CASS EUROPEAN INSTITUTE OF MANAGEMENT STUDIES

ACADEMIC POLICIES AND REGULATIONS HANDBOOK

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Chapter I: ACADEMIC POLICIES AND REGULATIONS

a. Introduction

CASS Europe is an innovative, internationally-oriented higher education institution with a global academic campus in Paris, a central administration in Luxembourg, and a management development center in Brussels. These activities reflect correctly the Institution's European and international character. CASS Europe also collaborates with higher education institutions in Ghana, Chile, and Taiwan where its programmes are currently being delivered. This handbook contains academic policies and regulations related to all progammes of the Institution. The objectives, admission requirements, organization, and other important matters related to these programmes are contained in this handbook. It is therefore imperative that students read carefully this handbook as it contains important information related to the programme for which they are enrolled. It is strongly adviced that this handbook be read in conjunction with the relevant programme handbook.

In addition to the policies outlined in the present handbook, individual programmes may have additional policies specific to students enrolled in the programmes, and students should become familiar with their programme handbooks.

b. Governance, Organization and Administration

The Graduate School of International Management (hereinafter GSIM or Graduate School) has jurisdiction over programmes leading to all post-graduate degrees awarded by the Institution.The School of Business Studies (hereinafter SBS) has jurisdiction over programmes leading to Bachelor's degree and Graduate Diploma qualification. The Academic Council is responsible for developing and safeguarding high academic standards and promoting research in all academic disciplines of the Institution. The Council, under proposal from the President, approves the appointment of graduate faculty members. The President, who is the Chief Executive Officer of the Institution, is appointed by the Board of Governors. The Council works closely with the President to ensure that the overall academic integrity of the Institution and its programmes is maintained.

The specific functions of the Council are as follows:

Within the general policy of the Institution and subject to the ultimate responsibility of the Board of Governors and to the responsibilities of the President, the Academic Council of CASS Europe shall exercise the following functions:

1. Maintenance of academic and quality standards within the Institution; planning, co-ordination, and development of oversight; validation and review of curricula and all academic work of the Institution; and advising the Board of Governors (hereinafter Board) on resource implications of such planning.

2. Making of recommendations to the Board relating to the academic structure and organization of the Institution.

3. Making of recommendations to the Board for the establishment of advisory committees as deemed appriopriate.

4. Oversight of all arrangements for teaching and research within the Institution.

5. Reegulation of the academic conditions for the admission of students and their progression within the Institution.

6. Regulation of policies and procedures for assessment and examination of students within the Institution.

7. Approval of new degree programmes within the Institution.

8. Approval of the Institution's outreach degree programmes internationally.

9. Development of teaching methods and courses.

10. Power to confer the award of academic qualifications, prizes or other distinctions as may be agreed with the President.

11. Organization of facilities for research and scholarship and for the publication of papers relating thereto.

12. Giving of advice to the President on the arrangements for the appointment and promotion of teaching and research staff.

13. Exercise of functions relating to exclusion of students from courses of study for academic reasons and appeals against decisions of examination committees in accordance with the regulations of the Institution.

14. Fostering and maintenance of close connections with industry, commerce, the professions, higher education institutions, other educational establishments and research organizations.

15. Making to the Board such reports and recommendations as it may consider appropriate on any academic and related matters including those matters referred to the Council by the President.

16. Exercise of any other functions which may be referred to it by the President.

The Institution's governance, organization and administration are as follows

      i.   Board of Governors
     ii.   President
    iii.   Academic Council
    iv.   Industry Advisory Committee
     v.   Dean
    vi.   Programmes Committees
   vii.   Academic Director
  viii.   School of Business Studies
    ix.   Graduate school of International Management

x. Academic Coordinator
xi. Module Coordinator
xii. Administration and Finance
xiii. Programmes Management and Accreditation Coordination
xiv. Registray and Student services
xv. Library, Documentation, and Resource Center
xvi. International Office & Partnership Management
xvii. Career Center and Enterprise Relations

A full description of each of these units is provided in the *Governance, Organization, and Administration Handbook.*

c. Academic Integrity and Intellectual Property

The Institution works collaboratively to ensure commitment to principles of academic integrity and responsible scholarly conduct. A number of policies outline ethical and professional standards applying to faculty, students, and staff, and prescribe procedures to be followed when unethical conduct may have occurred.

