



HULT
INTERNATIONAL
BUSINESS SCHOOL

THE UNDERGRADUATE SCHOOL

Hult Student Handbook 2017-2018

The Student Handbook and the Academic Regulations serve to assist students in understanding the policies, procedures, and services of Hult International Business School. Students are responsible for familiarizing themselves with the policies and procedures described in these publications. Any questions should be directed to the offices of the Deanery, Registrar and / or Student Services.

Every effort has been made to ensure that the Undergraduate Student Handbook and Academic Regulations are accurate upon publication. As policies dealing with academic, financial, and other matters are regularly reviewed, it may become necessary to make changes to these. The School reserves the right to make changes in its policies and procedures, program curriculum, calendar, tuition fees, refund policy, and degree requirements whenever it is deemed necessary or desirable. Notice of change will be given as is reasonable and practical in the circumstances. Such changes will be effective for all students.

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INTRODUCTION

MESSAGE FROM THE DEANS

Welcome to Hult International Business School. We are pleased that you are joining us at one of the world's most international business schools. The force driving everything we do is a deep commitment to internationalism. At Hult over 120 nationalities are represented in our student body, and our commitment to internationalism penetrates every aspect of the classroom. It shapes our cultural and social activities and allows us to create a forum for alumni all over the world to network with each other, both socially and professionally, long after they have graduated. At Hult, we are confident that as you follow your own path toward graduation, your experience in our dynamic and innovative community will be rewarding and inspiring. Here you will find a lively and committed faculty, knowledgeable in their subject areas and genuinely interested in helping you develop your own intellectual curiosity. We want you to leave us with not only strong career prospects, but also with the type of well-rounded education that will enable you to be a confident leader in today's global community. In years to come, we hope you will look back upon your education, not only for the qualifications achieved and the career steps taken, but also for the friendships forged and the life lessons learned.

We look forward to sharing your educational journey.

Ronan Gruenbaum, London Campus Dean
Sam Lee, San Francisco Campus Dean
Jannicke Roos, Executive Vice President

ABOUT THE SCHOOL

Hult International Business School is a global school with campuses in London, San Francisco, Boston, Dubai, Shanghai, and the Ashridge Campus Estate in Hertfordshire. The undergraduate program currently runs in London and San Francisco, with summer rotations available in Boston, Dubai, Shanghai. The School aspires to create a vibrant academic environment for its students, with the aim of achieving global recognition of its outstanding academic rigor and excellence. In all of its endeavors, the school seeks to deliver programs that are of direct relevance to the world's leading employers. As such it is focused on "learning how to do," doing business in a global environment, and conducting such business in an ethical manner. In determining how to deliver such programs, the School has developed close ties with industry leaders in the countries it operates in.

Vital to the delivery of such programs and the creation of a dynamic academic community is the necessity to ensure that all policies are applied across all campuses. This Handbook ensures that all students have a reliable set of guidelines to follow during their course of study, regardless of which campus or campuses they visit during their studies.

MISSION STATEMENT

We strive to be the most relevant business school in the world. By using our global reach and always being creative, entrepreneurial and on the cutting-edge, our aim is to have a positive impact on individuals and organizations by transforming their management practices. In so doing, we hope to be the business school of choice for existing and aspiring leaders. We will contribute to sustainable growth, helping leaders integrate commercial success and societal wellbeing.

HOST COUNTRY LAW STATEMENT

All students are reminded that they are subject to the local laws and regulations of their host country and these laws may differ substantially from the laws in the students' home countries. Students who

have questions about local policies are advised to contact Student Services, 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 local authorities and suspend the internal process until such investigations are concluded. Students may additionally be suspended temporarily or partially excluded from specified Hult facilities, services and/or placement pending the outcome. Hult may instigate its Disciplinary Process on completion of Police and/or other criminal investigations and will take account of the outcome of any such actions.

STATEMENT OF ACADEMIC FREEDOM

The School affirms the rights of faculty members and students to academic freedom. Academic freedom is the academic privilege of faculty and students to pursue knowledge, to speak, and to write their own opinions, ideas, and philosophy without punishment.

All assessments and evaluations of students and faculty are based 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.

EXECUTE YOUR EDUCATION WITH INTELLIGENCE AND INTEGRITY

As a student, you are the CEO of your learning process. It is essential that you take ownership of this enterprise, plan well for its future, and prepare thoroughly for every contingency that might arise. The Hult Undergraduate Student Handbook is one of the key resources that can help you identify the risks and rewards of your educational choices. If you have any questions concerning the policies and procedures outlined here, please do not hesitate to consult with the Deans, Registrars, and other relevant staff for clarification and support.

KEY CONTACT INFORMATION

Campus Phone Numbers

London Campus +44 (0) 20 7636 5667

San Francisco Campus +1 (415) 869 2900

For all other contact information (email or phone) please refer to my.hult.edu.

Staff and Faculty Email

All staff emails are their full names separated by a full stop/period followed by @hult.edu (i.e. john.smith@hult.edu)

All faculty e-mails are their full names separated by a full stop/period followed by @faculty.hult.edu (i.e. john.smith@faculty.hult.edu)

You will find a full list of staff and faculty on my.hult.edu.

ADMISSIONS

START DATES

The School offers two start dates: Undergraduate applicants may enroll in September or in January. For our admissions and application requirements, please refer to our website hult.edu/undergraduate.

DOCUMENT SUBMISSION

It is the responsibility of each student to ensure that all outstanding admissions documents are received by the School by Registration day. The School will not issue transcripts to students who have not submitted all necessary admissions documents by Registration and no later than the end of the end of the first semester.

ADVANCED PLACEMENT CREDITS

Students with advanced qualifications beyond US 12th grade standard studies and UK levels 3 and 4 (e.g., A-Levels, French Baccalaureate, International Baccalaureate, Advanced Placement Examinations, German Abitur, or the Italian Maturità) may be awarded up to a maximum of 30 advanced course credits for their successful completion, depending on final grades awarded. A list of typical credits granted and minimum grades required is hosted on the Hult website at hult.edu/credits. For more information on advanced placement credits please check the Academic Regulations.

TRANSFER UNIVERSITY CREDITS

Students who have earned academic credits at an accredited university are eligible to transfer part or all of these credits to the Hult International Business School Undergraduate degree—a maximum of 60 credits can be transferred into the Hult degree. Credits can be transferred as long as the subjects are relevant and similar to Hult's curriculum and the earned grades are above average. All transfer credits obtained prior to matriculation must be presented to Hult for assessment before the end of the first semester at Hult. Following matriculation, any transfer credit request must receive the written approval of the Dean before the student registers for such non-Hult coursework, and non-Hult transcripts must be sent to Registry within one calendar month of completing such coursework. The maximum number of non-Hult credits that may be transferred to Hult after matriculation is 12 credits. For more information on transfer credits please check the Academic Regulations.

THE HONOR CODE

Hult students are expected to behave in a manner that is considerate of others, and does not jeopardize the health and safety of others or damage the good order or the reputation of Hult. Students are individually responsible for their conduct. They, as well as other members of the Hult community, are expected to use reasonable and sound judgment in their daily campus life and to show due concern for the welfare and rights of others.

Hult is committed to enforcing the Honor Code. The School reserves the right to suspend or dismiss any student who at any time commits a serious or persistent breach of the Honor Code, or is convicted of a criminal offense, or acts in any way which is contrary to the interests of the School or the students, or which could damage Hult's reputation or bring it into disrepute. Investigations into allegations of this nature will be carried out in accordance with disciplinary procedures outlined below.

Ignorance of the Honor Code will not be considered a legitimate excuse for violation of them. It is the student's responsibility to understand Hult's policies and procedures and abide by them.

All students sign the Honor Code during their induction and orientation to Hult, indicating that they have read, understood, and will abide by the Honor Code governing their behavior during the course of their study at Hult.

OVERVIEW

Hult has a duty of care to all those who form part of its community. Moreover, Hult wishes to uphold and promote certain standards and values fundamental to its underlying purposes of teaching and practice. The School also has the right to protect its reputation and, where necessary, defend its good name.

The Student Honor Code makes reference to the expectations Hult has of its students to conduct themselves with due regard to their legal and professional responsibilities, with good sense, and with due consideration for other members of the Hult community and the community at large.

SCOPE AND ELIGIBILITY

Any student registered with Hult is subject to the Student Honor Code. A student is anyone who is registered on a course of study run by Hult, whether or not the course leads to a final award, wherever they are based and regardless of their mode of study. The Honor Code extends beyond the immediate Hult community, services, and facilities, and includes activities within placements and the wider community.

Students may also be subject to the disciplinary process when allegations about their behavior are deemed to have the potential to bring Hult into disrepute, even where the alleged behavior has not taken place on its campuses/sites. An allegation may be made against a student by another student, a member of Hult staff, or a representative, including mentors, placement-related staff, and other agents of the School.

In the case of an alleged breach of the Honor Code by students under the age of 18, the disciplinary process may involve parents or guardians, depending upon the nature of the allegation(s), at any point in the process. Copies of correspondence may be sent to the parent or guardian of that student. A parent, guardian, care-giver, or Safe Person may also be present at a disciplinary interview or hearing to ensure consideration is given to safeguarding children issues.

The Honor Code and disciplinary process operate in conjunction with, and in support of, the procedures and codes of conduct of professional bodies and other university policies and regulations. Where an allegation of harassment or bullying has been made, the disciplinary process recognizes that what one individual considers acceptable may cause distress to another and therefore takes into

consideration the perceptions and feelings of those involved. In determining whether or not an allegation of harassment or bullying is upheld or not, the Disciplinary Review Committee will apply the test of reasonableness and will make a decision on the balance of probabilities, even where corroborative evidence is not available.

