



HULT
INTERNATIONAL
BUSINESS SCHOOL

Undergraduate Student Handbook 2026-27

Every effort has been made to ensure that the Student Handbook, Program Catalogs, and Academic Regulations are accurate upon publication. As policies contained in these documents pertaining to academic, financial, and other matters are regularly reviewed, it may become necessary to make changes. The School reserves the right to amend its policies and procedures, curriculum, calendars, tuition fees, refund policy, and degree requirements. Notice will be provided to students whenever material changes are made. Such changes become effective immediately for all students.

(v1.0)

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PART A: Welcome to Hult

1. About the School

1.1. Introduction

- 1.1.1. Hult International Business School is a global school with campuses in Boston, Dubai, and London, and a global rotation centers in San Francisco, Singapore, and New York City. Students, like faculty, often meet on multiple campuses and virtually, and the international perspective on business education underpins the vibrant academic environment of the School. In all its endeavors, the School seeks to deliver programs that are of direct relevance to the world's leading employers. As such, Hult is focused on making a positive impact on business leaders in a global environment, helping managers integrate commercial success and societal well-being.
- 1.1.2. Vital to the delivery of such programs and the creation of a vibrant academic community is the necessity to ensure that all policies are applied across all campuses. Once matriculated as a student at Hult International Business School, this handbook and the Academic Regulations ensure that all students have a reliable set of guidelines to follow during their course of study, regardless of which campus or campuses they attend.

1.2. Statement of Purpose

- 1.2.1. Hult's Statement of Purpose (mission statement) is as follows:
- To create a better future for all by inspiring and challenging our community to make an impact that matters.
- 1.2.2. Hult's educational positioning is organized around three mutually reinforcing "Pillars", which are intended to shape both the design of programs and the participant experience of studying on them.
- **Human Skills & Knowledge**
Students develop communication, collaboration, curiosity, critical thinking, and creativity (our "5 Cs") alongside disciplinary understanding. The curriculum therefore relies on team-based work, presentations, interdisciplinary tasks, coaching, feedback, and active participation, rather than treating these skills as peripheral.
 - **International Exposure**
Internationalism is experienced both through Hult's campus network and through the diversity of the student body in day-to-day classroom life. Learning with and from peers from many national and professional backgrounds is part of the educational method, not simply a demographic characteristic of the School.
 - **Connected to Practice**
Programs are designed to reduce the distance between classroom learning and the world of work. Faculty with industry experience, live business challenges, employer engagement, and application-focused assignments are used to help students translate knowledge into judgement and action.

1.3. Statement of Academic Freedom / Freedom of Speech

- 1.3.1. Hult International Business School affirms the rights of students and professors to academic freedom, in accordance with all applicable laws and regulatory requirements in the United Kingdom, the United States, and other relevant jurisdictions.
- 1.3.2. Academic freedom includes the right to pursue knowledge, to speak, to write, and to express opinions, ideas, and philosophies within the boundaries of the law and without institutional discipline or adverse action, even where such expression may be controversial or unpopular. The School recognizes its statutory duty under UK law, including the Higher Education (Freedom of Speech) Act 2023 and the Office for Students regulatory framework, as well as its obligations under US accreditation standards, to secure and protect academic freedom and freedom of speech for all members of its community.
- 1.3.3. No internal policy, including the Honor Code or any code of conduct, shall be interpreted or enforced in a manner that unlawfully restricts academic freedom or freedom of speech as protected by law and regulatory requirements. Where there is any conflict between institutional policies and statutory rights to academic freedom or freedom of speech, the latter shall prevail.
- 1.3.4. Whilst lawful speech is protected in accordance with the parameters outlined above, speech that is unlawful is not protected and may be addressed via relevant disciplinary procedures.
- 1.3.5. All assessments and evaluations of students and faculty are based solely on legitimate and articulated intellectual and professional criteria, and not on personal, political, or religious views, social, national, or cultural backgrounds, or other individual preferences, except as these may demonstrably affect intellectual and professional achievement.
- 1.3.6. We affirm the fundamental rights to freedom of speech and academic freedom for all members of our community, including students, faculty, staff, visitors, and invited external speakers. This commitment applies across all of our campuses and activities, including those in the United Kingdom and the United States.
- 1.3.7. The School reserves the right to restrict the time, place or manner of lawful speech if it interferes with the core learning, teaching or research functions of the School.

1.4. Student Records

- 1.4.1. In compliance with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), and the the UK General Data Protection Regulation and the Data Protection Act 2018, the School assures the confidentiality of student records.

1.5. Host Country Law Statement

- 1.5.1. Hult students must keep in mind that they are subject to the local laws and regulations of the campus host country and these laws may differ substantially from the laws in the student's home country. If students have questions about local laws, they are advised to contact Student Life, who will be able to provide more information. Students should be aware that they are not above the law and, as such, Hult reserves the right to refer matters to the police for investigation. In addition, students may be suspended, or temporarily or partially excluded from specified Hult facilities, services, and/or placement pending the outcome.
- 1.5.2. Hult International Business School is committed to maintaining a safe campus community and complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Under this federal law, the school reports all known crimes occurring on campus, non-campus property, and adjacent public property. For detailed definitions and comprehensive campus crime statistics, please refer to our Campus Security Policy available on the Hult website.

2. Key Documents

Document Name	Purpose	Versions
<i>Student Handbook</i>	The primary reference for policies and procedures relating to the Hult student experience	Separate Undergraduate and Postgraduate versions
<i>Program Catalog</i>	Detailed information on the structure and content of the academic program	One for each degree program
<i>Academic Regulations</i>	The central framework of the School's policies, around which all other documents are framed	Single School version
<i>Terms and Conditions</i>	Sets out the contractual financial, enrollment, refund, tuition, and administrative terms applicable to a student's program and campus.	One for each degree program

3. Campus Support and Student Resources

3.1. Academic Support

- 3.1.1. The Program Management Team, supports students throughout their academic journey. The team provides guidance on academic policies and procedures, supports students experiencing academic difficulty, oversees the academic operations and student records, and serves as the first point of contact for matters such as grades, transcripts, enrollment verification, course registration, and other academic enquires. The team works closely with faculty and other campus departments to support academic progression and student success.

3.2. Personal Support

- 3.2.1. Student Development Coaches support personal and professional growth through individual and group coaching. They manage each student's Personal Development Plan (PDP), monitor progression, and provide ongoing pastoral support through regular check-ins in collaboration with other campus stakeholders.

3.3. Career Support

- 3.3.1. The Career Development and Employer Relations Team supports students in achieving their professional goals through advising, workshops, and employer engagement opportunities.

3.4. Campus Community Support

- 3.4.1. The Student Life team enhances the non-academic experience by delivering programs and services that foster community engagement. The team manages social and cultural activities and supports student-led clubs, societies, and the Hult Student Association (HSA).

3.5. Wellbeing Support

- 3.5.1. Student Wellbeing provides wellbeing support, including referral services where appropriate.

3.6. Financial Support

- 3.6.1. The Finance Team supports students through Student Financial Services and Financial Aid. Student Financial Services assists with invoices and payments, while Financial Aid provides guidance on funding options, including loans, scholarships, and institutional aid.

3.7. Visas Support

- 3.7.1. The Visas and Compliance Team supports students across the visa lifecycle, including applications, regulatory requirements, and post-study options where applicable. The team also provides guidance related to visa requirements for campus rotation and other study-related immigration matters.

3.8. Technology Support

- 3.8.1. The Campus Technology Team ensures access to the digital tools and systems required for study, including support for software, Wi-Fi, printing, and Hult Platforms.

3.9. Student Representation

- 3.9.1. Student representation is facilitated through the Hult Student Association (HSA) which works with the School's leadership to enhance the student experience and provide student feedback on matters affecting the Hult community.

PART B: Your Academic Journey

4. Registration and Course Load

4.1. Full-time Student Status

All bachelor's degree programs at Hult are full-time. Students are expected to complete 30 credits during each academic year, normally by enrolling in 15 credits in both the Fall and Spring Terms. Students must ordinarily maintain this standard course load in each term to remain on track for degree completion. Student visa requirements may also prescribe a minimum credit load that must be maintained each term.

- 4.1.1. Students may take additional credits during Summer Terms. Students may take up to a maximum of 15 credits (7.5 in Summer One and 7.5 in Summer Two term). Credits taken during Summer Terms do not count towards the accumulation of 'full-time' status and require additional fees.