The term "intellectual property" refers to property that includes patents, copyrights, trade secrets, and trademarks. Any individual using the Institution's facilities, equipment, funds, or resources needs to be aware of the Institution's policies and procedures related to sponsored research and intellectual property issues, including rights to inventions and copyrightable works developed at the Institution.

Chapter II: ADMISSION TO THE INSTITUTION'S PROGRAMMES

Students must apply to and be admitted to the programmes of study offered by the Institution.

a. Application Requirements

The SBS and GSIM require all applicants to submit the following materials with their application:

- o Application form
- o Academic credentials from all post-secondary institutions attended
- o Personal Statement
- o Resume
- o Two letters of recommendation, and
- o Application fee

b. Minimum Requirements for Admission to the BBA Programme

In order to be considered for admission to the program applicants must fulfill the following requirements:

- Hold an appropriate higher school leaving certificate (e.g. Baccalaureate, "A" levels school leaving certificate, or equivalent qualification)
- Demonstrate an appropriate level (i.e. oral and written) of the English language (e.g. TOEFL with a minimum score of 550, TOEIC, IELTS 6.0 or above, etc.).
- Applicants with a two-year qualification in business studies (or related fields) from a recognized higher education institution will be considered for direct admission to the third and final year of the program.

Admission to the programme is based on a comprehensive evaluation of the submitted application file followed by a personal interview undertaken with the applicant. In conformity with the Lisbon Recognition Convention there is provision in the BBA programme allowing for suitably qualified applicants with previous studies at another HEI for which there are no substantial differences in the competencies gained to be admitted directly into an appropriate stage of the programme. It means, for example, that a suitably qualified applicants who has successfully completed two years of a Bachelor's program at another HEI for which there are no substantial differences in the competencies gained relative to the BBA programme can apply to be admitted directly into the third year of the programme. Such applicants will be required to provide evidence of the studies previously completed and syllabi clearly indicating the content of the courses/modules previously completed.

c. Minimum Requirement for Admission to the GDBM Programme

To be considered for admission to the Graduate Diploma in Bujsiness Management (GDBM) programme an applicant must fulfill the following criteria:

- Hold a three-year Bachelor's degree (in any field) or an equivalent qualification.
- Have an excellent command of the English language (both written and spoken). For applicants who are non-native English speakers we require acceptable levels of English language tests such as TOEFL (minimum 550), IELTS (6.0 or above) or

equivalent tests. Admission to the program is based on a comprehensive evaluation of the submitted application file followed by a personal interview undertaken with the applicants at CASS Europe or at the facility of a partner higher education institution abroad.

Admission to the programme is based on a comprehensive evaluation of the submitted application file followed by a personal interview undertaken with the applicant.

d. Minimum Requirement for Asdmission to the MSc Programmes

The Institution's MSc programmes are aimed at recent graduates of a Bachelor's degree (or equivalent qualification) in any field and are structured such that they can be completed over a period of one academic year (two semesters) for those enrolled on a full-time basis or two years (four semesters) for those studying part-time.

To be eligible for admission to these programmes an applicant must hold a Bachelor's degree (or equivalent qualification) in any field and have a good command of both written and spoken English language. Applicants who have successfully completed the CASS Europe GDBM programme are eligible for admission with advanced credit in some of the core modules of the program. There is no requirement for professional work experience following the Bachelor's degree (or equivalent) qualification.

As the entirety of the programmes is in English applicants are required to have a very good oral and written command of the English language. Applicants who are not native speakers of English or who do not hold a university level qualification taught in the English language are required to undergo an English language test before a final decision can be reached about the outcome of their application. Alternatively, applicants will be required to show proof of one of the following English language tests: TOEFL (minimum 550 paper based or 100 minimum internet based), TOEIC (340 speaking and writing), IELTS (minimum 6.5), or other similar tests. These results must be less than two years old.

During the personal interview sessions applicants are required to clearly demonstrate their motivation for the concerned MSc programme and also their ability to successfully complete it.

e. Minimum Requirement for Admission to the MBA Programme

To be considered for admission to the programme applicants must hold the following qualifications:

- A four-year Bachelor's degree (or a three-year Bachelor's degree with Honor's minimum Second Class Lower Division in the British system). Applicants with a Higher National Diploma (British system) with a minimum of Second Class Lower Division and post qualification professional experience of at least six (6) years will also be considered for admission.
- Have a minimum of two years professional work experience after the first higher education qualification.
- As the entire program is conducted in English applicants are expected to have a very good oral and written command of the English language. Applicants who are not native speakers of English or who do not hold a university level qualification taught in

the English language will be required to undergo an English language test before a final decision could be made about the outcome of their application. Alternatively, applicants will be required to show proof of one of the following English language tests: TOEFL (minimum 550 paper-based or its electronic equivalent), IELTS (6.0) or other similar tests.