KEY PRINCIPLES OF THE HONOR CODE

The Honor Code is a standard of conduct firmly observed throughout the School. All members of the community are expected to treat others with respect. Honesty in academic matters, as in all others, is an expectation of all members of the Hult community. Violations of the Code are considered a serious breach of conduct and may result in severe penalties. Hult students are expected to:

- Be civil in words and deeds;
- Be honest in work, action, and speech;
- Respect the privacy of others' feelings and property;
- Respect the cultural differences of every individual;
- Extend courtesy to every individual;
- Attend every class, appointment, or assigned commitment on time;
- Obey local and national customs, rules, and laws;
- Report any violation of the Honor Code when a breach has been witnessed.

The Honor Code expresses the importance of honesty and respect shared by all members of the Hult community. As members of the Hult community:

- We actively foster an atmosphere of trust, honesty, and respect;
- We presume that each individual will live up to his or her highest personal standards as well as those of the community;
- We agree to respect the property of our School and of others;
- We agree not to tolerate theft, vandalism, and other such forms of disrespect;
- We agree not to tolerate cheating by giving or taking improper academic aid;
- We agree not to plagiarize;
- We agree that if we witness any violations of this code, we will handle the situation responsibly by either addressing the situation directly or discussing it with a person of authority;
- We agree that we will consult with a person of authority whenever it is unclear whether a given course of action may violate the Honor Code.

ACADEMIC INTEGRITY

Any work submitted for academic credit must be the student's own work, no matter how small or insignificant the assignment, whether it is graded or ungraded, a draft or a final version. Academic integrity is incompatible with the following actions:

- Giving or receiving unauthorized aid during an examination or quiz
- Falsifying data of any kind (for example attendance records)
- Giving a false reason for requesting a make-up examination, an extension on an assignment, or an excused absence
- Giving false testimony (either to protect oneself or someone else) to someone investigating a possible Honor Code violation
- Turning in the same work for two or more courses without the explicit approval of all of the instructors involved
- Failing to take responsible action upon witnessing or becoming aware of an Honor Code violation
- Submitting another student's work without that student's knowledge
- Submitting work by a student where another student has willingly provided that work
- Unauthorized cooperation between students in individual work situations
- Submitting without citation work that incorporates someone else's ideas, for example sentences copied, wholly or partially, from:

- a book, article, essay, or newspaper
- another student's paper, notebook, or exam
- the Internet or any other written, printed, or media source, whether or not the material in question is copyrighted
- Statements paraphrased without attribution from written or printed media material, including websites
- Ideas taken from books, essays, and websites that serve as unreferenced starting points, governing issues, illustrations, and the like.
- Committing any of the above acts of academic dishonesty constitutes a violation of Hult's Honor Code.

PLAGIARISM

Hult shares the concerns of many educational institutions regarding the increased opportunities for academic dishonesty available in the digital age. The following guidelines are intended to help students recognize and avoid committing acts of plagiarism.

Each submission must represent the student's own original work and ideas. Students must make a submission for each individual assignment; submitting the same document multiple times on different occasions constitutes self-plagiarism and results in an F grade for the assignment. Any information students draw from another source and include in their own works—whether without changes or with major editing—must (a) be properly formatted to show what material, if any, is being quoted or paraphrased, and (b) be accompanied by a reference to the original source. If material from external sources is not properly cited, the inclusion of such material could be considered plagiarism.

These rules regarding plagiarism apply to all source media: oral communications, written texts, audiovisual media, e-books, or the Internet. They also apply to all media through which students might communicate: oral, graphical, text, or any electronic or physical media.

Students' use of the ideas or writings of another individual, in any assignment, and submitting such to an instructor as their own work is considered plagiarism and is in direct violation of the Honor Code.

In order to decide whether a student is in danger of committing plagiarism, he/she can apply this simple test: "When I include source material in my paper, could a reader mistakenly interpret it as my own?" If so, then it is likely that the student has plagiarized.

Note that assignments will be submitted to the plagiarism-checking tool, Turnitin, or Proctorio via **mycourses.hult.edu**.

As a general rule, if in doubt, students should always ask their instructor for clarification regarding the rules of plagiarism.

Students' should follow APA v6 referencing which can be found in the *Student Handbook Appendices*.

CHEATING

Getting help on an examination or assignment from a disallowed source is considered cheating. This includes using unauthorized notes or outside sources of information (such as books, e-books, websites and search engines) during in-class examinations and in-class assignments, as well as copying or paraphrasing the work or ideas of another person (except for texts and notes associated with the course) without the permission of the instructor. Cheating constitutes a violation of Hult's Honor Code.

COLLUSION

Collusion is a form of cheating. It includes voluntarily assisting in another student's cheating and/or helping another student in an unauthorized manner whether the latter has requested assistance or not. Collaborating on an assignment which calls for individual work is also considered unacceptable.

academic behavior. Collusion and unauthorized collaboration constitute violations of Hult's Honor Code.

NON-ACADEMIC MISCONDUCT

Behaviour that is regarded as misconduct includes:

- Using abusive or obscene language and engaging in any form of deviant or anti-social behaviour
- Displaying inappropriate and/or offensive reactions when communicating with any member of staff, students, or faculty
- Violent, indecent, disorderly, threatening, or offensive behaviour or language (whether expressed orally, in writing and/or social media) including harassment and bullying towards any student, member of staff, faculty, or visitors
- Harassing, victimizing, or discriminating against any person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, pregnancy, maternity, marriage, or civil partnership, colour or socio-economic background
- The possession and/or use of illegal drugs or substances
- Making false, frivolous, malicious, or vexatious complaints
- Unacceptable behaviour arising from the consumption of alcohol or other substances
- Any action that did cause, or could have caused, a health and safety concern on University premises

The above list not exhaustive, and misconduct applies to any other action not listed above that the School construes as misconduct.

MAINTAINING THE HONOR CODE

With respect to curricular activities, faculty and staff will maintain the Honor Code throughout the learning and examination process. In doing so, they will:

- Give students clear instructions, both on the syllabus and in the classroom, regarding what is expected in terms of academic integrity related to individual and team assignments;
- Inform students that any suspected incidences of an Honor Code violation will be passed directly to the Academic Integrity Committee for review and adjudication;
- Urge students to consult with faculty prior to submitting anything about which they have questions concerning possible Honor Code infractions.

With respect to extra-curricular activities, faculty and staff will maintain the Honor Code on all Hult campuses and at all Hult events off campus. In doing so, they will:

- Give students clear instructions about what is expected of them in terms of behavior on campus and at Hult events;
- Inform students that any suspected incidences of an Honor Code violation in this context will be passed directly to the Disciplinary Review Committee for review and adjudication.

Staff will assist you wherever possible to answer any questions you may have about the Honor Code and Honor Code violation procedures. It is each student's responsibility to understand the School's Honor Code and procedures.

HONOR CODE REVIEW PROCEDURES: CURRICULAR ACTIVITIES

The Academic Integrity Committee is responsible for conducting a complete and impartial review of any suspected infraction, notifying the student concerned, the student's faculty member(s), and the academic administration of its findings and any sanctions recommended. The Academic Integrity Committee makes its recommendation to the Dean, who then determines and administers any sanctions imposed.

- Once the student's name is submitted to the Academic Integrity Committee, the student will be notified that a case has been reported and will be given details of the suspected violation.
- The student will be given the opportunity to describe what happened in his/her own words, including any extenuating circumstances that the student wishes to present.
- The Academic Integrity Committee will investigate the suspected violation, taking care to include all relevant information and speaking to the relevant parties.
- The Academic Integrity Committee will make a determination whether a violation occurred using a "more likely to have happened than not" standard.
- If the Academic Integrity Committee determines that a violation has occurred, it will recommend sanctions to the Dean and notify the appropriate parties.

Please note: To preserve an open and fair academic community for all, Hult takes its Honor Code seriously. In order to investigate a claim exhaustively, contact all relevant parties, and ensure that a fair decision is arrived at based upon full facts, the Academic Integrity Committee may, on occasion, take substantial time before making a ruling. Furthermore, owing to privacy concerns, results of individual committee hearings will not be publicly disclosed. A fair process normally takes about thirty days, but the timing of rulings will depend upon the situation.

HONOR CODE REVIEW PROCEDURES: EXTRA-CURRICULAR ACTIVITIES

Extra-curricular Honor Code infractions are reviewed and administered by Hult senior staff. As necessary, and always for serious allegations, a Disciplinary Review Committee, formed of appropriate members of Hult staff, will be responsible for conducting a complete and impartial review of any suspected infraction. The number of staff that will be involved will depend on the severity of the violation. The Disciplinary Review Committee determines and administers any sanctions imposed. The student(s) concerned may appeal the result to the Global Disciplinary Review committee.

- Once an extra-curricular allegation has been made, the student will be notified that a case has been reported and will be given details of the suspected violation.
- The student will be given the opportunity to describe what happened in his/her own words, including any extenuating circumstances the student wishes to present.
- The Disciplinary Review Committee will investigate the suspected violation, taking care to include all relevant information and speak to the relevant parties.
- The Disciplinary Review Committee will determine whether a violation occurred using a "more likely to have happened than not" standard.
- Where a violation is determined to have occurred, the Disciplinary Review Committee will determine and implement sanctions and notify the appropriate parties.

Please note: To preserve an open and fair academic community for all, Hult takes its Honor Code seriously. In order to investigate a claim exhaustively, contact all relevant parties, and ensure that a fair decision is arrived at based upon full facts, the Disciplinary Review Committee may, on occasion, take substantial time before making a ruling. Furthermore, owing to privacy concerns, results of individual committee hearings will not be publicly disclosed. A fair process normally takes about thirty days, but the timing of rulings will depend upon the situation.

ADVICE, SUPPORT, REPRESENTATION AND GUIDANCE

Help, support, guidance, and representation are available to Hult students. It is the responsibility of the student against whom an allegation has been made to seek advice and assistance where necessary. In addition, a student wishing to make an allegation is also entitled to assistance, support, representation, and guidance from any faculty or staff who are not personally involved. Students may be accompanied during the Disciplinary Process by a relevant person, or by a fellow student. Alternatively, they may be accompanied by a parent, guardian, care-giver, family member, or safe person as appropriate.