4.2. Admissions Document Submission

- 4.2.1. Students are responsible for ensuring that all outstanding admissions documents are submitted to the School by the date of registration. Official transcripts and diplomas will not be issued to students who have outstanding admissions documentation. Transfer credits will not be awarded until all documentation is received by the School.

4.3. Course Registration

- 4.3.1. Students are expected to register for and actively engage in academic studies during each term in which they are enrolled. Students who do not maintain active enrollment may be subject to review under the School's academic progression and enrollment status policies.
- 4.3.2. Students are normally enrolled automatically in core courses and are required to enroll themselves in elective/major courses within the designated registration period.
- 4.3.3. In all cases, completion of registration is also contingent on a student being in good financial standing as determined by the Finance Office, and being clear of any admissions holds.

4.4. Registration Process

- 4.4.1. Registration takes place across three structured stages:
- **Initial Registration Period:** students enroll in available courses during a two-week registration window.
 - **Adjustment Period:** one week after the close of the Initial Registration Period, there will be a two-week Adjustment Period allowing students to adjust their enrolment, including changes due to course cancellations.
 - **Add/Drop/Switch Week:** the first week of each term is Add/Drop/Switch Week, in which students will be allowed to add, drop, and switch classes. This period is intended only for final adjustments such as approved course overloads or last-minute course changes.
- 4.4.2. Students who add a course after the start of term are responsible for all missed academic work and any absences prior to enrollment count towards attendance requirements. It is their responsibility to liaise with faculty to ensure they are not disadvantaged due to their delayed start.

- 4.4.3. After the registration periods have closed, further registration changes are not permitted, except as provided under the course withdrawal provision of this section.
- 4.4.4. Where registration is not completed within the specified time periods, this may result in limited course availability or delayed progression. Timely registration is strongly recommended, especially for students nearing completion of their degree.

4.5. Credit Overload

- 4.5.1. Students with a cumulative grade point average (CGPA) of 3.60 or higher may take up to an additional 3 credits during each of the Fall and Spring terms. Additional credits taken will incur additional fees.
- 4.5.2. All requests for taking additional credits must be submitted in writing to the Program Management Team and must be approved in advance.

4.6. Course Withdrawal

- 4.6.1. Students normally may not withdraw from required core courses where they are automatically registered into them. If a student has mitigating circumstances that necessitates them ceasing their studies during such a course, they may be required to take a Leave of Absence.
- 4.6.2. Students may drop self-registered courses without transcript notation during the Add/Drop period.
- 4.6.3. The withdrawal deadline is normally the end of Week 10 of the Fall and Spring Terms and the end of week 4 for Summer Terms.
- 4.6.4. Following the Add/Drop period and before the published course withdrawal deadline, students may withdraw from a course and receive a grade of W (Withdrawn) on the transcript.
- 4.6.5. Withdrawals are not permitted after the withdrawal deadline. Students who remain enrolled after that date will receive the final grade earned based on completed coursework.
- 4.6.6. Tuition refund eligibility is governed by the Refund Schedule in the applicable Program Terms and Conditions.
- 4.6.7. Withdrawal from a course in which the student is named in a pending AIC case will not be approved. Once the AIC case is concluded, students may be allowed to withdraw. Fail grades awarded as a result of AIC cases will override any course withdrawal requests.
- 4.6.8. Student visa requirements may restrict eligibility to withdraw from a course. Students are responsible for ensuring that any withdrawal complies with applicable visa and immigration requirements and should consult the Visa and Compliance Team before making changes to their enrolment. Falling below the minimum required course load may affect immigration status.

4.7. Failing and Retaking Courses

- 4.7.1. Students must repeat core courses in which they receive a Fail or Withdrawn grade as soon as practically possible, and no later than one year after the original course registration date. When the same course is repeated, the new grade supersedes the old grade in the calculation of the CGPA if the new grade is higher.
- 4.7.2. If a student attains a Fail or Withdrawn grade in an elective course, they do not have to retake the same course unless they want to complete a Major or a Minor in that discipline and it is required. If a student takes an alternative Major/Minor rather than repeating the failed course, the Fail or Withdrawn grade for the failed Major/Minor will remain in the CGPA calculation.

- 4.7.3. In all cases of retaken courses, the original course grades will remain on student transcripts as a historical record.
- 4.7.4. In all cases, students who retake or repeat courses are required to pay additional fees, prorated to the per-credit equivalence applicable to the degree program. For students who normally receive scholarship that reduces net fees, such scholarship will not be applied to repeat/retake courses.
- 4.7.5. An overall course grade of F due to academic performance may allow Reassessment. Reassessment is offered at the discretion of the School and the format of reassessment is determined by faculty. The maximum grade awarded through reassessment is B. Where reassessment is failed, the student must repeat the full course.
- 4.7.6. Reassessments normally take place in the first two weeks of the following core academic term (i.e. a reassessment for a fall course will take place in the first two weeks of the spring term of that academic year). Failure to complete reassessment within the specified period will result in a Fail grade and require full course repetition.
- 4.7.7. Experiential courses, including project-based or applied learning components, must normally be repeated in full where a Fail grade is awarded. Reassessment is not normally permitted for these courses due to the collaborative and experiential nature of the learning experience.
- 4.7.8. If a course is repeated, the higher grade will be used for graduation and CGPA purposes where applicable. All course attempts and grades remain on the student's academic transcript. Credit may only be awarded once for the same course.

5. Academic Opportunities

5.1. Credit Recognition and Transfer

- 5.1.1. Students may transfer credit earned before or after matriculation, subject to institutional limits and prior approval.

5.2. Pre-matriculation Transfer Credits

- 5.2.1. Students may transfer in credits earned before matriculation subject to institutional limits and prior approval, including Advanced Placement (AP), International Baccalaureate (IB), external study, or equivalent qualifications. These credits are awarded without additional tuition fees and do not count towards the student's overall GPA calculation.
- 5.2.2. A student can transfer in a maximum of 60 pre-matriculation transfer credits.
- 5.2.3. Pre-matriculation transfer credit is subject to assessment of prior study by the Hult admissions team upon receipt of official transcripts from the previous institution(s). Courses taken during prior study must be taken at an appropriately accredited academic institution, have equivalent learning outcomes, be at an appropriate program level, and have at least the same credit weighting as the core or elective course(s) at Hult for which the transfer credit is to be awarded. A US-equivalent grade of C or better is required for each course to be eligible to apply as transfer credit.

5.3. Post-matriculation Transfer Credit

- 5.3.1. Students may transfer a maximum of 12 credits once matriculated as a Hult student, although the total number of transfer credits (pre and post matriculation) may not exceed 60 credits.
- 5.3.2. Courses must be taken at an appropriately accredited academic institution, have equivalent learning outcomes, be at an appropriate program level, and have at least the same credit

weighting as the core or elective course(s) at Hult for which the transfer credit is sought.

- 5.3.3. Transfer credits must be taken at the student's own expense. Hult is not liable for the tuition expenses and associated fees for transfer credits. Students will not receive tuition reimbursements or refunds for courses forgone at Hult due to receiving credits from outside institutions.
- 5.3.4. Grades must be received in the form of an official transcript from the school at which the course was taken.
- 5.3.5. To transfer the grade, students must earn a US-equivalent grade of C or better in the course.
- 5.3.6. Students must submit the appropriate form on myHult to request concurrent enrollment transfer credit and must receive approval in advance of the concurrent enrollment. Students are encouraged to submit requests for transfer credits as early as possible (for example, in order to accommodate local visa timelines). Failure to obtain prior approval for post-matriculation study will result in credit not being awarded.
- 5.3.7. Concurrent enrollment is not permitted for students with an active UK student visa. Requests for concurrent enrollment for all London-based students require prior approval from the UK Visa Team.

5.4. Internships

- 5.4.1. Students are encouraged to complete internships during their program and may take up to a maximum of 15 credits of internship towards completion of their degree. These credits may be earned through multiple internships (of 1.5, 3, or 6 credits) or could be earned through a single internship (15 credits).
- 5.4.2. To be eligible for internship credit, students must meet all academic, administrative, professional and regulatory requirements and obtain all required academic, professional, and regulatory approvals before beginning the internship.
- 5.4.3. Internships must also be pre-approved by the visa team as internships may impact student visa status and/or future work authorization.
- 5.4.4. Internships for credit are formally assessed and graded, and students pay the same fees as any other credit-bearing course.
- 5.4.5. Students are responsible for securing their own internships, but the Career Development department will help provide guidance, resources and opportunities of interest.