- Two letters of recommendation.
- A completed and signed application form

Decision on admission to the program is based on a comprehensive evaluation of the submitted application package followed by a personalized interview with the applicant.

f. Minimum Requirements for Admission to the MPhil Programme

To be eligible for admission to the Master of Philosophy (MPhil) programme an applicant must have a Bachelor's degree (or equivalent qualification) in any field and demonstrate a strong potential for scientific research. This can be achieved by either submitting with their application a rigorous research proposal of 10 A4 pages related to the proposed MPhil thesis or submitting with their application a comparable piece of scientific work. The research proposal (or equivalent work) must demonstrate knowledge of the proposed area of research through a comprehensive review of the literature as well as research methodology which encompasses the design of the research, the method of data collection, and the method of data analysis.

g. Minimum Requirements for Admission to the DBA Programme

In order to be considered for admission to the Doctor of Bujsiness Administration (DBA) programme an applicant must hold one of the following qualifications:

- MBA (or equivalent qualification) from a recognized higher education institution.
- A Master's degree in management (or an associated discipline) with a minimum of 2 years professional work experience.
- A Masters degree in a field other than management (or related discipline) but with at least 5 years professional work experience.
- A DBA proposal of up to 15 pages.
- Two letters of recommendation.
- A completed and signed application form.

Applicants to the DBA programme are required to attend in person an interview session to be held at the Institution or its academic partners abroad. Final decision regarding admission of an applicant to the programme is based on the above criteria as well as the result of the personal interview.

As English is the working language of the DBA programme applicants are required to demonstrate fluency (written and oral) in the language. Applicants who are not native speakers of English are required to take the Test of English as a Foreign Language (TOEFL, score of 550 and above), IELTS (score 6.5 and above), or other equivalent English language tests unless they hold a university level degree taught in the English language.

h. Minimum Requirements for Admission to the PhD Programme

In order to be considered for admission to the Doctor of Philosophy (Ph.D) in Management. programme an applicant must fulfill the following requirements:

- Have a research Master's degree in an area of Business Administration, Healthcare Management, ICT Management or related fields; or
- Have another Master's degree in the indicated areas with a strong research orientation;
- Have a very good oral and written command of the English language. For applicants who are not native speakers of English (or have completed a higher education program taught in the language), we require proof of one of the following English language tests: TOEFL (minimum 550), TOEIC, IELTS (minimum 6.5) or other similar tests;
- A PhD thesis proposal of up to 15 pages
- Two letters of recommendation
- A completed and signed application form.

Applicants to the Ph.D. programme are required to attend in person an interview session to be held at the Institution or its academic partners abroad. Final decision regarding admission of an applicant to the programmes is based on the above criteria as well as the result of the personal interview.

As English is the working language of the PhD programme applicants are required to demonstrate fluency (written and oral) in the language. Applicants who are not native speakers of English are required to take the Test of English as a Foreign Language (TOEFL, score of 550 and above), IELTS (score 6.5 and above), or other equivalent English language tests unless they hold a university level degree taught in the English language.

Chapter III: STUDENT STATUS AND REGISTRATION

a. Student Status

A student may be admitted to any of the Institution's programmes with either full standing or with limited status, as a degree-seeking student. Students must have full standing and be degree-seeking in order to be awarded a graduate degree.

i. Limited Status

A student who does not meet one or more of the admission requirements may, under certain conditions, be approved for admission with limited status. The most common reasons for limited status admission are:

- Course deficiencies, as determined by the Admissions Committee, that must be remedied,
- Low GPA (grade point average below 3.0 on a 4.0 scale),
- No comparable Bachelor's or Master's degree, or
- A lack of sufficiently demonstrated English language proficiency.

Students admitted with limited status must address deficiencies in order to be granted a degree. Additionally, to continue beyond the first semester, students must fulfill all conditions of admission, including providing all required transcripts.

ii. Course Loads

Each course in the Bachelor's, Graduate Diploma, Masters, and Doctoral programmes is assigned ECTS* credits. One (1) ECTS credit point carries a workload of 26 hours.

iii. Full-time Enrollment

Students may be required to maintain "full-time enrollment," and what constitutes full-time enrollment can vary. Students are responsible for understanding what requirements apply to them (please refer to the relevant Programme Handbook).