HONOR CODE SANCTIONS

Where it is determined that an Honor Code violation has occurred, the appropriate committee will determine and impose one or more of the most appropriate sanctions from the following:

- Reprimand: a written warning to a student, added to a student's permanent file, including notice that further violations of the same or other regulations will result in more severe disciplinary sanctions.
- Grade Penalty: an adjustment to the grade awarded within the course(s) in which an Honor Code violation occurred. This may be a partial grade reduction, or a failing grade for the entire course, at the discretion of the Academic Integrity Committee.
- Termination of Institutional Financial Aid and/or Scholarship.
- Suspension: a written notification of the termination of student status and exclusion from further enrolment for an academic semester or a full academic year.
- Dismissal: a written notification of the permanent termination of student status and exclusion from further enrolment at Hult International Business School.
- Letter of Apology: a formally written letter of apology by the student, either private or public, to an individual, an outside agency, or the School.
- Restitution: a full and complete reimbursement for damages to, or destruction or misappropriation of, the property of the School or others.

Additionally, all students who violate of the Honor Code are automatically placed on Disciplinary Probation, and are therefore subject to some or all of the following conditions:

- Disciplinary Probation: a written notice placing conditions upon the student's continued attendance at Hult. Disciplinary probation shall specify the period and the condition of the sanction. The period may range from one academic semester to the remainder of the degree program.

Conditions may include, but are not limited to, any or all of the following:

- Removal from and/or restriction of access to specified campus facilities.
- Loss of privileges to participate in, or to attend, any or all events sponsored by Hult or by Hult students
- Loss of privilege to represent Hult in specified manners
- Denial of campus rotation for a specified period of time
- Loss of privilege to hold office in any or all Hult-approved organizations, and/or removal from any current post;
- Loss of graduation honors (graduating 'with Distinction') and/or removal from the Academic Excellence track;
- The termination of institutional employment;
- Required participation in certain groups and/or programs.

CONFIDENTIALITY

All allegations of breaches of the Honor Code will be handled with due consideration to confidentiality. Where allegations are proved, or admitted, notification of the outcome will be placed on the student's file. The School may take further action in an extension to the Disciplinary Process where there are implications for the student's program of study. Where requested, the person who raised the allegation will be informed that the Disciplinary Process has been completed and whether the allegation was upheld or not. Hult reserves the right to disclose to a third party seeking a reference any matters on a student's file which it considers to be relevant. The student will be informed that a reference has been provided in such circumstances. Data collected as a result of this policy will be treated in accordance with the Data Protection Act, The Family Educational Rights and Privacy Act and relevant Hult policies.

MONITORING, EVALUATION AND REVIEW

The Honor Code is subject to formal review where new legislation, regulations or codes of practice are introduced. The School, on completion of investigations, retains all documentation. Anonymous data are extracted for reporting purposes.

ACADEMIC POLICIES AND PROCEDURES

DEGREE REQUIREMENTS

Students working towards an undergraduate degree must satisfactorily complete a minimum of 120 credit hours of coursework, with a cumulative grade point average of 2.00 (C) or better for all work completed with letter-grade credit. Students must satisfactorily complete all requirements of the degree program as set out in the current Undergraduate Program Catalog and Program Specification.

Those who satisfy all program requirements (including participation in all courses, payment of all financial obligations, return of all library materials, and completion of all evaluations), who have no outstanding Honor Code issues, and who have a final GPA of 2.00 or better are granted the appropriate degree. Degree awards are recommended by the program's Assessment Board and the award made the Academic Board.

CLASSIFICATION OF UNDERGRADUATE STUDENTS

Newly enrolled students are designated as First Year Students. To be classified as a Second Year Student, an undergraduate student must have earned 30 credits; as a Third Year Student, 60 credits; and as a Fourth Year Student, 90 credits. Transfer students will be designated according to the number of transferable credits earned in prior study.

FULL TIME STUDENT STATUS

A student is classified as a 'full time' student at Hult if he/she has been registered for at least 15 credits in Fall semester, 15 credits in Spring semester, for a total of 30 credits during the core academic year. In some case students will be allowed to register for 12 credits including students that in their first semester on the English Development Program. Students may take less than 15 credits if it is their final semester. Students may take additional credits during Summer 1 and Summer 2 terms, but credits taken during Summer terms do not count towards the accumulation of 'full time' status. Students who participate in campus rotation during one or both Summer terms may need to take a minimum of 6 credits each Term to meet full-time student status for immigration purposes.

ADDING AND DROPPING COURSES

Students may add or drop courses before the end of the first week of classes using the Student Portal. The add/drop deadline for each semester is listed in the academic calendar. Students are responsible for all coursework and materials covered during the Add/Drop Period, regardless of registration status during that time.

WITHDRAWING FROM COURSES

Students can withdraw from a course after the add/drop period and before the withdrawal deadline by contacting the Registrar's Office. The withdrawal deadline for each semester is listed in the academic calendar. Students who withdraw before the deadline will receive a designation of 'W' (Withdrawal) for the course on their permanent record. 'W' grades are not included in the computation of the GPA. No withdrawals will be permitted after the published withdrawal deadline for each semester or term. A withdrawal counts as a full course in the calculation of program fees (i.e. there is no refund for courses in which a student earns a 'W' grade).

Note for international students: Students who withdraw from a course and subsequently fall below the minimum credits for full time student status are likely to be in violation of the terms of their student visa, and as such may be required to leave the country.

ATTENDANCE POLICY AND MITIGATING CIRCUMSTANCES

Classroom attendance is a vital component in the School's mission to foster an effective learning environment for its students. As such, all students are expected to attend all classes. Any time a student is absent from class, for whatever reason, the absence is recorded, both for immigration purposes and for School regulations. Deliberate and persistent non-attendance may be considered a violation of the School's Honor Code and may impact a student's grade if teamwork is an assessment method.

Furthermore, there are specific attendance requirements, outlined below:

- Students who are absent during the first week of classes will be automatically dropped from the course. Students on the Waitlist will then be added to the course.
- Students who fail to attend 70% or more of the course will automatically receive an 'F' grade for the final assessment (whether that is an exam, a report or a team presentation, regardless of the weighting of the assignment) of the course.
- Students who have approved mitigating circumstances and attended 60% or more of the course will receive an "Incomplete" for the assessments missed. "Incomplete" is an official grade awarded by the administration stating the mitigating circumstances and the assessments and deadlines that need to be completed. A grade of Incomplete ('I') is granted only when the Registrar's Office receives a written request for an extension from the student, with approval of the instructor and the Dean or designated Associate Dean. (Request for Extension forms are available in the Registrar's Office.) For more information please refer to the *Incomplete Grade* section in the *Student Handbook*.
- Students who have approved mitigating circumstances and attended less than 60% of class, will be dropped from the course.

When the academic performance of a student has been materially affected by exceptional circumstances that could not reasonably have been foreseen by the student such as death of a close relative ("Mitigating Circumstances"), the student may request the Campus Dean for changes to the assessment arrangements for an Assignment.

Mitigating Circumstances are not approved if:

- a. The circumstances were reasonably foreseeable and/or inadequate steps were taken to mitigate their effect.
- b. Allowance for the same circumstances has already been made (e.g. in Special Assignment Arrangements or authorized Late Submission).

The following are not considered as Mitigating Circumstances:

- a. The pressure of academic work, employment or non-work commitments
- b. Misunderstanding of assignment requirements
- c. Poor time management
- d. The loss of material due to inadequate IT backups or human error by the student

It is the student's responsibility to:

- a. make a formal request for Mitigating Circumstances to the Campus Dean
- b. provide the necessary evidence, e.g. medical certificates

The request for Mitigating Circumstances is considered by the Campus Dean, who may authorize a Late Submission, a re-attempt 'as if for the first time' at a later date or similar change. Exceptionally, the Campus Dean may propose that the Assessment Board considers an adjusted mark. In such circumstances, the student's assessed work is graded as if there were no Mitigating Circumstances and any adjustment to the grade of an assignment or conduct of assessment made subsequently by the Assessment Board using its Academic Judgement. The outcome of the request for Mitigating Circumstances is communicated to the student after the Assessment Board.

LATE SUBMISSIONS

Systematic grade penalties will be applied for all late assignments which have not been administratively excused (e.g. medical or family emergencies). A grade penalty of 10 percentage

points (equivalent to 1 letter grade) will be applied for each day (including weekends) for which an assignment is late.

LATE ATTENDANCE

Late attendance is at the discretion of the instructor and will be outlined in the class syllabus. If lateness results in a missed deliverable, then a grade of zero (F) will be recorded.

Hult operates a strict policy on punctuality. Students are expected to be in the class ten minutes before the class starts. Students are permitted to enter the classroom up to 5 minutes after the scheduled start time of the class. After 5 minutes, students must not enter the class and will be considered absent (the attendance readers will register any attempt to enter late as absent). If, at the start of the class, the instructor starts an assessment, students arriving up to 5 minutes late will not be entitled to extra time for the assessment.

ATTENDANCE RULES FOR STUDENTS ON ACADEMIC PROBATION

The School adheres to a strict and separate attendance policy for students on academic probation. Any student currently on academic probation must attend at least 80% of all scheduled class sessions in a given semester or term.

ATTENDANCE AND U.K. IMMIGRATION RULES

For students on a U.K. student visa the United Kingdom's immigration legislation states that, unless the student has communicated genuine mitigating circumstances to his or her place of study, if a student misses 10 consecutive working days of classes, Hult must inform United Kingdom Visas and Immigration (UKVI) that the student is breaching the terms of his or her visa. For this reason, Hult requires students to ensure that they notify us of any mitigating circumstances if they anticipate being away from class for 10 consecutive days or more, so that they are not reported to UKVI.

