisfies all of the above requirements or can do so with no more than four credit hours of additional coursework.

Leave of Absence

After beginning the program, students are expected to enroll in each course until they graduate, withdraw from the University, or take an approved leave of absence. Unless students withdraw from the University or obtain an approved leave of absence, they are liable for all normal academic fees associated with enrollment.

A leave of absence permits a student to re-enter the program at the appropriate point for the following cohort – generally one year later. The student must clear all financial and other obligations to the University. Applications received after the deadlines will be subject to a late leave of absence fee and may be rejected by the University if deemed detrimental to the program.

Students on leaves of absence must confirm to the Registrars their intention to return to the University at the end of the leave. This is usually done by contacting the program assistant in the Elieff Center.

In exceptional circumstances, a student may petition for a leave of absence for the remainder of the program. When such an exception is granted, the student leaving the University prior to completion of the program will be dropped from all enrolled courses and will be liable for all fees associated with all courses taken up to this point.

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Religious Holidays

AUBG takes no position on religious holidays. Students, who plan to be absent for a religious holiday, should discuss the matter with their professors.

Repeating a Course

When an EMFBRE student repeats a course taken for credit, this is generally done by taking the course when it is offered again to the subsequent cohort. The EMFBRE student may normally repeat no more than two courses, each of them only once, regardless of the grade received. The second grade will be recorded and will appear on the official transcript.

Submitting Similar Work in Multiple Courses

Submitting the same academic work to more than one course without the knowledge of the course instructor constitutes academic dishonesty. This includes not only similar papers, but also any work stemming from the same basic research

Transcripts

Official transcripts may be requested at the Registrars' Office. Transcripts cost \$7 each.

Unscheduled Class Meetings

The published course schedule will indicate all recurring course meeting times. In extraordinary circumstances, alternative class sessions may be held outside of the normal class schedule to accommodate unforeseen circumstances after reasonable consultation with the students in the class.

Withdrawal from the Program

Withdrawal from the program is a very serious step and terminates a student's relationship with the University. Readmission is only possible through re-application. An application to withdraw from the University is available from the Graduate Studies Office.

EMFBRE TUITION AND FEES – Effective from October 2017

Application Fee

The application fee for the EMFBRE program is 60 Euro and is non-refundable.

Tuition Fee

The tuition fee for the EMFBRE program is 22,500 Euro and covers tuition, study materials, participation in Leadership seminars and networking events, and access to the AUBG library – electronic and traditional.

The total amount can be paid in 4 equal installments

- 1st installment: € 3,500 upon acceptance to the Program and by September 20, 2017
- 2nd installment: € 7,500 by February 10, 2018

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- 3rd installment: € 7,000 by June 10, 2018
- 4th installment: € 4,500 by September 15, 2018

Transportation, lodging, and food for international students are not covered. However, AUBG undertakes to support students not resident in Sofia in arranging suitable accommodation and convenient travel to and from Sofia during the course of the program.

Payment Deadlines

Fees must be paid on schedule prior to the beginning of each semester.

Late Payment Fee

Students who pay their semester tuition fee after the relevant deadline are subject to a late payment fee of 50 Euro.

Refund Policy

If an **EMFBRE** student withdraws or takes a leave of absence from the University during the semester, the student remains responsible for tuition according to the following schedule:

- First week of classes, billed for 40% of the net tuition, prorated for the term
- After the first week of classes, students are billed for 100% of net tuition, for the term.