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* ECTS = European Credit Transfer and Accumulation System.

Chapter IV: ACADEMIC RECORDS

a. Grading System

Grading system for programme modules (including grading of modules in re-examinations) at the Institution is based on a combination of the following:

- Continuous assessment (based on obligatory class attendance and active participation, group work such as case preparation and presentation, oral presentations (for language modules) exercises (for quantitative modules), and other forms of group work), and
- Individual written examination taken at the end of the module.

Grades for individual modules in the Bachelor's, Graduate Diploma, Masters, and Doctoral programmes are indicated in both the numerical scale used at higher education institutions in France/Luxembourg and the ECTS alphabetical grading scale of A, B, C, D, E FX, and F as shown below.

France/Luxembourg Grade	ECTS Grade	Definition
16-20	A	EXCELLENT: Remarkable results, only a few minor weaknesses
15-16	B	VERY GOOD: Above average result in spite of a few weaknesses
13-14	C	GOOD: Quite good work, with notable weaknesses
11-12	D	SATISFACTORY: A good effort, but with important weaknesses
10	E	PASSING: Meets minimum requirements
08-09	FX	INSUFFICIENT: More work is needed for credit to be granted
00-08	F	INSUFFICIENT: Considerably more work is needed

The ECTS scale is used for the final grade in the Diploma Supplement at the end of studies. It is based on the results obtained by a uniform cohort of students in a program in a given period of time represented in the following table:

ECTS Grade	Percentage of successful students in a relevant programme normally achieving the grade	Definition
A	10%	EXCELLENT: Remarkable results, only a few minor weaknesses
B	25%	VERY GOOD: Above average result in spite of a few weaknesses
C	30%	GOOD: Quite good work, with notable weaknesses
D	25%	SATISFACTORY: A good effort, but with important weaknesses
E	10%	PASSING: Meets minimum requirements
FX	-	INSUFFICIENT: More work is needed for credit to be granted
F	-	INSUFFICIENT: Considerably more work is needed

The following grades are used additionally by the institution:

Continuing:	Grade **Y** (for **continuing**) shall be awarded at the end of a semester to any student who is taking a course which continues into the next semester.
Disqualification:	Grade **Z** denotes Disqualification from an examination as a result of an examination malpractice or offence, and shall be awarded whenever it is established that a candidate had attempted to gain an unfair advantage in an examination.
Non-completion of Course:	Grade **I** (for Incomplete) shall be awarded to a student who is unable to complete a course for reasons adjudged by the Academic Council as satisfactory. Such a student shall be expected to complete the course the next time it is available.

Re-Grading of Exams

Under certain conditions, a faculty member may permit students to submit an examination for re-grading. Students are advised that exams submitted for re-grading must not be altered in any way from the original examination. It is recommended that any student who elects to submit an examination for re-grading should first photocopy the exam in order to reduce the risk of possible alterations to the original. Any alteration can result in charges of academic dishonesty, which has serious consequences including dismissal from the programme.

Faculty is under no obligation to re-grade exams. Students should be advised that faculty may have certain policies with regard to re-grading which may include a time frame for submitting an exam for re-grading, a point system or some other procedure for determining when and if to accept a request for a re-grade.

Final grades in a module are forwarded to the Registrar's office within a predetermined deadline. Faculty and staff are committed to maintaining students' privacy regarding exam grades.

Details of the thesis requirements are provided in the <u>Theses Handbook</u>. In general, however, the theses must demonstrate scientific rigor and show that the student has a thorough knowledge and understanding of scientific methods used in management research. The thesis must meet the level expected of a piece of research appropriate for a Bachelor's, Master's or Doctoral qualification in management.

b. Academic Standing

Graduate students at the Institution must maintain a minimum grade point average (GPA) and make satisfactory progress in all other aspects of their degree programmes in order to continue as students. Academic Standing reflects the student's level of accomplishment with

regard to these aspects. The GSIM monitors cumulative graduate GPA, and the graduate programmes monitor all other aspects of academic progress. There are three categories of Academic Standing: Good Standing, Probation, and Dismissal.

i. *Good Standing*

Good academic standing requires more than an acceptable cumulative GPA. Graduate students must make satisfactory progress in all aspects of their programme in order to continue as students and to graduate. Additional factors that a programme may use to assess academic progress include, but are not limited to, performance in course work, satisfactory and timely completion of all milestones as determined by the programme, satisfactory progress in research, overall graduate and/or programme GPA, and performance on qualifying, preliminary, and other examinations. Failure to meet these requirements can result in the programme recommending to the Graduate School that the student be placed on probation or dismissed from the Graduate School.