PARTICIPATION

Students are expected to participate in classes and online forums in a critical and evaluative manner; to approach instructors and fellow students with respect and tolerance; and to actively engage in debate, while avoiding derogatory or inflammatory comments on the cultures or attitudes of others in the class.

MAINTAINING THE LEARNING ENVIRONMENT

Certain behaviors are disruptive, such as the inappropriate use of technology, private conversations, and leaving in the middle of class. Instructors have the authority to decide policies for their classroom regarding these and similar behaviors that may disrupt the learning environment. All members of the class are expected to respect the learning environment and the instructor's efforts to maintain it. Continued disregard for such behavioral expectations is considered a violation of the Honor Code.

OVERLOAD

The normal load at Hult is 15 credit hours per 15-week semester and 6 credit hours per 6-week term. An overload of an additional 3 credits during 15-week semesters is permitted in certain circumstances. Students are not permitted to take an overload during their first semester at Hult. In order to be eligible for an overload after the first semester, the student wishing to take extra hours must have a cumulative grade point average of 3.60 or higher. Requests to take an overload must be submitted before the first day of semester, and must be approved by the Dean or delegated Associate Dean. Students who have earned 90 Academic Credits may apply to the Dean or delegated Associate Dean to take an additional 3 credits per 15-week semester in circumstances where not doing so would prevent their graduation during the current academic year.

CONCURRENT ENROLMENT

No enrolled Hult student may receive credit for coursework taken concurrently at another institution unless written permission has been given by the Dean or designee prior to enrolling in the course at the other institution.

MAXIMUM CREDITS

The maximum number of credits a student is allowed to complete while registered for the undergraduate degree is 150 credits. Enrollment beyond this cap requires the written permission of the Dean.

REGISTRATION

All students must register for classes during the published registration period for each semester or term. Registration is considered complete when a student has registered in courses online, and has settled all financial payments with the Finance Office.

CANCELLATION OF COURSES

Hult reserves the right to cancel any course that it deems not viable to run. Reasons for cancellation may include low enrolment numbers or the unavailability of appropriate faculty.

REPEATED COURSES

If a student repeats a course, the higher-grade counts towards graduation and the computation of the cumulative GPA. All courses and grades remain on the student's permanent academic transcript, including an 'R' for Repeated Courses. A student may not receive credit twice for repeating a course. However, a student may at any time repeat a course, up to a maximum of three times, in order to pursue a better grade. Fees for repeated courses are assessed in the same way as any other courses taken for credit.

ASSESSMENT

All assignments, and the criteria by which they will be graded, are described in the Course Syllabus, which is provided to students at the beginning of each semester or term and is available online through mycourses.hult.edu. Students must ensure that all assignments are submitted on time for assessment, and must provide the instructor with any relevant information in advance that may affect their performance.

Students must upload the correct file for their assignment in the correct format before the deadline. Any file that is resubmitted (for example, due to the original version being corrupted, illegible, the wrong format or a 'draft') will be subject to the Late-Submission Policy.

Assignments may not be submitted after final grades for the course have been submitted to the Registry Office.

ACCOMMODATING SPECIAL NEEDS

The School provides equal opportunity for all its students, and strives to deliver reasonable academic accommodations to students with special needs. A reasonable accommodation is a modification or adjustment to a course that enables a student with a disability to obtain the same access as experienced by students without disabilities. An accommodation is considered reasonable only if it does not significantly alter the essential components of a course.

In order to receive disability-related academic accommodations, students must complete the Reasonable Accommodation Request before the start of the semester. This will include a medical letter authorizing special accommodations and specifying the types of accommodation requested. The accommodations that are authorized in the letter should then be discussed and agreed upon with the

Assistant Dean, who will review syllabi for the current semester, and communicate accommodations approved to the instructor of each course and the Registrar. Accommodations are not provided retroactively; therefore, planning for accommodations at the beginning of the semester is required.

FINAL EXAMINATIONS

Final examinations take place in the final week of each semester. Students are required to take their examinations at the scheduled time.

EXAMINATION RULES

The examination schedule is advertised to students in the second half of the academic semester. The examination rules are set for all students. All students must familiarize themselves with the Rules for Examinations.

- Students are advised to arrive 15 minutes before the start of the exam
- Students must not enter the room until instructed to do so.
- Students must be in possession of their Hult student identification card (or photo ID) as proof of identity.
- Students must sit where instructed to do so in their assigned seat
- All bags, jackets, and containers must be placed at either the side or the front of the room. Students are required to bring their laptop, equipped with the Google Chrome browser extension Proctorio.
- Students must not be in possession of any unauthorized electrical devices (e.g. wearable technology, phones, tablets, headphones etc).
- Students must not be in possession of any unauthorized reference materials (e.g. books, notes).
- Calculators may be used only where authorized. Other electrical devices such as iPads and phones must not be used as replacements for calculators. Sharing calculators is not permitted.
- Students must not begin the exam until instructed to do so.
- Questions about the examination may be asked during the first 15 minutes only.
- Students who arrive more than 30 minutes late will not be admitted to the examination.
- Students are not permitted to leave the room during the first 30 minutes or last 15 minutes of the examination. Students may not be permitted to leave the room except in an emergency situation. In such cases, they must be accompanied by an exam supervisor. Only one student is permitted to leave the room at a time.
- Students are not permitted to share any materials or communicate in any way with other students.
- Students must agree to the examination rules before starting the exam.

Students who are seen to violate these rules will be removed from the room immediately and will receive a failing grade for the examination. The Academic Integrity Committee will be notified and will decide whether further action is required under the terms of the Honor Code.

EXAMINATION CONFLICTS

Students with timetable conflicts between exams or with three exams in a 24-hour period are eligible to have one or more of their exams rescheduled. The Registrar's Office will publish a designated period during which students may request exam rescheduling. Exam rescheduling requests received after the deadline will not be approved. Alternative exam schedules will be created by the Registrar and student preference will not be taken into account.

GRADES

Hult operates a policy of second-marking assignments and exams within each course, such that grades are not determined solely by the course instructor. Hult also operates a policy of sample external review. As such, individual course instructors are not at liberty to adjust grades once they

have been released. The Registrar releases official final course grades after the end of add/ drop week the following semester and are subject to external examiner review. Individual grade breakdowns (participation, assignment, and exam grades, for example) are available on **mycourses.hult.edu**. Every Hult student is entitled to know the manner in which his or her course grade has been calculated.

Faculty use the following grading system to evaluate student performance:

<u>Letter Grade</u>	<u>Percentage</u>	<u>Grade Points</u>	<u>Criteria</u>
A	90% - 100%	4.00	Very high quality
B	80% - 89%	3.00	Good quality
C	70% - 79%	2.00	Meets minimum standard
D	60% - 69%	1.00	Insufficient in meeting minimum standard but has some merit
F	0 – 59%	0.00	Significantly below minimum standard

Within a given course the instructor will set more specific evaluation criteria within this framework, according to the specific assignment.

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

T (Transfer Credit)

I (Incomplete)

An Incomplete grade is a temporary award for the period during which the School grants an extension for the submission course assignments beyond the end of the semester.

W (Withdrawn)

Withdrawn grades are assigned when a student has withdrawn from a course after the add/drop period and before the withdrawal deadline.

R (Repeat)

If a student repeats a course, the higher-grade counts towards graduation and the computation 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.

For group work, students will receive the same grade unless the method for which these grades are calculated are listed in the syllabus. Exceptionally, 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.

Any student who is eligible to take Masters level courses will be awarded the following grades converted from Masters level to Undergraduate level respectively.

<u>Masters Level</u>	<u>Undergraduate Level</u>
High Pass	A
Pass	B
Needs Improvement	C
Fail	F

Any student who believes there has been a bias in the calculation of a grade for an assignment or a final course grade may appeal the grade to the Associate Dean or designee, whereupon it will be

reviewed by the Academic Integrity Committee. The student may appeal in writing, giving full details, to the Associate Dean or designee. The Associate Dean or designee will review the case and recommend to the student whether, in his or her opinion, it is a legitimate appeal case. Regardless, the Associate Dean or designee will act as the student's representative and advocate in subsequent proceedings.

Following the initial advice of the Associate Dean or designee, if the student wishes to proceed with the appeal, the Associate Dean will take the case to the Academic Integrity Committee. The Committee will take full account of the statements of the student and the instructor concerned. Acceptable criteria for appeals are listed in the *Academic Regulations*. The Academic Integrity Committee reserves the right to take as much time as is necessary to reach a decision, but this will rarely take longer than 4 weeks from the day the Committee receives the appeal. The Committee will notify the student of its decision in writing. The Academic Integrity Committee may choose to maintain the original grade, to raise the original grade, or to lower the original grade. Once a student has sent an appeal to the Academic Integrity Committee, the revised grade will override the original grade awarded.

INCOMPLETE GRADE

A mark of 'Incomplete' at the end of a semester indicates that a student has not, owing to mitigating circumstances beyond his or her control, fulfilled the course requirements by the time the grade reports were due. A grade of Incomplete ('I') is granted only when the Registrar's Office receives a written request for an extension from the student, with approval of the instructor and the Dean or designated Associate Dean. (Request for Extension forms are available in the Registrar's Office.) The maximum extension deadline allowable is the final day of the following semester (e.g. The final day of Spring Semester for Incomplete grades awarded in the Fall Semester). Failure to submit the required work by the extension deadline will result in an 'F' grade for that assignment, and a final grade will be calculated accordingly. For all Incomplete grades, the responsibility is with the student to submit the required work to the instructor in a timely manner.