5.5. Internships Applied to Major Requirements

- 5.5.1. Internship can be counted towards a major.
- 5.5.2. Students seeking to count an internship towards a major should liaise with Program Management Team who will assess whether the internship is a suitable alternative for a Major Elective course
- 5.5.3. If a student completes an internship worth more than 3 credits, only 3 of those credits can count towards a Major. It is the student's responsibility to make sure they have enough space available in their Degree Audit to place the remaining credits. If the remaining credits cannot substitute an open elective, the student will need to complete their degree with more than 120 credits (and pay the associated cost of those credits over and above the requirement for the program).

5.6. Directed Studies

- 5.6.1. Directed studies are courses that are listed in the Program Catalog but undertaken outside of the normal classroom environment. Students work under the supervision of a faculty member to complete the regular course syllabus.
- 5.6.2. Directed studies are only available in exceptional circumstances and are generally limited to students nearing completion of their degree who require a course in order to graduate where the required course is not offered during that term. Directed study is not guaranteed, and remains at the discretion of the School.
- 5.6.3. Directed Studies are not approved if an alternative class that meets the course requirement is offered on campus.

5.7. Thesis

- 5.7.1. Students who have earned 60 credits or more may register for a thesis, which is worth 3 credits. Requests to register for a thesis must be approved in advance by the Program Management Team.
- 5.7.2. At the start of term, students wishing to take a thesis should liaise with the Program Management Team to agree upon a timeline for completion.

5.8. Capstone Requirements

- 5.8.1. Students may enroll in the Capstone once the applicable eligibility requirements have been met, as outlined in the Program Catalog on myHult.
- 5.8.2. Students must complete a Capstone project in order to graduate. The Capstone must be completed in one of the following formats:
 - **Research Thesis:** an independent, research-based project culminating in a formal written thesis.
 - **Start-up or Business Plan:** development of a new business plan or venture concept. Matriculated international students can only execute business plans at Hult if their visa status permits this. Students should liaise with their campus visa team for further information.
 - **Live Client Project:** application of learning through a real-world project with an external organization.
- 5.8.3. Capstone work must demonstrate the integration and application of learning and meet defined academic standards. All Capstone projects are formally assessed.
- 5.8.4. Failure to successfully complete the Capstone will result in ineligibility for degree conferral until the requirement is met.

PART C: Academic Expectations

6. Academic and Professional Standards

6.1. Introduction

- 6.1.1. Hult students are expected to act with integrity, professionalism, respect and accountability in all academic and non-academic activities. As members of the Hult community, students are responsible for upholding the School's values and contributing positively to the learning environment.

6.2. Honor Code

- 6.2.1. The Honor Code establishes the standards of academic, professional and interpersonal conduct expected of all members of the Hult community. Violations may result in sanctions up to and including dismissal from the School.
- 6.2.2. The Honor Code applies to all students and to conduct occurring on campus, off campus, online, in writing and/or on social media. Once enrolled, students are responsible for understanding and complying with all published policies and procedures.
- 6.2.3. All members of the Hult community are expected to:
- Act honestly and with integrity.
 - Treat others with respect and professionalism.
 - Uphold academic and professional standards.
 - Comply with institutional policies and local laws.
 - Support a safe, inclusive, and respectful learning environment
- 6.2.4. Further information is provided in the Academic Regulations.

6.3. Professional Integrity

- 6.3.1. Professional integrity is incompatible with the following actions:
- Using abusive or obscene language and engaging in any form of deviant or anti-social behavior.
 - Displaying inappropriate and/or offensive reactions when communicating with anyone, including members of staff, students, faculty or visitors.
 - Violent, indecent, disorderly, threatening, or offensive behavior or language, including harassment and bullying towards anyone including students, members of staff, faculty or visitors.
 - Stereotyping, harassing, victimizing, or discriminating on grounds of age, gender, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, or socio-economic background.
 - The possession and/or use of a weapon.
 - The possession and/or use of alcohol or substances under legal age.
 - Unacceptable behavior arising from the consumption of alcohol or other substances.
 - The possession and/or use of illegal drugs or substances.
 - Making false, frivolous, malicious, vexatious, or retaliatory complaints.
 - Violation of the School's attendance policies (for example, falsifying attendance records).
 - Any action that caused, or could have caused, a health and safety concern on the School's premises.
 - Any behavior, action or language which could be considered to bring the institution or the Hult community into disrepute or damage its relationship with corporate connections, accrediting bodies or any other external party.

6.3.2. Classroom behaviours that may be considered unprofessional or disruptive include, but are not limited to:

- Persistent conversations off-topic and in competition with what is being discussed in the classroom.
- Use of devices for non-class activity.
- Persistent lateness (see attendance policy).
- Impeding a student, member of staff, faculty member or visitor's right to express themselves lawfully.
- Walking in and out whilst class is in session.

6.4. Academic Integrity

6.4.1. Any work submitted must be the student's own work.

6.4.2. Violations of Academic Integrity include but are not limited to the following actions:

- Giving or receiving unauthorized aid during an examination or quiz.
- Falsifying data of any kind.
- Giving false testimony, either to protect oneself or someone else (for example, when claiming Mitigating Circumstances).
- Plagiarism (Submitting work without citation that incorporates someone else's ideas).
- Self-plagiarism (Turning in the same work or part of assignments for two or more courses without the explicit approval of all the instructors involved).
- Improper use of generative artificial intelligence (further information is available in the Artificial Intelligence Policy).
- Unauthorized cooperation between students in individual work situations.
- Not abiding by assessment rules.
- Academic dishonesty of any kind.

6.4.3. **Plagiarism** is the failure to adequately acknowledge the ideas, language, or research of others in papers, presentations, or other work. This includes direct, word-for-word copying, as well as the use of ideas, even if the original work is not copied word-for-word. Rules of plagiarism apply to all media through which students might communicate, including oral, graphical, text, or any electronic or physical media. Professors will expect students to provide their own original analysis and opinion, not the work of others.

6.4.4. **Referencing and Generative AI.** Hult follows the American Psychological Association (APA) citation format for all assignments. Guidance on APA citation format is available on myHult. Assignment submissions that include a large amount of third-party materials, even when properly cited, are not usually appropriate. While this is technically not plagiarism if a student provides proper references, the professor may nonetheless conclude that the student did not do the work they were asked to perform and award a low or failing grade for the assignment. Students must comply with course-specific guidance regarding the use of generative AI tools and must appropriately acknowledge such use where required. This includes, but is not limited to, their use for content creation, proofreading, paraphrasing, idea generation and formatting.

6.4.5. **Cheating** is any dishonest action or violation of the stated rules, objectives, or instructions of an assessment, assignment, exercise, or task, including actions intended to gain an unfair advantage over other students.

6.4.6. **Collusion** involves assisting another student in committing academic dishonesty or collaborating on work intended to be completed individually. Similar sanctions will generally apply to both the giver and the recipient of unauthorized assistance.

6.4.7. **Misrepresentation.** If students are found to have submitted false information at any time, such as educational records or business experience, they may be subject to dismissal from

the School, or the revocation of their Hult degree award. Students will be held to this standard before, during, and after their time at Hult.

6.5. Integrity Case Procedures

- 6.5.1. Suspected breaches of Academic Integrity and Professional Integrity are investigated by the appropriate committee. Appeals are reviewed by the Global Appeals Panel.
- 6.5.2. The standard process normally includes:
 - a. Notification of the allegation and suspected violation.
 - b. Opportunity for the student to respond in writing and provide relevant information
 - c. Investigation of the reported matter and review of available evidence.
 - d. Determination whether a violation occurred on the balance of probabilities.
 - e. Determination and implementation of any sanctions.
 - f. Notification of the outcome to the appropriate parties.

6.6. Integrity Investigations

- 6.6.1. To preserve an open and fair academic community, Hult takes its Honor Code matters seriously. Investigations normally conclude within 14 days, although more complex cases may require additional time. Outcomes of individual hearings are confidential and will not be publicly disclosed.
- 6.6.2. Students are expected to cooperate honestly with all integrity investigations. Providing false statements or misleading information or obstructing an investigation may result in additional sanctions.
- 6.6.3. Integrity proceedings are internal institutional processes and not legal or criminal in nature. Legal representation is not permitted. Students are expected to engage directly with the process and all official communications concerning a case.