ii. Probation

Students placed on probation have one semester to improve their standing to Full Standing, or will be dismissed from the progrmme. A student who has a cumulative graduate GPA below the degree programme's minimum at the end of any semester of enrollment will be placed on Graduate School probation. Once a student has been placed on probation, the student must raise the cumulative GPA to his/her programme's minimum by the end of the next term of enrollment, or face dismissal from the Graduate School.

iii. *Admission on Limited Status*

Students who are admitted to the Graduate School on limited status because of low GPA or other factors are admitted on probation. If these students do not meet the minimum GPA for their programme in the first semester of graduate work, they will receive a notice of dismissal from the Graduate School.

iv. *Dismissal*

A graduate student placed on probation who fails to improve the GPA to the required level by the end of the next semester of enrollment will receive a notice of dismissal from the Graduate School. This action prohibits the student from registering and drops any courses for which the student has pre-registered. If a student is dismissed from the Graduate School because of a low cumulative graduate GPA, the graduate student petition process may be used to request reinstatement. The GSIM will consider petitions containing strong programme support and strong justification based on other factors pertinent to the programme's determination of satisfactory academic progress.

Chapter V: GRADUATION REQUIREMENTS

Students are bound by the programme and degree requirements in effect at their time of admission and are expected to be aware of these requirements. Students are not obligated to follow any subsequent changes to degree requirements unless the student has been "Absent Without Leave" from the programme.

1. Graduation Requirements

The following are graduation requirements for the respective programmes of the Institution:

a. BBA Programme

The duration for completing the programme on a full-time basis is three and a half (3.5) years of studies, internship or company consultancy assignment, and the Bachelor's thesis work. For part-time enrollment the duration is seven (7) years. A student must obtain a total of 210 ECTS credits points to be allowed to graduate. At CASS Europe One (1) ECTS credit point represents a total workload of twenty six (26) hours. Accordingly, in order to be allowed to graduate a full-time student must have been enrolled in the program for three and a half years (seven years for part-time students), successfully completed the course component of the program, completed an internship or company consultancy assignment, submitted and orally defended the Bachelor's thesis.

b. GDBM Programme

The duration for completing the GDBM programme on a full-time basis is one (1) academic year of studies and research. For part-time enrollment the duration is two (2) years of studies and research. A student must obtain a total of 60 ECTS credits to be allowed to graduate. One (1) ECTS credit is equivalent to a total workload of 26 hours.

c. MSc Programmes

The duration for completing the MSc programmes is one (1) year (i.e. two semesters of studies and research) for those enrolled on a full-time basis It is two (2) years (i.e. four semesters of studies and research) for those enrolled on a part-time basis. The first semester of studies amounts to 30 ECTS credit points. Equally, the second semester of studies and research amounts to 30 ECTS credits points (i.e. 6 ECTS credit points for the course work and 24 ECTS credits for the MSc thesis). Accordingly, 60 ECTS credit points are required in order to fulfill all requirements for graduation.

d. MBA Programme

The duration for completing the program is one (1) year (i.e. two semesters of studies and research) for those registered on a full-time basis. It is two (2) years (i.e. four semesters of studies and research) for those registered on a part-time basis. The first semester of studies amounts to 31 ECTS credit points. The second semester of studies and research amounts to 29 ECTS credits points (i.e. 9 ECTS credit points for the course work and 20 ECTS credits for the Master's thesis). Accordingly, a total of 60 ECTS credit points are required in order to fulfill all requirements for graduation.

e. MPhil Programme

A total of 60 ECTS credit points are required in order to fulfill all requirements for graduation.

f. DBA Programme

Total duration for completing the DBA programme is three (3) academic years for candidates registered on a full-time basis. The duration is five (5) academic years for those registered on a part-time basis. The course component of the program amounts to 60 ECTS credit points. One (1) ECTS credit point has a total workload of 26 hours.

In order to be allowed to graduate a full-time student must have been enrolled in the DBA programme for three (3) consecutive years (five (5) years for part-time candidates), successfully completed the course component of the programme, and submitted and orally defended the DBA thesis.

g. PhD Programme

Total duration for completing the PhD programme is three (3) academic years for candidates registered on a full-time basis. The duration is five (5) academic years for those registered on a part-time basis. The course component of the program amounts to 60 ECTS credit points. One (1) ECTS credit point has a total workload of 26 hours.