GRADE POINT AVERAGE

A student's semester grade point average (GPA) is determined by dividing the number of grade points earned by the net number of credit hours attempted for letter-grade. (See letter grade to grade point average code below.) The letter-graded courses in which the student obtains an 'F' grade count in the grade point computation, unless the course has been retaken and passed, in which case the failed credit hours will not be included in the GPA computation. A Pass/Fail course is not used in the GPA computation. The student's cumulative grade point average is determined by dividing the total of quality points earned for all semesters by the total of credit hours attempted for letter grade. Grades for transfer credits accepted will not be used in determining the GPA. The GPA is always calculated to two decimal places.

A: 4
B: 3
C: 2
D: 1
F: 0

ACADEMIC PROBATION

At the end of each semester, a student with a cumulative grade point average (GPA) lower than 2.00 will be placed on academic probation. A student who does not complete at least 50% of the courses they registered for with a letter grade other than W or I will be placed on academic warning, regardless of cumulative GPA.

Students on academic probation and academic warning will receive ongoing support through the *Roads to Success* program as facilitated by the Assistant Deans. Additionally, students on academic probation must adhere to the attendance policy listed above.

A student whose cumulative GPA remains below 2.00 for two consecutive semesters will be dismissed from the School on grounds of poor academic performance.

GRADUATION REQUIREMENTS

Students working towards an Undergraduate Degree must satisfactorily complete a minimum of 120 credit hours of coursework, with a cumulative grade point average of 2.00 (C) or better for all work completed with letter-grade credit. If a student repeats a course, the higher-grade counts towards graduation and the computation of the cumulative grade point average.

Students must satisfactorily complete all core course and elective course requirements in the Business Core, General Education, Major, and Open Electives components of the BBA degree.

At least 60 credits must be earned at a Hult campus and awarded by Hult. The maximum number of transfer credits earned from a previous institution is 60. A maximum of 12 credit hours of credit earned through a combination of special examination, experiential credit, and distance learning may be applied towards graduation at the School. The final semester of the degree must be completed with Hult credits.

After a student has enrolled at the School, he/she must obtain advance approval in writing from the Dean or designated Associate Dean for any additional academic credit to be transferred to Hult for course work taken concurrently at any other accredited institutions (e.g. in regular semesters or summer sessions, correspondence or extension courses, study abroad, etc.). Transcripts for non-Hult credits sought must be provided to the Registrar within one month of the end of the course. The maximum number of non-Hult credits that may be transferred to Hult after matriculation is 12 credits. Concurrent Enrollment credits count toward the overall maximum of 60 Transfer Credits a student may receive. Graduating students who have outstanding fees will not be allowed to participate in the Commencement Ceremony, and will not be awarded a Hult Diploma or transcript until the outstanding balance has been paid.

It is the student's responsibility to track their progress toward graduation throughout their undergraduate career at Hult and to 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.

MAJORS

A Major is an area of specialization within the BBA degree and students may select one of the published Majors: Management, Marketing, Entrepreneurship, Finance, or Accounting. To obtain a Major, students must take a sequence of 21 credits of coursework in the appropriate Major, as listed in the Course Catalog, plus a 3-credit Capstone requirement. Majors are listed on a student's transcript (e.g. 'Bachelor of Business Administration with a Major in Marketing'). A student who meets all graduation requirements, but who has not selected a Major, may graduate with the BBA with no major declared on their transcript or diploma. A student may take a Double Major by completing the 21 credits required courses for each major, no more than 6 of these credits can be cross listed and students have to complete only one Capstone for both majors, although this may require more than 120 total credits.

DEAN'S LIST

Students who achieve a GPA of 3.60 or higher for a given semester are recognized on the Dean's List for the subsequent semester. To be eligible for the Dean's List a student must earn at least 12 credits during Fall or Spring Semester, and at least 6 credits during Summer 1 or Summer 2 terms.

Qualifying participants receive notification from the Dean with appropriate recording in the student's permanent academic record.

ACADEMIC EXCELLENCE

At Hult, the most academically talented students graduate with Distinction (final cumulative GPA of 3.60 or higher). Students who achieve a cumulative 3.60 GPA at Hult, having completed a minimum of 12 credits at Hult, are automatically added to the Academic Excellence Track. For as long as they maintain this level of academic excellence, students are entitled to the following privileges:

- Accelerated degree progression. Students on the Academic Excellence Track are entitled to take one extra course in the Fall and Spring Semesters. (Note: Students, including those on Academic Excellence, who take more than 30 credits per year will be charged for additional credits on a pro rata basis.)
- Exclusive elective classes. The School runs a number of elective classes to provide additional challenges for top undergraduate students.
- Each campus holds dedicated events for its Academic Excellence students, which may include speakers, networking events, and social activities.

The privileges of Academic Excellence are awarded on a rolling basis to any student whose cumulative GPA is 3.60 or higher, and are awarded for a single semester to any student who is on the Dean's List that semester.

INDEPENDENT STUDIES

The purpose of Independent Studies is to enable a student to undertake independent research in a field not covered by a course listed in the Course Catalog. It is not intended to act as a replacement for existing courses; this is the function of Directed Studies.

To be eligible for an Independent Study, a student must be a Senior (i.e. have obtained 90 credits) with a cumulative GPA of at least 2.00. A student may accumulate no more than six credits of Independent Studies. A student wishing to do an Independent Study must present a formal proposal to a faculty member, who may or may not agree to supervise. If the faculty member approves, then the Independent Study request form (available on my.hult.edu) must be approved by the Dean or designated Associate Dean.

A 3-credit Independent Study must comprise at least 135 total study hours, with written work of approximately 5,000 to 7,000 words or its equivalent. Study hours and word count is pro-rated for courses of fewer than 3 credits. The project must be presented to a high level of professionalism within the conventions of the discipline. The supervising instructor will determine the mode of presentation and documentation style.

It is understood that the student will have regular contact with his/her supervisor during the writing of the project. Failure to adhere to regular contact expectations as agreed between student and professor will result in the award of an F grade. Independent Studies are subject to the same add/drop and withdrawal dates, and Incomplete grade procedures and deadlines as a regular course.

DIRECTED STUDIES

Directed Studies are courses 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.

Directed Studies are available only under the following conditions:

- The course is required to graduate but is not offered during the student's final academic semester or term.
- A student is unable to attend, for justified reasons approved by the Dean or designated Associate Dean, a course required for graduation.
- There is insufficient enrolment on a scheduled class, but a student needs to take a class required for graduation.
- If a student has less than three courses to complete before graduation, courses must be completed on campus.

- The maximum number of directed studies a student may take is two in Fall and / or Spring and one in Summer 1 and /or Summer 2.

All Directed Studies must be approved in advance by the Dean or designated Associate Dean.

INTERNSHIPS

A credit-bearing Internship is available as an elective course to qualifying students, with the joint approval of the designated Assistant Dean and the Career Development Center. To qualify, students must satisfy requirements based on a combination of academic merit and observed professional conduct, including:

- Successful completion of one full academic year at Hult
- Be in good academic standing (GPA of above 2.00)
- Obtained 30 credits

Internships carry three credits each and students may complete a maximum of six academic credits of internship (two internships, one at 300 level and one at 400 level) towards their degree, with a maximum one internship per semester. Internship for academic credit may be paid or unpaid. Internship may be undertaken either in the home campus country or abroad, and during any School semester as long as it does not create scheduling conflicts with regular classes taken concurrently. The Career Development Center offers advising support to assist students who wish to secure internships. Eligible candidates may apply for internships sourced by Hult, and are also encouraged to actively seek opportunities via networking and participation in relevant associations and events.

Hult awards academic credit for internships on the following basis:

- A 3-credit Internship requires a minimum of 120 hours of work (a minimum of 100 hours in placement, 7 hours of career development content including 2 hours of coaching, and 13 hours of assignment write up);
- All internships, including submission of assignments, must be completed within the semester for which the internship is registered. If the internship runs across terms, an extension may be granted per academic course registration policy. As internship-for-credit is a credit-bearing academic course, registration is subject to the normal add/drop and withdrawal policies. Standard policy on incomplete grades applies to all internships.
- Academic credit cannot be awarded retroactively for an internship that is already in progress.

Hult reserves the right to deny the internship-for-credit application if the internship does not align with the spirit of the internship-for-credit program, which is to learn from seasoned business professionals, develop relevant business skills, and explore potential career paths. As an example, Hult will not approve an internship in which the student is working for a start-up company that is run by, or in which the student is mentored by, another current Hult student, as this is considered a conflict of interest. Another example would be to deny an internship-for-credit where there are no appropriate staff with the ability or time to be able to adequately mentor the student for example in a very small start-up.

Internships must be undertaken in compliance with local immigration rules, which are subject to change beyond the School's control.

Questions about the internship-for-credit program should be addressed to both the Assistant Dean and Career Development Center.

WITHDRAWAL FROM THE SCHOOL

A student who wishes to withdraw from the School must submit a withdrawal form to the Registrar's Office and attend an exit interview with the Dean or designated Associate Dean. The Withdrawal Form must be signed by the Dean and appropriate departments including Finance, Visa & Compliance Services, and Student Services. All outstanding balances must be cleared for any registered courses (including those with F, I, or W grades) before the School will issue a transcript.

Students who are sponsored by Hult on a U.K. or U.S. student visa and who withdraw from the School forfeit their right to remain in the U.K. or U.S. under the terms of their visa. In addition to the signed Withdrawal Form, students must provide evidence of their plans, such as a travel ticket if leaving the country, or proof of enrolment if transferring to another institution. The School will not issue a transcript until it receives such evidence.

Any student who has been absent from Hult for more than one academic year must reapply by contacting the Registrar's Office at their most recent campus for admission to the Program.

DISMISSAL FROM THE SCHOOL

The School reserves the right to dismiss any student at any time whose academic performance is unsatisfactory, whose conduct constitutes unacceptable professional behavior, who has not paid his/her fees, or whose legal or medical issues hinder his/her ability to maintain satisfactory performance. In such cases, the Dean will notify the student in writing, and, as appropriate, the student's sponsor will be notified. If a student is on a student visa at his/her campus of study, dismissal from Hult will invalidate the visa and immigration authorities will be informed. If a student is dismissed from the School, he/she must comply with the exit interview and immigration schedule as listed above ('Withdrawal from the School').