6.7. Professional Integrity Cases and Sanctions

- 6.7.1. The Professional Integrity Committee (PIC) investigates alleged student conduct violations but does not adjudicate private contractual disputes, including accommodation disagreements, business arrangements, team disputes, or other non-conduct matters between individuals.
- 6.7.2. The campus PIC is responsible for conducting a complete and impartial investigation of suspected Professional Integrity violations and administering any sanctions imposed. In serious cases, it may consult with the Global PIC.
- 6.7.3. Sanctions for professional integrity cases are determined at the discretion of the Professional Integrity Committee (PIC) and may include, but are not limited to:
 - Reprimand: a formal written warning outlining expectations for future conduct
 - Social Probation: conditions may include restriction of specified privileges, exclusion from activities or areas of campus, no-contact directives, and/or other appropriate measures
 - Issuing an Honor Code Violation (HCV) (see Section 6.10)
 - Restitution: reimbursement for damage to, or loss of, property
 - Termination of institutional financial aid and/or scholarship support
 - Removal of eligibility for campus rotation
 - Suspension for a defined period
 - Removal of institutional housing or guest privileges
 - Dismissal from the School

- 6.7.4. Where a sanction is applied, the School will provide a clear explanation of the outcome, including:
- Why the selected sanction(s) were considered appropriate in the circumstances of the case
 - How the decision was reached based on the available evidence
 - Where relevant, why alternative sanctions were not applied
- 6.7.5. In determining outcomes, the School will seek, where appropriate, to prioritize the educational and developmental purpose of the conduct process alongside proportionate accountability.
- 6.7.6. In exceptionally serious cases, the PIC may suspend the student pending the outcome of the investigation. A suspended student may not attend classes, engage in assessments, enter the campus, or use other facilities such as IT services.

6.8. Academic Integrity Cases and Sanctions

- 6.8.1. The Academic Integrity Committee (AIC) reviews suspected breaches of Academic Integrity and determines whether a violation has occurred.
- 6.8.2. The Institution may use electronic and other methods (including the use of third-party systems and services) to detect Academic Misconduct.
- 6.8.3. Academic Misconduct is normally classified by the AIC at one of the following three levels:
- **Level 1: Poor Academic Practice** usually reserved for first offences of minor scale or scope, for example clumsy/deficient referencing, resulting in plagiarism. Repeated Poor Academic Practice, where there has been previous warning, may be considered Academic Misconduct.
 - **Level 2: Academic Misconduct** for example when the misconduct was a result of reasonable misunderstanding, or plagiarism of a restricted scope. Repeated Academic Misconduct, where there has been previous warning, may be considered Major Academic Misconduct.
 - **Level 3: Major Academic Misconduct** generally refers to severe cases, for example cheating in an examination or use of an essay bank or writing service, admission fraud, or substantial plagiarism.
- 6.8.4. An HCV is normally issued only for instances of Level 3 Major Academic Misconduct or repeat instances of Level 2 Academic Misconduct of the same or similar nature.
- 6.8.5. In the case of Level 1 Poor Academic Practice, normally the relevant faculty member (or suitable alternative person) gives feedback to the student, including the nature of the poor academic practice and how it can be avoided in future. The student may receive a written warning and/or be required to resubmit the assignment (possibly with a grade cap). The student may also be required to undertake specific activity such as additional training in good academic practice.
- 6.8.6. Sanctions for Level 2 Academic Misconduct are at the discretion of the AIC, and may include:
- a. Reduction of the grade for the assignment by one or more grades.
 - b. A Fail grade for the assignment.
 - c. Require that the student resubmit the work remedying the Academic Misconduct (which will indicate a grade cap for the resubmission).
 - d. Require the student to undertake additional/repeated training in academic practice.
 - e. Any previously stated sanctions for Level 1 misconduct.
- 6.8.7. Sanctions for Level 3 Major Academic Misconduct are at the discretion of the AIC, and may include:
- a. Reducing the grade for the Course to a Fail.

- b. Suspension or Dismissal from the Program.
 - c. Any previously stated sanctions for Level 1 or Level 2 misconduct.
- 6.8.8. All sanctions imposed by the AIC (whether Level 1, 2, or 3) are recorded on a student's academic record for internal purposes but are not listed on transcripts.

6.9. Appeals

- 6.9.1. Students may appeal decisions of the Professional Integrity Committee (PIC) or Academic Integrity Committee (AIC) on one or more of the following grounds:
 - a. Procedural error that materially affected the outcome of the case.
 - b. New evidence that was not available at the time of the review.
 - c. Substantive bias exhibited by a committee member.
- 6.9.2. In Academic Integrity cases only, students may also appeal on the grounds that the sanction imposed was disproportionate to the violation.
- 6.9.3. Appeals are reviewed by the Global Appeals Panel and must be submitted within 14 days of notification of the original decision.
- 6.9.4. Further information on the appeal process is published in the Academic Regulations.

6.10. Honor Code Violations

- 6.10.1. An Honor Code Violation (HCV) may be issued for serious or repeated breaches of Academic Integrity or Professional Integrity and will remain on the student's permanent institutional record.
- 6.10.2. Students who receive five Honor Code Violations during their enrollment at Hult will be dismissed.
- 6.10.3. Additional consequences for receiving an HCV include but are not limited to the following: reduction of Hult scholarships and other awards e.g., the tuition-free master's program; and ineligibility for various Hult opportunities, such as election to the Hult Student Association and serving as a graduation speaker. HCV receipt may also be considered if students apply for campus jobs.
- 6.10.4. Serious or repeated breaches of the Honor Code may result in suspension or dismissal from the School. The School also reserves the right to suspend or dismiss a student whose conduct materially conflicts with the interest, safety, or reputation of the School and its community.

6.11. Advice, Support, and Guidance

- 6.11.1. Students involved in a Professional Integrity or Academic Integrity matter, including an appeal, may seek advice, guidance, and support from their Program Management Team, Student Development Coach, Academic Advisor, or another member of staff not directly involved in the matter.

6.12. Dismissals

- 6.12.1. Dismissals are final once the appeals process for the outcome has concluded. The Campus Dean will then issue a formal dismissal letter, confirming the outcome.
- 6.12.2. During a period of suspension and or while a dismissal appeal is in review, campus access will be revoked. Students will retain remote access to institutional resources, and any student visa sponsorship will remain in place until the process has concluded. Further information on the dismissal process is published in the Academic Regulations.

PART D: Learning and Assessment

7. Assessment and Grading

7.1. Assessment

- 7.1.1. Hult believes in learning by doing and uses a variety of assessment methods, both formative and summative, to help students grow and develop over the duration of the program.
- 7.1.2. All assignments for assessment are outlined in the course page on myCourses, which is available to students at the beginning of the course.
- 7.1.3. Students must ensure that all assignments are submitted on time, in an approved format (for example, respecting word counts), and must provide the instructor with any relevant information that may affect their performance in advance.
- 7.1.4. Requests for mitigating circumstances regarding assessments must follow the procedure listed later in this section.
- 7.1.5. Students requiring approved academic accommodations should follow the Accessibility, Learning Differences and Accommodations process outlined in PART E in this Handbook.

7.2. Examinations and Quizzes

- 7.2.1. Students required to complete an examination or quiz must do so at the scheduled date and time and must bring a laptop capable to complete the assessment. Where examinations or quizzes are used, students will be required to install the school's anti-cheating software on their device prior to taking the assessment. Failure to bring a working and charged device on which the quiz can be taken does not count as mitigating circumstances.
- 7.2.2. Students who miss an examination or quiz and cannot prove mitigating circumstances will receive a Fail grade for the exam or quiz. Any specific examination rules will be communicated before the exam begins.
- 7.2.3. Students may not wear earphones while taking an exam or quiz.
- 7.2.4. Examinations and quizzes are timed, and students are required to complete their exam/quiz within the allotted time. Time limits will not be extended without approved reasonable accommodations.
- 7.2.5. Information on authorized materials will be provided prior to examination or quiz. Students must not communicate with others, whether within the classroom or externally, or use unauthorised materials, devices, or resources during an assessment. Suspected breaches will be referred to the Academic Integrity Committee (AIC) and may result in academic penalties or other sanctions.

7.3. Viva Voce

- 7.3.1. A viva voce is an oral examination of submitted assessments. Faculty may decide to examine any student or student group through a viva voce to assess the learning and subsequent awarded grade as appropriate.
- 7.3.2. Viva voce examinations may be recorded or transcribed by the School and retained as part of the academic record. Such records may be used as evidence in academic integrity proceedings, appeals, complaints, or other School processes.
- 7.3.3. The AIC may also require a viva voce of a student or student group as a component of a case review.