In order to be allowed to graduate a full-time student must have been enrolled in the PhD programme for three (3) consecutive years (five (5) years for part-time candidates), successfully completed the course component of the programme, and submitted and orally defended the PhD thesis.

2. Stages in the Doctoral Programmes

The doctoral degree is commonly thought of in three phases or stages of progress, with each stage having unique components and milestones. The programme is structured in the following manner:

- Stage 1:
- Stage 2:

Stage I: A doctoral student is considered to be in Stage I from initial enrollment in the Graduate School to completion of coursework.

The objective is to give participants the necessary academic foundation that will allow them prepare and defend a scientifically rigorous doctoral thesis. Through the even distribution of courses and research workshops, faculty members are able to follow the work of students more closely and monitor progress regularly.

Stage 2: The second component of the programme refers primarily to the conduct of research leading to the DBA or PhD thesis which must be presented and orally defended in front of a panel of experts within the chosen area of the thesis research.

3. Viva Voce Examination

Authorization to hold a *viva voce* examination for the DBA or PhD thesis is granted by the CASS Europe Doctoral Committee following a positive evaluation of the submitted thesis by the examiners. The viva voce examination takes place in front of a panel of experts drawn from the Institution and, where appropriate, a partner academic institution in Europe or abroad. Following the oral presentation and defence of the thesis research by the doctoral student, the panel deliberates and submits a written recommendation to the Institution's Doctoral Committee as to whether or not the student is to be conferred the doctoral degree.

Qualifying Examination and Qualifying Examination Committee

Qualifying exams, usually given at the end of Stage I of the doctoral work, evaluate the student's knowledge in the field and preparation for the doctoral programme. The format of these examinations may be written, oral, or both, as determined by the programme. The programme must clearly communicate information about the format and rules (i.e. closed-book) to all students in advance. The Graduate School may internally appoint committees to conduct these examinations.

Preliminary Examination and Preliminary Examination Committee

The preliminary examination is one of the Graduate School requirements for completion of Stage II of graduate study.

Format:
- Preliminary examinations may be oral or written or both, depending on the unit's policy, and generally evaluate the student's overall and specific knowledge in the field.
- Preliminary examinations also usually include an oral presentation to review the feasibility and appropriateness of a student's dissertation research proposal.
- The doctoral degree programme prescribes the scope, format and procedures associated with the examination, including the composition of the committee. The programme must clearly communicate information about the format and rules (e.g., closed-book) to all students in advance.
- The process for selection of committee chairs varies by unit, but the chair must be a member of the Graduate School. At the Graduate School's discretion a co-chair may be appointed. If appointed, a co-chair must meet all the requirements that apply to the Chair.
- The student, committee Chair, and at least one additional voting member of the committee must be physically present for all oral components of the examination (i.e., presence by video or teleconference is acceptable). If the committee has more than one Chair, all Chairs must be physically present; in these cases, no additional voting member is required to be physically present.
- All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination of all oral components of the examination.

Registration: Students must be enrolled for the entire academic session in which the preliminary exam occurs.

Committee Appointment Process: The preliminary examination is conducted by a committee appointed by the Graduate School.

Application for Admission to Candidacy

Admission to candidacy recognizes the achievement of a significant milestone in the career of a doctoral student and signifies that the only outstanding requirement for the degree is the thesis. The student is then designated ABD (all but dissertation). Students may apply for admission to candidacy by filling out the Application for Admission to Candidacy after they have passed both the doctoral written and oral examinations, have submitted an acceptable thesis prospectus, have completed all courses required.

The transcripts for students admitted to candidacy will contain the statement "Advanced to Candidacy for Doctorate" at the end of the semester in which posted. Note that this remark does not in any way confer additional time to earn the degree or remove registration requirements.

Committee Composition

A committee of at least five members is required. A majority of the members of a doctoral committee (and a majority of the people passing the student on an examination or approving a doctoral thesis) must be regular faculty members of the Institution or its academic partners abroad from the student's major academic programme. Other members may be special appointees to the Graduate Faculty. Doctoral programmes are encouraged to include scholars from outside the programme to serve as members of doctoral committees. The outside members may be selected from among scholars from other academic programmes or from other institutions where scholarly work is conducted. The committee is approved by the Graduate School.