Students may be dismissed from the School on the following grounds:

- Unsatisfactory Academic Performance: Any student who has a cumulative GPA below 2.00 for two consecutive semesters will be dismissed on grounds of unsatisfactory academic performance. (See 'Academic Probation')
- Unacceptable Professional Behavior: Violations of the School's Honor Code may result in immediate dismissal from the School. If at any time a student accumulates a third Honor Code violation, of any kind, then the student will be dismissed from the School.
- Failure to meet Financial Obligations: If a student fails to meet agreed financial commitments, including payment of tuition fees, accommodation fees, or other obligations, the student may be dismissed from the School.
- Failure to return within the approved time following a Leave of Absence.
- Failure to complete the program within the maximum time after matriculation.

The above list is not exhaustive and the School reserves the right to dismiss students were deemed necessary to protect the integrity and mission of the School.

A student who is dismissed from the School during a given semester will receive a letter grade of 'W' (Withdrawal) in all courses not completed.

A student may appeal a dismissal by providing a written letter to the Chair of the Academic Integrity Committee within 7 days of receiving notification of dismissal. Appeals must provide extenuating circumstances and supporting documentation that warrant consideration for re-admission, and will be reviewed by the Admissions committee in consultation with the appropriate campus committee, who will then either uphold or reverse the dismissal decision.

Depending on the timing of the appeal decision, a re-admitted student may be required to miss the semester immediately following dismissal, if the add/drop deadline has passed before the decision to re-admit has been reached.

A student may reapply for consideration to re-enter the School, if a student wishes to reapply they must do so via the Registrar's Office.

LEAVE OF ABSENCE POLICY

A Leave of Absence is a stipulated period of intermission during a student's course of study. During this period, the student remains on the School records. Students may apply to take a Leave of Absence for up to one calendar year. Two years are allowed when it is required for mandatory national service. The School cannot guarantee that the program will be the same upon the students return. Students apply for a Leave of Absence by completing a Leave of Absence Application form

from the Registrar's Office obtaining permission from the Dean (or designated Associate Dean), the Finance Department, and the Visa & Compliance Department (if appropriate); and then returning the completed form to the Registrar's Office for processing.

At least 30 days before the end of the Leave of Absence, students must notify the campus to request to return to the program or request a further Leave of Absence. When returning to the program, students must note that:

- Completion of the program will be subject to the courses and credit requirements at the time of readmission
- Allocation to core and elective courses is subject to availability of space in the course
- Re-enrolment on the Program may involve the repeat of previous courses, taking of new courses or other academic activity to enable a transition back into the Program
- Fees for courses after of re-enrolment will be payable at the rate in force at the time
- If the Program has been modified or closed, the School will make reasonable efforts but no guarantee to:
 1. Enable completion of the Program with a different combination of Core and/ or Elective Courses, or
 2. Offer a suitable alternative Program including full or partial Transfer Credit for Courses already passed

Students who do not contact the school at least 30 days before the end of the Leave of Absence will be dismissed from the program.

Any study undertaken at another institution during a Leave of Absence must be pre-approved in writing by the Dean or designated Associate Dean before any credit can be transferred to a student's Hult degree (see 'Transfer University Credits').

After taking a Leave of Absence, students who do not return to School within 10 consecutive contact points after the agreed start date may be dismissed from the School. Such students must reapply for consideration to re-enter the School.

TRANSCRIPTS

Academic Transcripts are Official Documents that show all courses and final grades. Transcripts and written evaluations of a student's performance will be released only upon the written request of the student. Application forms are available online. Academic Transcripts cost £5/\$5 with additional costs for postage. Students are required to settle all obligations to the School (financial or otherwise) before they may receive their transcript. In compliance with the U.S. Family Education Rights and Privacy Act of 1974, and the U.K. Data Protection Act 1998, the School assures the confidentiality of student records. For example, if a sponsor requests periodic performance reports, the student must submit a written request to the Registrar's Office authorizing release of the information sought.

COMMENCEMENT

A single Commencement ceremony is held annually. Students who have graduated (i.e. completed all work toward their degree) prior to the date of the commencement ceremony will be eligible to participate in either San Francisco or London. Graduating students must complete an online survey and/or an online form on my.hult.edu. Students with 15 credits or less remaining are eligible to participate in the Commencement ceremony if tuition fees for the remaining credits have been paid in full prior to the Commencement ceremony.

GLOBAL CAMPUS ROTATION AND SUMMER PROGRAMS POLICY

ROTATION'S MISSION

Rotation engages Hult stakeholders first-hand in a seamless global campus. Rotators have more face-to-face interaction with international peers and more exposure to diverse business environments, allowing them to leave Hult with a stronger network and skill-set.

POLICY OVERVIEW

Rotating students are ultimately responsible for arranging travel, accommodation, insurance and visas as well as covering the costs involved therein. Hult will offer accommodation options at all rotation campuses. Hult will provide logistical support and informational support to make sure students can take full advantage of their surroundings as soon as they arrive.

Students may incur mandatory, non-refundable costs from third parties (hotels, governments, etc.) while preparing to rotate or while rotating. These third parties may bill the student directly, or bill through Hult. Optional costs may also be assessed for participation in optional activities and events during rotation. In cases where rotation policy violations lead to extra administrative costs for the School, Hult reserves the right to charge the student a fee to cover those expenses. Students are responsible for paying all expenses they incur.

Rotation options are limited by eligibility, campus capacity, elective availability, and immigration regulations. Hult reserves the right to update Rotation policy at any point during the school year. Any such updates are immediately in effect and enforceable by School administration.

ELIGIBILITY FOR ROTATION

Students must meet all of the requirements listed below before the allocated deadlines in order to apply to participate in rotation. Late appeals to rotate will not be considered.

Students on Disciplinary Probation, and whose semesters of probation include a ban on rotation, are ineligible to apply, register and participate in campus rotation. If a student is placed on such Disciplinary Probation after registering for campus rotation but before leaving his/her home campus, he/she will be dropped from the courses. If a student is placed on Disciplinary Probation during campus rotation, his/ her eligibility to continue in the program at that campus and any subsequent campuses will be determined at the time that probation is assigned. Hult is not responsible for any penalties, fees, or other loss of income that result from loss of campus rotation eligibility.

In order to register for rotation, remain registered for rotation, or continue participating in rotation students must meet all eligibility requirements by deadlines listed on **my.hult.edu**.

Eligibility criteria reviewed at each checkpoint may include, but are not limited to:

- Disciplinary Probation Status
- Balances Due
- Visa Application Progress
- Health Insurance Coverage
- Pre-Departure Program Participation
- Rotation Orientation Participation

Late submissions will not provide rotation eligibility. Hult does not guarantee that students' visa documents will be approved by host countries' governments (See **my.hult.edu** for more details). Hult is not responsible for any penalties, fees, or other loss of capital or income that result from loss of rotation eligibility.

OPTIONS AND REGISTRATION

In 2017- 2018 BBA students are eligible to rotate to the following campuses:

Academic Year (Fall and Spring)

San Francisco Campus or
London Campus

Summer 1

San Francisco Campus, London Campus or Summer Program Campus

Summer 2

San Francisco Campus, London Campus or Summer Program Campus

Students may study in two campuses provided that they study at each campus during a different term. Students may not study at two different campuses within the same term. Students may rotate to and remain in one campus for two consecutive terms provided all other registration requirements are met. Summer Program Campuses will be announced after the Pre-Registration Poll.

DEADLINES AND POLICIES

PRE-REGISTRATION POLL

All students should declare their Summer Term academic plans. Poll results will be used to help the School plan its capacity requirements for courses and rotation campuses. The School may add or remove course/campus options based on student pre-registration polling such as instances where there is insufficient student demand for a given rotation.

SUMMER TERMS

If there is a lack of capacity to accommodate all students who wish to register for a given campus then the School will determine places on the basis of seniority (Seniors will be allocated first, then Juniors, then Sophomores). All registrations are final. No changes will be permitted after stated registration deadlines.

BEHAVIORAL RESPONSIBILITIES

The Honor Code and all terms and conditions in the Student Handbook are equally applicable to students on campus rotation and Summer Programs. Students must be aware that during their time away they are considered to be a guest in a host country and a representative of the Hult community. Students agree to conduct themselves in an appropriate manner, which does not infringe upon the customs and rules of the host country, nor upon the rights and safety of themselves and their peers. Students accept that dismissal from campus rotation or from the School during rotation might cause the student to incur additional costs such as a return flight.

MEDICAL RESPONSIBILITY

Students must acknowledge that there are certain risks inherent in international travel and understand that Hult cannot assume responsibility for the provision of medical services for its students or for the payments of any medical claims that might arise during campus rotation. Students must maintain sufficient medical, travel assistance, evacuation and repatriation insurance while participating in this program. Students will be required to submit proof of insurance by the final payment date in order to be eligible for rotation.

Students must understand that they may be asked for documentation at immigration. Students must acknowledge that it is their responsibility and not the responsibility of the School to ensure that they have the proper documentation upon arrival.

Note: Under the U.A.E.'s Islamic Law, it is illegal for a woman to be pregnant without being married. If a student is pregnant and is planning to rotate to Dubai she needs to bring her attested marriage certificate. Failing to do so may result in jail sentence, fines, and deportation.

CAMPUS ROTATION VISA POLICY

While Hult will assist in obtaining visas, the School does not guarantee the success of any immigration application. Students are ultimately responsible for obtaining a visa and all relevant fees involved therein.

Hult's immigration assistance will consist of issuing guidance and, where relevant, visa application forms to students. Students must then submit their own visa applications to the relevant authorities. If those authorities are not local, Hult will coordinate with third party agencies to assist student visa applications.