- 7.3.4. Attendance for the viva voce is mandatory unless mitigating circumstances are submitted at least 24 hours in advance. Failure to attend without approved mitigating circumstances will result in an outcome being decided without the student or student group's input.

7.4. Group Assessment

- 7.4.1. Group assignments, submitted by a student's team, are the responsibility of all students in that team. All students are expected to contribute equally and appropriately to team assignments and students who do not do so may receive a reduced grade for the assignment, including a Fail grade if proven to be a non-contributor to the assignment. Students are not permitted to submit group assignments individually and must work on and submit them as a team.
- 7.4.2. Group assessments require shared responsibility for the quality and completeness of the submitted group work. All students must engage in agreed group processes, participate actively, contribute fairly, and engage consistently throughout the assignment process. Approved academic accommodations do not normally alter the shared nature of group assessment, though exceptions may be granted in limited circumstances where appropriate support can be provided without compromising the integrity of the assignment.
- 7.4.3. For group work, students will normally receive the same grade as their teammates. However, an adjusted grade for an individual (either higher or lower than the 'team grade') may be awarded if it is documented that either:
- The individual has made an exceptional contribution to the group activity and assignment.
 - The individual has made no (or minimal) contribution to the group activity and assignment.
- 7.4.4. Students may be required to demonstrate their understanding of the group's work where contribution is unclear.
- 7.4.5. Where a student withdraws from or disengages from a group assessment, the School may determine an individual outcome based on the work completed. This may include assigning an individual grade or requiring the student to complete additional assessment.

7.5. Late Assignment Submissions

- 7.5.1. Any assignment submitted within 48 hours after the stated deadline will incur a 10% grade deduction for the assignment. Assignment submitted more than 48 hours after the deadline, or not submitted, will receive a Fail grade.
- 7.5.2. In rare cases, late submission may not be feasible (e.g. a live presentation to a client).
- 7.5.3. Mitigating circumstances requests can be submitted in cases of unavoidable late submission.

7.6. Grading

- 7.6.1. All grades released during a course are provisional until formally reviewed and confirmed by the program's Assessment Board.
- 7.6.2. The Assessment Board is responsible for ensuring fairness, consistency and academic standards in the application of assessment and grading processes across courses, campuses, and cohorts. The Board may also consider academic integrity outcomes and other matters permitted under the Academic Regulations.
- 7.6.3. Once confirmed, grades may only be amended as the result of an administrative correction, approved appeal, or formal academic review process.

7.7. Grading Scheme

7.7.1. Undergraduate programs use the following grading system to evaluate student performance:

Letter Grade	Grade Points	In-Course Percentage	Quality Indicator
A	4	93-100%	Excellent; significant strengths & few weaknesses
A-	3.67	90-92%	Very strong performance
B+	3.33	87-89%	Strong; above average understanding
B	3	83-86%	Good; consistent understanding
B-	2.67	80-82%	Fairly good; some minor weaknesses
C+	2.33	77-79%	Adequate; slightly above average
C	2	73-76%	Adequate; balanced performance
C-	1.67	70-72%	Marginally adequate; below average
D+	1.33	67-69%	Weak; limited understanding
D	1	60-66%	Inadequate; major weaknesses
F	0	Below 60%	Fail; does not meet basic standards

7.7.2. Instructors will set more specific evaluation criteria for each assignment, within this framework, as appropriate to the assignment.

7.8. Grade Point Average (GPA) Calculation

7.8.1. A student's grade point average (GPA) is calculated by dividing the total quality points earned by the total credits attempted in letter-grade courses. Pass/Fail courses and acceptor transfer credits are excluded from GPA calculation. Where a course is repeated, the higher grade will replace the lower grade in the GPA calculation. Courses assigned a grade of W not included in GPA calculations. Courses assigned an I grade are not included until a final letter grade is recorded

7.8.2. Example of GPA calculation: if a student takes 5 3-credit courses and receives grades of A, B, B, C, and D respectively, the GPA will be calculated as:

Credits	Grade	Grade Points	Quality Points	GPA
3	A	4	12	-
3	B	3	9	-
3	B	3	9	-
3	C	2	6	-
3	D	1	3	-
15	-	-	39	2.60 (39/15)

7.8.3. Students receive a term grade point average (TGPA) based upon the course grades awarded in a single term, and a cumulative grade point average (CGPA) based upon the sum of all grades awarded by Hult during the degree program.

7.9. Other Transcript Grades

7.9.1. In addition to the letter grades of A, B, C, D, F, the following letter grades may be used and recorded on the transcript:

P (Pass)

Exclusive to Pass/Fail courses, a Pass grade is denoted as P, indicating that the student completed all requirements to complete the course and is awarded the associated credits. There is no grade higher than pass obtainable for the course. Pass grades do not count towards the GPA calculation.

T/AT/UT (Transfer Credit)

Transfer credits do not count towards the GPA calculation.

I (Incomplete)

An Incomplete grade is a temporary award for the period during which the School grants an extension for the submission of course assignments beyond the end of the term, or when the provision of a final grade must be delayed for a valid academic reason, such as investigating a claim of academic misconduct. Incomplete grades must be converted to a final letter grade no later than 90 days from the date of the Incomplete grade being recorded. Students cannot graduate with any Incomplete grades on their permanent record.

W (Withdrawn)

Withdrawn grades are assigned when a student has withdrawn from a course after the Add/Drop period and before the withdrawal deadline. Withdrawn grades do not count towards the GPA calculation.

R (Repeat)

If a student repeats a course, the higher grade counts towards graduation and calculation of the cumulative GPA. All courses and grades remain on the student's permanent academic transcript, including an 'R' for repeated courses.

AU (Audit)

AU is recorded if a student attends a course informally, without working for credit, and is used exclusively for returning alumni.

NG (No Grade)

No grade recorded.

7.10. Grade Confirmation

- 7.10.1. Grades are awarded based on achievement of the published learning outcomes and assessment criteria for each course. Faculty apply grading criteria in accordance with the course syllabus, Academic Regulations, and institutional quality assurance processes.
- 7.10.2. Hult applies a range of academic quality assurance processes, including moderation, second-marking, Assessment Board review, and external oversight where appropriate, to ensure fairness and consistency in grading.

7.11. Grade Appeals

- 7.11.1. Due to this rigorous grading review process, students can only request a grade appeal in the following circumstances:
 - Unable to complete assessment due to mitigating circumstances (please refer to mitigating circumstances section).
 - There was an administrative error in the management of the assignment.
 - The assignment was not run in accordance with the Academic Regulations and/or Program Regulations.
- 7.11.2. Appeals are reviewed in accordance with the Academic Regulations and must be supported by relevant evidence where applicable.
- 7.11.3. A grade appeal will not be considered on the grounds of a disagreement with the academic judgment of faculty, as defined in the Academic Regulations section 10.
- 7.11.4. Students should first discuss any concerns regarding an assignment or course grade with the relevant faculty member. Where a concern is not addressed, grade appeals must in the first instance be discussed and considered with the Program Management Team.
- 7.11.5. Grade appeals must be submitted within 14 days of notification of the assessment outcome. Students are encouraged to contact their Student Development Coach or Academic Advisor

if they intend to appeal, as early as possible, for support during the appeals process to ensure it is submitted in accordance with Hult policy.

7.11.6. The full grade appeal process can be reviewed in the Academic Regulations.

PART E: Engagement and Student Success

8. Attendance and Student Support

8.1. Attendance and Engagement

- 8.1.1. Regular attendance is a key part of the learning experience and success at Hult. Participation and presence are critical for collaboration, learning and contributing to your team and classroom community.
- 8.1.2. The guidance principles for attendance and engagement are as follows:
- **Responsibility:** Students are trusted to manage their own attendance and to communicate proactively with the Program Management Team if they must miss a class session or team meeting.
 - **Engagement:** Class sessions are designed to be active and participatory. Students presence supports individual learning and the learning of their peers.
 - **Self-Tracking:** Students are responsible for their own attendance and must register their attendance accordingly. These attendance records are intended to help students stay aware of their engagement with the learning materials.
- 8.1.3. The School's attendance policy applies to all modes of study and to all students. It is considered an important component of Professional Integrity and the Honor Code.
- 8.1.4. Students are expected to engage in all required academic activities, team meetings and appointments. This includes scheduled meetings with Hult staff, faculty, and students. Cases of non-engagement may trigger the non-engagement process.
- 8.1.5. Students are expected to attend and be on time for all scheduled classes and other scheduled activities, and to attend for the full duration of such classes/meetings. Faculty/staff have the right to deny entry to students who do not arrive for class or other scheduled activities on time. Respect for others' time is part of the Honor Code, and therefore, students who continually arrive late for classes or who continually leave early may be referred to the non-engagement process.
- 8.1.6. Students must arrive within 10 minutes of class starting. Students are required to register their attendance during each class session. Students who do not record their attendance while the class is in progress will be marked absent and may not subsequently request retrospective attendance verification from faculty or staff. Students may not sign other students in for classes or sign themselves in for classes they do not attend. Such action is dishonest and is a violation of the Honor Code. It may also constitute a breach of local immigration law.
- 8.1.7. Students are not permitted to attend classes they are not enrolled in without explicit approval from the Program Management Team.
- 8.1.8. Absences are expected to be rare and limited to personal emergencies or exceptional circumstances. For the purposes of academic progression, Hult does not distinguish between excused and unexcused absences, and all absences are counted towards attendance and non-engagement thresholds.
- 8.1.9. Approved mitigating circumstances may result in assessment extensions or other academic adjustments in accordance with the Mitigating Circumstances policy. All absences continue to count toward attendance thresholds.
- 8.1.10. The School may on occasion provide a class that is taught by faculty or guest speaker who will be appearing online. Students must still attend campus to take part in these sessions, in