A student should have a thesis research supervisor which must be a regular member of faculty in the student's major academic programme. However, at the request of the programme and approval of The Graduate School, they may be fixed-term graduate faculty members or from another academic institution.

The thesis *Supervisor* typically oversees the research progress and serves as the primary mentor.

The doctoral committee *chair* typically oversees committee meetings and the associated documentation.

This committee examines the prospectus, either as part of the first doctoral oral examination or subsequent to it, consults with the student throughout the progress of the research, and participates in the final oral examination. Each doctoral student is expected to consult with members of the thesis committee at frequent intervals throughout the progress of his or her research and will be required to submit a progress report to each member of the committee at least once a year.

Preparation

The Graduate School will accept only theses produced according to the standards in *Thesis Handbook*. Documents must be prepared in a form consistent with approved methods of scholarly writing and research.

Role of the doctoral thesis supervisor

The doctoral thesis supervisor generally looks at the scientific work being prepared by the student, supervises it, and is committed to ensuring that quality standards of the work are being met. The supervisor is a person with the requisite academic qualification and experience in the chosen field of the thesis research. The supervisor is generally recognized within the academic community. The supervisor's task is to guide the doctoral student from commencement of the research through the oral presentation and defence of the completed research work (doctoral viva).

The thesis supervisor has to ensure that the doctoral student takes initiatives and is creative. The supervisor has the duty to inform the director of the program on all matters related to the supervision of the doctoral student. The director, in turn, informs the Doctoral Committee on all matters related to the DBA and PhD programmes. In the event of a significant disagreement between the student and the assigned thesis supervisor during the first two years of the programme, the doctoral student is authorized to change his/her thesis supervisor. In such an event the doctoral student is required to notify his/her decision to the Programme Director who, in turn, shall inform the Doctoral Committee.

The thesis supervisor can also stop his/her mentoring by notifying his/her intention to the Programme Director who, in turn, shall inform the Doctoral Committee.

Chapter VI: ANNUAL PROGRESSION AND RE-REGISTRATION

The Doctoral Committee gives its approval for a research student to re-register for the programme each year. Committee members meet once a year to check and validate progress of enrolled students in the graduate programmes. Committee members are drawn from CASS Europe and its academic partner institutions.

Each student presents his/her thesis progression. The approval to proceed to the next year is granted by a simple majority decision of Committee members at the end of each presentation following a public consultation and a private debate.

a. Annual Academic Progress Reviews

The Graduate School will conduct annual academic progresss reviews for all graduate students enrolled in degree-seeking programmes at least once every academic year. A written copy of the review must be given to the student and be placed in the student's academic file.
Ideally, academic progress reviews should include the following elements:
- A student self-report and assessment of academic progress.
- A review prepared by the adviser and at least one other faculty member to focus on an assessment of degree progress and student strengths and weaknesses. A copy of this written review is given to the student.
- An opportunity for the student to discuss this review in person.

b. Interruption of Study

If graduate study is interrupted by factors such as illness, military service or the equivalent, as much as two years of that time will not count towards the time limit for the degree. In such an event, an official letter from the appropriate agency should be sent to The Graduate School to document the interruption.

c. Leave of Absence

Within the four-year limit, a student in good academic standing may request one leave of absence from graduate study for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a leave of absence, a student should not have received an extension of the degree time limit and not have temporary grades on courses taken. A leave of absence between degrees is not allowed.

In advance of the leave period, the student must complete and submit a Request for Leave of Absence Form to The Graduate School. This form requires approval by the Graduate Council. If The Graduate Council approves the leave of absence, the time of that leave will not count against the total time allowed for the degree. Readmission to The Graduate School after an approved leave of absence is generally a formality. Ordinarily, a leave of absence may not be renewed.

Students should be aware that while on leave, they cannot be considered enrolled students and therefore will not have access to campus services and benefits afforded to enrolled students, including eligibility for holding student employment positions.

Admission and Matriculation

An individual is admitted to The Graduate School to pursue a single specified degree programme beginning in the semester designated in the offer of admission letter. There is no transfer process between programmes once admitted to The Graduate School. A desire to pursue a different degree requires a new application to the new degree programme. For example, an individual who is admitted to a PhD programme in field A may not transfer to a PhD programme in field B. The individual must formally apply and be admitted to the PhD programme in field B in a subsequent semester.