If a student fails to obtain a valid visa document, he/she must inform Student Services or Visas and Compliance Teams at their home and rotation campus immediately. If the Student Services or Visas and Compliance Team believe there is insufficient time for the student to successfully re-apply for a visa, the student may register for courses on his/her home campus as space allows. Failure to report a failed visa application can be considered a violation of the Hult Honor Code.

Hult reserves the right to cancel a student's visa or immigration documents according to the terms and conditions of campus rotation eligibility. Attempting to travel on canceled visa documents or incorrect visa documents may result in the following: detention by local authorities, deportation, and/or removal from the School campus and activities.

Student Services or Visas and Compliance Teams will inform students of any requisite visa-related tasks that arise from exiting their home campus's country after studying there on a visa, and any implications the rotation may have on their ability to re-enter the home campus's country. Failure to complete these tasks could lead to large fees from immigration authorities and/or inability to return.

FINANCIAL PROCEDURES

PAYMENT TERMS AND DEADLINES

- 1/2 of the total fees (including any Hult Housing fees) is payable 30 days before the start of the fall term and the remaining balance is payable 30 days before the start of the spring term. Any additional credits taken during the academic year is charged at the end of each term and any additional summer credits signed up for are payable at the end of April (subject to summer course registration deadlines issued by the academic department).
- Students alternatively have the option of paying via an installment plan. See information online for fee details.
- Hult reserves the right to withdraw any previously confirmed campus seat, should the above payment terms and conditions not be met.
- Hult reserves the right to assess a late payment surcharge calculated monthly on the basis of 1% per month on all outstanding account balances or the maximum allowed by law.
- When Hult notify an applicant that they have been accepted to the school, an offer has been made. The applicant is considered to have accepted said offer by paying the confirmation deposit. The confirmation deposit covers the cost of pre – enrollment activities.
- Hult may increase the tuition upon annual review. Any increase will be driven by an increase in cost base, which may be the result of either inflation and/or investments made in the school. The average increase in tuition between 2014 and 2016 was 1.48%. Any scholarship or financial aid previously awarded will be increased accordingly.

METHODS OF PAYMENT AND PAYMENT INSTRUCTIONS

Methods of Payment

By bank transfer/wire (ACH, EDI)

By the Online Application portal payment service

Through U.S. Federal Title IV funding for those who qualify All financial queries should be directed to hult.finance@hult.edu

For Payments in USD

Beneficiary name: Hult International Business School Inc.

Beneficiary bank: Bank of America, N.A.

Bank address: 100 Federal St. Boston, MA 02110

Account name: Hult International Business School Inc.

SWIFT address: BOFAUS3N

Bank ACH Routing Number: 011000138

Bank Wire Routing Number: 026009593

Account number: 4640481616

For Payments in GBP

Beneficiary name: Hult International Business School Ltd.

Beneficiary bank: Lloyds TSB Bank

Bank address: 25 St George Street, London, W1S 1FS,

UK Account name: Hult International Business School Ltd.

SWIFT address: LOYDGB2L

Account number: 00580818

Iban: GB91 LOYD 3000 0900 5808 18

When remitting payment via bank wire/transfer, please ensure to state the full name of the applicant/student and the associated ID number, which can be provided by the Hult contact.

MEDICAL INSURANCE

All students are required to have adequate medical and accident insurance coverage. Coverage criteria varies by destination and Hult has defined minimum criteria for each campus that all students need to meet. In each location, Hult has negotiated a tailor-made student insurance coverage option. Students who do not choose this option are obliged to, for each year of attendance, obtain alternative and equivalent insurance coverage and provide a copy of the insurance policy to Hult. Depending on which campus you study at you will be provided with the detailed insurance policy or coverage requirements of that campus.

FINANCIAL AID POLICY

Hult awards merit-based scholarships as well as need-based grants and other financial assistance to eligible students. The Hult Financial Aid Policy is intended to advance the School's mission to deliver a useful and enduring business education to international students. It is based on the following objectives:

1. to promote a nationally, culturally, and ethnically diverse student body,
2. to encourage outstanding applicants to enroll in the Hult Program,
3. to provide financial assistance to qualified applicants in need of such assistance.

Consistent with these objectives, Hult has set forth the following guidelines for the awarding of grants, fellowships, bursaries, and other forms of financial aid.

All such awards, should be based on the following criteria:

1. Country of origin to ensure national, cultural, and ethnic diversity
2. Financial need
3. Specialized knowledge, skills, and/or expertise
4. Career goals
5. Entrepreneurial skills
6. Community, public, or national service
7. Evidence of:
 - Leadership
 - Professional promise
 - Motivation and drive
 - Resilience in the face of adversity.

The above criteria are not exhaustive. They may be weighed differently. They may not, however, be reduced to a standard formula or ranking. They should be considered in light of the School's admissions criteria, its mission and purpose, and U.S. Equal Opportunity laws.

SCHOLARSHIPS

Scholarships are renewed each year unless otherwise noted, but can be lost based on poor academic performance, academic probation or violations of the honor code. Scholarships are awarded as deductions from the student's payment obligations, and are only applied against the tuition fee. Scholarships are not awarded as cash.

PROGRAM FEE CREDIT POLICY

The Program Fee entitles a student to study in classes totaling up to 30 credit hours per academic year. Students who take classes totaling fewer than 30 credits will have their credits carried forward to their final year. For students who take more than 30 credits, through acceleration, academic excellence, summer programs, and similar credit overloads, credits will be charged on a pro rata basis per credit and must be paid during the same academic year they are taken.

WITHDRAWALS AND REFUNDS

The Confirmation Deposit is non-refundable, except under the following circumstances:

i. In the case of an applicant confirming upon condition of being granted a student visa for the desired campus and subsequently failing to obtain such a visa due to rejection, the applicant will be eligible for a refund of 100% of the value of the Confirmation Deposit.

ii. In the case of an applicant confirming upon condition of meeting entrance requirements and subsequently failing to meet such standards, the applicant will be eligible for a refund of 50% of the value of the Confirmation Deposit.

iii. In the case of an applicant withdrawing, excluding the circumstances of criteria i. or ii., giving notice prior to May 1st in the year of matriculation, the applicant will be eligible for a refund of 50% of the value of the Confirmation Deposit. Notice given after May 1st in the year of matriculation results in the applicant being ineligible for refund of the Confirmation Deposit. Early Decision applicants are ineligible for a refund under either circumstance.

iv. If an applicant has applied for the London campus, the applicant has the right to cancel within 14 days of having accepted the offer to attend Hult. The cancellation does not have to follow a specific format but it must be made in writing through e-mail to the applicants enrollment advisor.

Program Fee refunds are granted based on the date of the official written withdrawal processed by the Registrar's Office. Non-attendance does not constitute official withdrawal. The schedule that follows will apply to students withdrawing voluntarily, as well as to students who are dismissed from the School for academic or disciplinary reasons (see Dismissal from the Program below).

If the student is on a student visa, withdrawal from Hult will invalidate the student visa and immigration authorities will be informed. The student must schedule an exit interview with the Visa and Compliance Department prior to his or her departure.

Application fees, insurance fees, annual installment plan fees, and housing fees (paid to the School) are all non-refundable and assumed to be paid for prior to any Program Fee. Refunds will be given only on the Program Fee less any Financial Aid awarded (meaning all financial aid, scholarships, grants, and bursaries awarded by the School). In accordance with regulations, special rules apply to U.S. citizens, Californian residents and other permanent U.S. residents receiving U.S. federal student aid. Copies of these policies are available upon request from the Financial Aid Office.

REFUND SCHEDULE

The amount of any Program Fee refund will be based on the following schedule:

Prior to Matriculation: 100% of Program Fee (excluding Confirmation Deposit)

After Matriculation: 40% of Program Fee

After start of Second Semester: 0% of Program Fee

RESOURCE AND CAPACITY CONSTRAINTS

Home Campuses and Summer Programs are subject to capacity constraints. Students must be up-to-date on Program Fee payments to be eligible to elect a new home campus or participate in summer programs.

CANCELLATION OR CHANGING OF PROGRAMS AND LOCATIONS

All programs, rotation locations, accommodation, majors and specializations are offered in good faith, but in the event enrollments for a specific program or location are deemed not sufficient to viably run the program, Hult reserves the right to cancel or move any offered program, rotation location, accommodations or specialization to another location. Hult will endeavor to communicate any changes as early as possible, and offer any affected students other programs, locations, or specializations to attend. Program curricula may also be subject to change.

PROVIDERS OF THE PROGRAMS

Through its global reach, marketing capabilities, multicultural understanding, and past experience, Hult attracts students from around the globe to its business education programs, and makes various other services available to its students. Depending on the campus, Hult operates through different local institutions. Hult International Business School Inc. is a US non-profit (501.c,3) institution that operates Hult's campuses in San Francisco and Boston. Hult International Business School Ltd. is a UK charity that operates Hult's campuses in London. Hult Investments FZ LLC operates Hult's campus in Dubai, and in Shanghai Hult's associate is, Ying Ai Fu Consulting Ltd.

GENERAL STUDENT POLICIES

STUDENT SERVICES

The Student Services team is committed to providing support to students in extracurricular areas of their lives at Hult outside the academic arena. These include pre-arrival support, getting settled, health insurance, drop-in sessions for health and wellbeing guidance, Campus Rotation, and Graduation. Student Services enhances students' business education with cultural and practical knowledge, serves as a resource for students in their day-to-day lives in their campus city, creates a Hult Community by organizing social and cultural events and supporting student-led social Clubs and Societies and the Hult Student Association (HSA).

STUDENT REPRESENTATION

Motivate, inspire and lead. You can do this by being elected as a Representative in the Hult Student Association (HSA). The HSA plays a critical role in a student's educational experience and is the official student voice of each Hult campus. Elected Representatives liaise with senior management and staff to enhance the overall student experience. The HSA hosts events on campus and advocate on behalf of the student body while fostering growth in the Hult community on campus and off.