line with attendance and visa requirements. Students attending online must log in with their Hult account, must keep their camera on (unless otherwise permitted by the course professor), must be in a professional, non-distracting setting, and must be fully engaged and participating. A student may be removed from the class session for failing to meet any of these criteria (and marked absent) and repeat instances may result in an Honor Code Violation.

8.2. Non-engagement

- 8.2.1. Non-engagement refers to a sustained failure to participate in required academic activity, including attendance, engagement with learning activities, contribution to group work, scheduled meetings, and engagement with faculty or school processes.
- 8.2.2. Where a student misses 30% of scheduled sessions in a course, they will no longer be eligible to have their participation assessment component of the course graded and will receive a formal warning and may be referred to the non-engagement process.
- 8.2.3. Students referred to the non-engagement process may be required to meet with a Student Development Coach and follow an agreed improvement plan. Failure to engage with required interventions, comply with an agreed improvement plan, or demonstrate satisfactory improvement may result in further academic or disciplinary action, including progression restrictions, referral under the Academic and Professional Standards framework, or other actions deemed appropriate by the School.
- 8.2.4. Where a student misses 50% or more of scheduled sessions in a course, they will no longer be eligible to have their assessments graded because with attendance below 50% they will be unable to justifiably meet the learning outcomes of the course. The 50% attendance threshold is assessed at the end of the course, once all scheduled sessions for the course have been delivered. This will likely result in failure of the course due to insufficient engagement with the learning experience.
- 8.2.5. Where approved Mitigating Circumstances have materially contributed to a student's absence, the School may determine that withdrawal from the course is more appropriate than continued enrolment. In such cases, a grade of W (Withdrawn) may be awarded in accordance with the Mitigating Circumstances Policy.

8.3. Mitigating Circumstances

- 8.3.1. Mitigating Circumstances are intended to address short-term, unforeseen events that have a significant impact on a student's ability to meet assessment, attendance, or other academic requirements. They are not intended to support ongoing medical conditions, disabilities, learning differences, or recurring circumstances, which should be addressed through the Accessibility and Accommodations process.
- 8.3.2. Approved mitigating circumstances may result in extensions, assessment adjustments, or other academic accommodations in the following cases:
 - Documented illness of a student.
 - Serious illness of an immediate family member.
 - Death in the immediate family.
 - Traumatic or life-altering event (for example, robbery, fire in the home).
 - Other exceptional circumstances considered by the School to be comparable in severity and impact.
- 8.3.3. Students must submit to the Program Management Team official documentation in English at the earliest convenient time, no later than 14 days after the assessment date or missed class. Medical notes must be obtained at the time of the illness. The School reserves the right to request to see a hard copy of the original document(s). Failure to submit documents meeting the requirements listed in this section will result in the request being denied. Documents submitted with false information will be held accountable to the Honor Code and will result in a Professional Integrity Committee investigation.

- 8.3.4. The Program Management Team will review the request and determine whether an appropriate academic accommodation, assessment adjustment, or extension may be granted.
- 8.3.5. Students whose approved mitigating circumstances result in absence from more than 50% of the scheduled academic activities in a term or course may be reviewed through the non-engagement process. Where continuation is not considered academically viable, the School may require withdrawal from the affected course(s) and assign a grade of W (Withdrawn), where appropriate.
- 8.3.6. Students may appeal mitigating circumstance outcomes. Appeals are reviewed by the Global Appeals Panel. Appeals must be submitted within 14 days of notification of the original ruling. Please see Academic Regulations for the full Mitigating Circumstances policy.

8.4. Accessibility, Learning Differences and Accommodations

- 8.4.1. Hult International Business School is committed to providing equal access to its educational opportunities, programs, and activities. In compliance with the Disability Section of the *Rehabilitation Act* and Section III of the *Americans with Disabilities Act*, and the UK *Disability Discrimination Act (DDA) of 2005* and the *Equality Act of 2010*, Hult will provide reasonable accommodations to students with disabilities or learning differences. A reasonable accommodation is a modification or adjustment to a course, program, or activity that enables a qualified student with a disability or learning difference to obtain equal access.
- 8.4.2. Students with disabilities, learning differences, medical conditions, or other circumstances that may affect their studies may request reasonable accommodations through the Accessibility Team by submitting the required documentation and application form via myHult. Students diagnosed during their studies should begin this process as soon as reasonably possible following diagnosis.
- 8.4.3. Approved accommodations do not normally alter academic standards, learning outcomes, or essential program requirements. Attendance expectations remain in place unless explicitly modified as part of an approved accommodation.
- 8.4.4. Accommodations can only be implemented once the required documentation has been submitted and approved. Until that time, standard academic requirements continue to apply.
- 8.4.5. Students may appeal a reasonable accommodations outcome. Appeals are reviewed by the Global Appeals Panel. Appeals must be submitted within 14 days of notification of the original ruling.
- 8.4.6. Further information on accessibility, learning differences and accommodations is accessible via myHult.

8.5. Religious Accommodations

- 8.5.1. Students may request reasonable accommodations for religious observance where participation in scheduled learning activities or assessments conflicts with their faith commitments. Requests should be submitted as far in advance as reasonably possible.

9. Academic Standing, Progression, and Dismissal

9.1. Academic Probation

- 9.1.1. Academic standing is intended to support student success by identifying students who may be at risk of not meeting the academic standards required for progression and graduation. Students are expected to maintain satisfactory academic performance, engage with available support, and make consistent progress toward completion of their degree.

- 9.1.2. Student academic standing is reviewed at the end of each Fall Term and Spring Term. Students must maintain a cumulative grade point average (CGPA) of 2.00 or higher and demonstrate appropriate academic progression throughout their studies.
- 9.1.3. Students whose CGPA falls below 2.00 at the end of a Fall Term will receive an Academic Warning at the beginning of the subsequent Spring Term. Students are expected to engage with the Program Management Team and follow an academic improvement plan designed to support their academic progression.
- 9.1.4. Students whose CGPA remains below 2.00 at the end of a Spring Term will be placed on Academic Probation at the beginning of the subsequent Fall Term. Students on Academic Probation are expected to engage with the Program Management Team, follow their academic improvement plan, and demonstrate satisfactory academic progress. Students may use the Summer Term, where applicable, to improve their CGPA.
- 9.1.5. Academic Probation will be lifted once a student achieves a CGPA of 2.00 or higher.
- 9.1.6. Academic Probation will normally not extend beyond two consecutive terms. Where a student remains on Academic Probation at the end of the subsequent Fall Term, the student will be considered at risk of Academic Dismissal and will not be permitted to register for subsequent Summer Term. Failure to demonstrate sufficient academic improvement in the subsequent Spring Term will normally result in further academic review and, where appropriate, Academic Dismissal.
- 9.1.7. The School may involve a parent or guardian, where appropriate and permitted by applicable data protection and privacy requirements, to support a student's academic progress.