Non-degree Students

An individual admitted to The Graduate School as a non-degree student may remain in that status for no longer than one calendar year. Typically this is only for exchange or study abroad students. If that individual decides at any time to pursue a degree, s/he must formally apply for new admission, and all Graduate School and programme criteria standards must be met. If that individual is granted admission and subsequently wishes to transfer credits earned while in non-degree status into the academic programme, the Graduate School's transfer of course credit will apply.

Readmission

A formal request for readmission to The Graduate School is required whenever a student fails to register for a regular semester or withdraws during a semester for any reason—whether the student had an approved leave of absence, withdrew during the semester, or simply did not register. To resume their studies, such students must submit an Application for Readmission according to the following deadlines:

- July 1 for the September/October intake
- December 1 for the January intake

Readmission after a long absence is not automatic and will be reviewed carefully by the Graduate School prior to making a recommendation to Academic Council.

If a student has not been enrolled for one academic year, a new application for residence status for tuition purposes must be submitted with all readmission requests.

Reapplication

An individual must formally apply for new admission in the following circumstances:

- An individual remains unregistered for two years or longer and wishes to resume graduate study. The academic programme and the Graduate School will consult to determine if credits previously earned will meet current degree requirements.

- An individual withdraws during the first semester of enrollment in an academic programme and later wishes to pursue the degree after two years have passed.
- A student exceeds the time limit for degree completion and wishes to continue his or her studies.

To resume their studies, such students must submit an Admission Application request according to the following deadlines:

- July 1 for the September intake
- December 1 for the January intake

Students should first contact their former academic programme to discuss a feasible academic plan for returning to complete the degree. The academic programme and the Graduate School will consult to determine admission application requirements, an academic plan for completion of degree requirements, and a new timeline for completion.

If a student has not been enrolled for one academic year, a new application for residence status for tuition purposes must be submitted with all reapplication requests.

Reinstatement

When special circumstances warrant, a student made academically ineligible under the conditions stated above may be reinstated upon petition initiated through the student's academic programme. Students and academic programme representatives must develop an appropriate academic plan as part of the Request for Reinstatement to Graduate School Form.

The student's director of graduate studies must submit the petition together with a statement endorsing or declining to endorse the student's request to The Graduate School. Final approval rests with the Academic Council. If there is a disagreement between the student and his/her academic programme, or for any subsequent reinstatement requests, the Academic Council will hear and vote on the situation. Decisions are final and cannot be appealed.

After academic eligibility reinstatement, any subsequent grade below P or failure of the third attempt of written or oral examinations will result in the student becoming academically ineligible again.

Student Code Violations

Students are subject to the regulations of student government under the Honor Code and the Campus Code. Students may become ineligible to continue studies at CASS Europe or a partner academic institution abroad for student code violations. Instances of suspected plagiarism, cheating on examinations, or other violations of the Honor Code or Campus Code should be reported to the Graduate School.

Honor Code

It shall be the responsibility of every student at the Institution to obey and to support the enforcement of the Honor Code, which prohibits lying, cheating, or involving academic

processes or interactions with Institution, student, or academic personnel acting in an official capacity.

Campus Code

It shall be the further responsibility of every student to abide by the Campus Code; namely, to conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the Institution community.

Chapter VII: PROBLEM SOLVING

a. Standards of Conduct

The Graduate School has established policies and standards for academic, professional, and personal conduct. Students are responsible for being familiar with these policies and standards. Conduct that violates these policies and standards may result in serious consequences including dismissal.

b. Petitions

The policies, requirements, and deadlines of the Graduate School have been put in place to uphold high academic standards. Exceptions may be justified under extenuating circumstances. Students who wish to request an exception to Graduate School policies may submit a petition providing an explanation or justification for the action requested. The more unusual or major the request, the more detailed the explanation should be from the student and the adviser and/or other appropriate members of the Graduate Faculty or staff. Requests for exceptions to the deadline to deposit a thesis for a certain conferral date and for exceptions to the requirement to be enrolled during the semester that a dissertation is defended are never granted.

c. Conflict Resolution

The Institution has procedures to provide assistance to students experiencing conflict. Policies and procedures for conflict resolution are overseen by the Graduate School.

d. Academic Conflict

Academic conflict may be addressed through informal processes or through a formal grievance process. The Graduate School has a grievance policy and procedure in place to assist students. A student who believes he or she has an academic grievance should first discuss it with his or her advisor. If discussion with the advisor is inappropriate or unfruitful, discussion with a senior faculty member, or the Dean of the Institution is recommended.
A student may elect to file a formal grievance within the unit in which a problem has arisen. The student may also choose to file the grievance directly with the Graduate School.