9.2. Academic Dismissal

- 9.2.1. Students are subject to Academic Dismissal where academic progression standards are not met and sufficient improvement is not demonstrated following Academic Probation and any associated academic improvement plan.
- 9.2.2. A student will normally be dismissed where their CGPA remains below 2.00 at the end of the subsequent Spring Term following placement on Academic Probation, where the requirements of the academic improvement plan have not been met, or where there is continued unsatisfactory academic performance or engagement.
- 9.2.3. The School may proceed with Academic Dismissal at an earlier stage in exceptional circumstances, including persistent non-engagement, failure to respond to academic support measures, failure to meet core academic requirements, or where continued enrolment is no longer considered academically viable.
- 9.2.4. Students on Academic Probation must obtain approval from the Program Management Team before withdrawing from one or more courses after the add/drop period. Approval will not normally be granted where the withdrawal would interfere with the assessment of academic progression or the application of the academic standing requirements set out in this section.
- 9.2.5. Students who complete all credits required for their degree but whose CGPA remains below 2.00 will not be eligible to graduate. Such students may be permitted to enrol for a subsequent term to repeat up to 15 credits of previously completed coursework in order to improve their CGPA to the minimum graduation requirement. Students who fail to achieve a CGPA of 2.00 following this additional enrolment opportunity will be academically dismissed.
- 9.2.6. Academic Dismissal results in termination of enrolment in the program.
- 9.2.7. Academic Dismissal may have academic, financial, immigration, or visa implications. Students are responsible for complying with any resulting institutional, sponsorship, or regulatory requirements.

PART F: Progression and Graduation

10. Academic Progression and Degree Completion

10.1. Classification of Students

10.1.1. The four years of classification for students are:

- First Year (Freshman) = 0-29 credits earned
- Second Year (Sophomore) = 30-59 credits earned
- Third Year (Junior) = 60-89 credits earned
- Fourth Year (Senior) = 90-120 credits earned

10.2. Graduation Requirements

- 10.2.1. Students must complete a minimum of 120 credits and achieve a CGPA of 2.00 or higher. Students must complete all degree requirements, including core course and elective course, as described in the Program Catalog. At least 60 credits must be awarded by Hult with the final 15 credits awarded by Hult.
- 10.2.2. Graduating students who have outstanding tuition fees will not be allowed to participate in the commencement ceremony and will not receive their Hult diploma until the outstanding balance has been paid.
- 10.2.3. Students are responsible for monitoring their progress toward graduation and must apply for graduation in their penultimate term. Failure to apply for graduation may result in a delay in the awarding of a student's degree.
- 10.2.4. Graduating students will receive a digital diploma shortly after the conferral date, and a printed diploma normally within 4-12 weeks depending on delivery location.
- 10.2.5. Official transcripts may be ordered for a small fee, and students are responsible for shipping costs. Unofficial transcripts are available through the student portal.
- 10.2.6. Students who require fewer than the standard academic-year credit load in their final period of study should refer to the applicable Program Terms and Conditions for information regarding tuition charges and any prorated fee arrangements that may apply.

10.3. Maximum Credits

- 10.3.1. The maximum number of credits a student is normally allowed to complete while registered for an undergraduate program is 150 credits. Enrollment beyond this cap requires the approval of the Academic Standards and Quality Committee.

10.4. Maximum Length of Study

- 10.4.1. Students must complete all graduation requirements within six years of matriculation.
- 10.4.2. Further details can be found in the section on "Length of Study" in the Academic Regulations.

11. Academic Distinction and Awards

11.1. Dean's List

- 11.1.1. Students who achieve a term grade point average (TGPA) of 3.60 or higher for a core term (fall/spring) are named to the Dean's List for that term. Students must earn a minimum of 15 credits in a term to qualify. Dean's List standing does not carry forward to subsequent terms and does not constitute ongoing or cumulative status.

11.2. Graduating with Distinction

- 11.2.1. Students who complete the degree program with a CGPA of 3.60 or higher will receive their degree "with Distinction". Distinction is included on the degree certificate and final transcript.

11.3. Other Graduating Specifications

- 11.3.1. **Class Valedictorian.** The student with the highest level of academic achievement within the graduating cohort based on final CGPA and institutional criteria is honored as Valedictorian, representing the top-performing student in the cohort, and will receive special mention at the commencement ceremony.
- 11.3.2. **Beta Gamma Sigma.** Eligible students may also be invited to join Beta Gamma Sigma, the international honor society recognizing academic excellence. Membership is typically extended to students ranked within the top percentage of the graduating class, in accordance with the society's criteria.
- 11.3.3. **Hult Hodges Scholar Award.** The Hult Hodges Scholar Award recognises exceptional academic achievement and contribution to the learning environment. This award is granted to a select group of high-performing students based on combined academic performance and demonstrated engagement, in line with institutional criteria.
- 11.3.4. The School may offer additional academic recognition or award programs at graduation. Eligibility, selection criteria, and recognition are defined and communicated separately.

PART G: Global Opportunities

12. Global Mobility: Campus Rotation and Exchange

12.1. Rotation

- 12.1.1. Hult's unique global campus rotation allows students to gain critical insight into the world's key economies and gain firsthand international business experience. Through face-to-face interaction with international peers and exposure to diverse business environments, students graduate with a broader global network and range of experiences.
- 12.1.2. During electives and Summer terms, or across a whole academic year (a consecutive Fall Term *and* Spring Term), students have the option to rotate to other Hult campuses to complete courses consistent with their program. Students may not rotate for just a single Fall Term or Spring Term.
- 12.1.3. Rotation options are limited by program, eligibility, campus capacity, elective availability, and immigration regulations, and are subject to approval.
- 12.1.4. Students must maintain satisfactory academic standing and continue to meet all program progression requirements throughout participation.
- 12.1.5. Students are responsible for arranging their travel, accommodation, insurance, and visas requirements, and for covering all associated costs related to studying at another Hult campus. Students are expected to consult the Visa and Compliance team where required. Standard tuition fees continue to apply.
- 12.1.6. Students are responsible for reviewing and complying with all the published rotation information and guidance available on myHult. Hult reserves the right to update rotation information at any point during the academic year. Students should consult the published rotation guidance for details regarding eligibility, processes, campus availability and participation requirements.
- 12.1.7. Students must comply with all applicable administrative and regulatory requirements, including visa and immigration conditions. These may affect enrolment status, course load, and academic engagement. Students must obtain the appropriate visa or authorization before participation and must maintain compliance throughout the period of study. Failure to meet academic, administrative, or regulatory requirements may result in the inability to participate, or in withdrawal from the program.

12.2. Exchange Program

- 12.2.1. The exchange program allows students to study at an approved partner institution while remaining enrolled at Hult.
- 12.2.2. Participation is competitive and subject to limited availability. Students must meet defined eligibility requirements, including a minimum CGPA of 3.00, good conduct and financial standing, and sufficient program progression to accommodate exchange.
- 12.2.3. Students must enrol in approved elective courses that align with degree requirements. Courses completed during exchange are recorded as transfer credits and contribute toward degree completion.

- 12.2.4. Students remain enrolled at Hult under standard tuition arrangements, and scholarships remain subject to eligibility conditions. Students are responsible for all personal expenses associated with participation, including travel, accommodation, living costs, visa requirements and any required health or supplemental insurance coverage. Insurance requirements may vary depending on the student's home-campus plan and the requirements of the partner institution or host country.

PART H: Changes to Enrollment Status

13. Leave, Withdrawal and Readmission

13.1. Introduction

- 13.1.1. The maximum time in which students must complete their program is 6 years from the date of matriculation. The maximum time to complete programs includes any periods of Leave of Absence.

14. Temporary Interruption of Studies

14.1. Leave of Absence

- 14.1.1. Students may request a Leave of Absence (LOA) for a period of up to one year at a time by submitting a formal request through myHult. Requests must specify reasons for the LOA, and the request will only be approved if there is a reasonable expectation that the student will return to the program.
- 14.1.2. If approved, the student's enrollment status will change from Matriculated to Leave of Absence. Academic progression is paused during the approved leave period and all outstanding fees remain payable.
- 14.1.3. Students on Leave of Absence must relinquish any leadership roles held within the Hult Student Association (HSA), clubs, societies, or other student's organizations.
- 14.1.4. Where a Leave of Absence request is sent during an in-progress term, academic outcome will depend on the start date of the request to go on leave in relation to the published withdrawal deadline. If the request specifies a Leave of Absence starting prior the withdrawal deadline, unfinished courses will be recorded as Withdrawn. If the request specifies a Leave of Absence starting after the withdrawal deadline, students may not submit remaining coursework after the Leave of Absence start date, and final grades will be determined based on completed coursework and the normal grading rubric for the course.
- 14.1.5. A Leave of Absence cannot be used to avoid academic outcomes, progression decisions, disciplinary proceeding, or Honor Code investigations. Attempts to do so may be treated as a breach of the Honor Code and referred under the Academic and Professional Standards provisions of this Handbook.

14.2. Involuntary Leave of Absence

- 14.2.1. The School may place a student on an Involuntary Leave of Absence where the student has not attended classes, team meetings, or other required academic activities for a period of ten consecutive expected contact days and is either unresponsive to attempts by the School to establish contact or is unwilling or unable to resume normal attendance and engagement.
- 14.2.2. An involuntary Leave of Absence will normally be applied for a full term. Standard Leave of Absence conditions apply.
- 14.2.3. The School may establish conditions that must be satisfied before a student may return to their studies. Failure to engage with the process or meet any conditions imposed may result in further action, including withdrawal or dismissal from the program.

14.3. Fitness to Study

- 14.3.1. Fitness to Study processes are conducted by the Wellbeing Team where there is a concern regarding a student's ability to continue their studies, engage with the learning environment, or where there may be a significant risk to the student or wider community.
- 14.3.2. Fitness to Study processes are implemented where existing support measures have not resolved concerns or where the School determines that additional review is necessary.
- 14.3.3. A Fitness to Study review may consider:
- Risk to the student and/or wider community;
 - Appropriate internal and external support options;
 - The students' ability to continue successfully in the program.
- 14.3.4. Following review, potential outcomes may include:
- Student is fit to continue their studies without conditions.
 - Student is fit to continue their studies subject to specified support measures or conditions;
 - Student is not fit to continue their studies and is placed on LOA.
 - Student is not fit to continue their studies and is withdrawn from the program.
- 14.3.5. Withdrawal through the Fitness to Study process will only normally be considered where all other support mechanisms have been exhausted, concerns remain unresolved, or the review identifies a significant risk to the student or wider community.
- 14.3.6. Fitness to Study processes are conducted in accordance with Hult's Health and Wellbeing Policies. Recommendations made by the Wellbeing Team will be reviewed by Campus Leadership, who will confirm the final outcome to the student in writing.
- 14.3.7. Where a Leave of Absence or withdrawal outcome is issued, the School may arrange a meeting with Campus Leadership and the Wellbeing Team to discuss the outcome, available support and next steps.
- 14.3.8. Students returning from a Fitness to Study Leave of Absence will be required to undertake a return-to-study assessment before reenrollment. This assessment will determine whether the student is fit to resume their studies, whether a Leave of Absence extension is required or in rare cases, whether a withdrawal remains the most appropriate outcome.
- 14.3.9. Students may appeal Leave of Absence or withdrawal outcomes made through Fitness to Study processes. must be submitted within 14 days of notification of the original outcome and will be reviewed by the Global Appeals Panel.

15. Permanent Changes in Status

15.1. Withdrawal from the Program

- 15.1.1. Students may withdraw from the program by submitting the official withdrawal request form through myHult. Withdrawal requests must be submitted before the intended withdrawal date.
- 15.1.2. Withdrawal results in termination of enrolment in the program.

15.2. Dismissal from the Program

- 15.2.1. In addition to the academic (GPA-related) dismissals, the School reserves the right to dismiss a student at any time where conduct constitutes a serious breach of the Honor Code, where a student receives the maximum number of HCVs permitted under School policy, where a

tuition fees remain unpaid, and/or where the student's conduct brings or is likely to bring the School into disrepute.

- 15.2.2. Dismissal results in termination of enrolment in the program. Students will receive formal written notification of a dismissal decision.
- 15.2.3. Dismissal may have academic, financial, sponsorship, immigration, or visa implications. Students remain responsible for complying with all associated institutional and regulatory requirements.

16. Visa and Immigration Implications

- 16.2.2. Changes in enrollment status may have visa and immigration implications. Leave of Absence, withdrawal, dismissal, and other interruptions to study may affect a student's ability to remain in or re-enter the country of study. Dismissal may have academic, financial, sponsorship, immigration, or visa implications. Students remain responsible for complying with all associated institutional and regulatory requirements.
- 16.2.3. Students are responsible for complying with all applicable immigration requirements and must meet with a member of the Visa and Compliance Team prior to their departure and discuss the implications on their immigration status due to the change in their enrolment status. Further information can be found on myHult

17. Returning to Hult (Readmission)

17.1. Returning Following a Leave of Absence

- 17.1.1. Students wishing to return from a Leave of Absence must submit the appropriate form through myHult at least 30 days before the end of the approved leave period. 90 days' notice is recommended where visa processing may be required.
- 17.1.2. Students returning from a Leave of Absence will be subject to the curriculum, degree requirements, course availability, tuition fees, charges, and institutional policies in effect at the time of re-enrolment.
- 17.1.3. Re-enrolment may require the repeat of previous courses, completion of additional academic activity, or other adjustments necessary to support progression and degree completion.
- 17.1.4. If a program has been modified or discontinued during a student's Leave of Absence, the School will make reasonable efforts but no guarantee to:
 - Enable completion of the original program through an alternative combination of courses, or
 - Offer a suitable alternative program with appropriate transfer credit for previously completed coursework
- 17.1.5. Students who do not communicate their intention to return, request an extension of Leave of Absence (where possible), or withdraw from the program at least 30 days prior to the end of their LOA period will be automatically dismissed from the program.
- 17.1.6. Students returning from a leave of absence are subject to the tuition, fees, and charges outlined in the applicable Terms & Conditions in effect at the time of reenrollment, and must pay any outstanding balance in full before rematriculating. If tuition, fees, or service costs have increased since their last enrollment, they will be subject to the updated rates upon their return.
- 17.1.7. The School will send students reminders that they need to contact the school before their LOA is due to end regarding the process for them to return to studies.

17.2. Returning Following Withdrawal or Dismissal

- 17.2.1. Students who withdraw or are dismissed from a program and subsequently wish to return must apply for readmission through the School's re-admission process.
- 17.2.2. Students must wait 180 days from the date of withdrawal or dismissal before applying for readmission.
- 17.2.3. Readmission is not guaranteed, and is subject to consideration of prior academic performance, conduct history, the circumstances leading to the change in status, program availability, curriculum requirements, course capacity, and applicable visa requirements.
- 17.2.4. Students readmitted following academic dismissal may be required to follow a tailored academic plan, including repeating courses previously attempted in which they earned a D or Fail grade for, therefore maximizing their likelihood of successfully completing the program.
- 17.2.5. Students readmitted following the dismissal resulting from Honor Code Violations (HCVs) will return with one HCV removed from the calculation for future dismissal purposes. For example, a student dismissed following a fifth HCV will return with 4 HCVs remaining on record for progression purposes.
- 17.2.6. Students approved for readmission will be subject to the tuition fees, and charges outlined in the applicable Terms & Conditions in effect at the time of reenrollment, and must pay any outstanding balance in full before rematriculating. If tuition, fees, or service costs have increased since their last enrollment, they will be subject to the updated rates upon their return. Any scholarship from previous enrollment is subject to reassessment and may be rescinded or reduced.
- 17.2.7. Returning students may also be required to follow a revised academic plan and meet current program requirements.
- 17.2.8. All readmissions are subject to local visa rules.

PART I: Student Community

18. Student Life Supported Activities and Events

- 18.1. Hult encourages student-led initiatives and initiatives that contribute to the student experience and community. Any event, project, or activity conducted in the name of Hult, uses Hult branding, involves external participants, or require use of School facilities must receive prior approval from the Student Life Team.
- 18.2. Students must submit requests with 2 weeks' notice ahead of the event to allow for review and planning. Approval may be denied where proposals do not meet School requirements or where insufficient time is available for review and preparation.
- 18.3. Event, project, or activity that have not been approved may not use the Hult name, branding, resources, or facilities. Hult is not responsible for costs associated with the unapproved activities.
- 18.4. Further information on event planning requirements, submission procedures, timelines, and approval processes is available on myHult and from the Student Life Team.

19. External Review of Appeals and Complaints

- 19.1. For details on appealing externally, please see Section 12 of the Academic Regulations.

20. Maintaining Visa Status

- 20.1.1. Student visa holders must meet certain regional obligations in order to maintain lawful immigration status. Full information on regional visa conditions can be found on myHult.
- 20.1.2. Visa rules are outside the control of the School and are subject to change. Failure to comply with relevant visa obligations will put a student's visa status in jeopardy. Obligations include but are not limited to:
 - Initially reporting their arrival to campus by the designated program start-date to the Visa Team.
 - Regular attendance of scheduled classes in person and on campus.
 - Continuous engagement with the program.
 - Maintaining good academic standing.
 - Following state/country laws.