The HSA mission is to ensure Hult students:

- Improve their academic and extracurricular experience
- Encourage a great social life filled with a diverse range of fun activities and events
- Campaign on issues important to their peers

EXTRA CURRICULAR SUPPORTED ACTIVITIES AND EVENTS POLICY

The School encourages student initiatives that enhance the Hult learning environment and raise the profile of the School. Students should keep in mind, however, that any initiative that invites or engages with "external constituents" must be approved by the Student Services Office, if the initiative is taken by an individual, group, or association that bears the name "Hult" or "Hult International Business School."

In the approval process, the organizers of the event, project, or activity must submit to Student Services a detailed proposal that sets forth:

- The nature of the event, project, or activity;
- The date, time, and place;
- The proposed schedule, timetable, or agenda;
- The sponsors or co-sponsors;
- The potential benefits to the School, its students, staff, and faculty;
- The space and facilities that have been reserved, as well as the cost of such facilities;
- The personnel who will manage the event, project, or activity;
- The key contracts, bills, or invoices.
- A list of invitees, or to whom the event, project, or activity will be marketed and how it will be marketed;
- A budget that itemizes costs, fees, prices, and revenues;

If not approved by Student Services, the event, project, or activity may not be sponsored in the name of "Hult" or "Hult International Business School." It is the general policy of the School not to underwrite events, projects, or activities not properly planned or justified.

CAREER DEVELOPMENT

The Career Development team offers personalized one-to-one guidance sessions with a qualified Career Development Advisor to help students assess and plan their career paths. Typical topics for

discussion include exploring and planning for career options; writing CVs, cover letters, and online professional profiles; finding an internship; job search strategy; interview preparation; and offer negotiation.

In addition to one-to-one appointments, Career Development offers a series of optional workshops on topics such as career direction, writing CVs and covering letters, developing competencies, interview skills and many others. These workshops help students to identify their professional interests and career goals, and ultimately improve their employability.

Career Development also invites corporate leaders and industry experts to deliver keynotes on campus in order for our students to be exposed to different industries and areas of expertise, and to be inspired during their studies at Hult.

ONLINE PLATFORMS

The School provides online platforms to facilitate communication with and between students.

MYHULT

myHult houses all the general information regarding the campus and the services that the Academics, Career Development, and Student Services Teams offer to students. myHult also allows students to be up to date with the latest campus news and events on and off campus. myHult allows students to connect with each other through the Directories and calendar, and shares popular places around campus through the Campus Information and Life In “City” sections.

Access myHult at my.hult.edu

MYCOURSES

myCourses is Hult’s Learning Management System which offers a rich online learning experience and central access point to all courses and related materials, such as syllabi, case studies, presentations and other documents. Students can also use myCourses to work on group assignments with fellow students through interactive features such as discussions and collaborations. Finally, students will upload their assignments on myCourses and also take in-class assignments and examinations on the platform.

Access myCourses at: mycourses.hult.edu

MYCAREER

myCareer is an online platform to give students access to career support. With myCareer, students can book an appointment with a careers advisor, upload their CV for review and approval by the Career Development team, apply for internships and jobs on the Hult Job Board and have access to a range of third-party resources to support their career development while enrolled at Hult.

Access myCareer at: my.hult.edu

STUDENT PORTAL

The Student Portal is an online service to give students access to register for courses, obtain unofficial transcripts, check attendance and obtain final grades.

Access the Student Portal at: my.hult.edu

CHANGE OF ADDRESS

If either the permanent or local address of a student changes while he or she is attending Hult, he or she must update his/her address online through the Student Portal. We use this information to send official documentation and notifications; under immigration law it is a legal requirement that Hult has the current address of all its students on file.

INSTITUTIONAL POLICIES

NON-DISCRIMINATION AND HARASSMENT

The School does not discriminate on the basis of race, color, national or ethnic origin, gender, gender orientation or identity, sexual orientation, age, religion, or physical disability in admission to, access to, or treatment in its programs and activities. The School strictly prohibits sexual, racial, and other

types of harassment of students, staff, and faculty. Words, gestures, actions, or other behavior which tends to alarm, intimidate, ridicule, embarrass, or insult individuals, or which tends to create a hostile or abusive environment, will not be tolerated and may lead to the individual being dismissed from Hult International Business School recognizes its responsibility under the Counter-Terrorism Act 2015 to protect our students from the threat of radical extremism that might lead to the harm of self or others. The school is equally committed to the protection of academic freedom and freedom of speech while exerting measures to ensure vulnerable students are not drawn into terrorism.

MISREPRESENTATION OF ACADEMIC OR WORK EXPERIENCE

If a student is found to have submitted false information in his/her application materials, the student may be subject to dismissal from the School. In addition, misrepresentation of an educational record or business experience, or attempting to mislead others about an educational record, is a violation of the Honor Code. Hult students will be held to this standard before, during, and after their time at Hult.

HAZING

The School complies with all relevant local laws and policies with regard to hazing. Any student found to organize, instigate, or participate in the practice of hazing shall be subject to disciplinary action, up to and including dismissal from the School, and the School may also take judicial action against individuals or organizations where there is sufficient evidence of hazing.

DRESS CODE

Students are expected to dress and to groom themselves in a way that reflects neatness and appropriateness. Please be aware and respectful of different cultural standards and expectations for appropriate clothing on our global campuses. Students failing to observe the personal appearance policies of the School should expect to be approached by faculty, staff, or administrative personnel regarding their appearance. If a student is uncertain about any dress regulation, he/she should ask Student Services. All dress code questions are decided at the discretion of the School.

INFORMATION TECHNOLOGY POLICY

All students are required to own a personal computer. Prior to arrival on campus, students are given a Hult email address, as well as access to desktop computers, computer networks, and online resources. Use of the Hult email address will be a lifetime privilege provided that the privilege is not abused. The use of Hult IT resources is a privilege that may be suspended or revoked at any time, should a student be found to be in violation of the Hult Information Technology Policy.

SOCIAL MEDIA GUIDELINES

The standards that students are expected to uphold in Hult's educational community also apply to other spaces where this community may gather, including any virtual forum, social network or blog, or variation thereof. Students are expected to maintain a professional persona in all social media, and are expected to protect Hult's public image. As representatives of the School, students should avoid sharing, communicating or commenting on content that could misrepresent themselves or Hult in a defamatory way. Students should consider how their responses may reflect on themselves and the School. In cases where students are unsure how this policy applies, they should consult Student Services.

Students should recognize that everything they contribute to, or receive, on a social media site is in the public realm. Students are responsible for whatever information they post. Public posts are indexed in search engines, and private comments can be forwarded or copied and easily made available to the public. Students are reminded that the material they post on their personal pages could impact them personally, professionally, and as representatives of Hult.

These guidelines apply to official online groups and social media channels of Hult. These are as follows:

Facebook Groups:

1. Hult Undergraduate London Campus (Official)
2. Hult Undergraduate San Francisco Campus (Official)

Social Media Channels:

1. Facebook: Hult Undergraduate

2. Instagram: @HultUndergrad
3. Twitter: @HultBBA
4. Youtube: Hult Undergraduate
5. Snapchat: HultUG

Join the online community and keep updated with events through the official hashtags:

#HultUndergrad – General events
#HultSummer – Summer Programs
#HelloHult – Welcome Week
#HultGrad – Graduation
#GoHult – Sports activities

USE OF COPYRIGHTED MATERIALS

All members of the Hult community are expected to be mindful of the limitations and restrictions of copyright law as well as the rights with regard to fair use. Compliance with copyright laws is expected of all members of the Hult community.

Materials handed out in class or used during the course of the degree which are copyrighted - including textbooks, articles, reports, working papers, cases, notes, manuals, video tapes, software, films, etc. - are the intellectual property of the School or other copyright holders. Copying of electronic media (computer programs, video tapes) or films is strictly forbidden. Use or copying of copyrighted material without obtaining proper permission may incur penalties as prescribed by pertinent U.S. or U.K. laws and/or local regulations.

FERPA AND DATA PROTECTION POLICIES

The School complies with the U.S. Family Education Rights and Privacy Act of 1974 as amended. This Act protects the privacy of education records, establishes the right of students to inspect and review their own education records, and provides students the right to file grievances and complaints.

The School also complies with the U.K. Data Protection Act of 1998. This Act protects the privacy of all records relating to the student. This means that every student has the right to know the purpose for which their details are being processed, and that the School will not pass on a student's personal information without the student's explicit permission. Any information provided to the School may be held on computers and shall be used by the School and its authorized agents in accordance with the United Kingdom Data Protection Act. The School adheres to the eight principles of data handling outlined in the Data Protection Act, 1998:

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained for specific and lawful purposes and not processed in a manner incompatible with those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is held.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data shall be kept only for as long as necessary.
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act.
- Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of data.
- Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Students have the right to inspect their official records and files with certain exceptions, such as certain financial records and recommendations where the right of access has been waived. Student records are kept in the relevant office (Registry or Finance) and can only be reviewed in the office during normal business hours.

Should you take exception to anything you find in your file on the grounds that it is misleading, or otherwise inappropriate, you have the right to challenge its inclusion and to seek to have it deleted or corrected. In such cases, you should submit a written request to the Registrar and Dean and any other appropriate person(s) to discuss the matter in question.

This document represents the most recent version of Hult International Business School's ("Hult") terms and conditions for the Undergraduate program. These are subject to change with or without notice, and the most recent version is available online.

The contents of this document align with all Terms and Conditions for all Hult International Business School campuses globally, under the assumption that this document represents the latest version of said terms and conditions. Differing local laws and regulations will always take precedence. For students studying in San Francisco, the rules set out by the Bureau for Private Postsecondary Education in the State of California will apply. www.bppe.ca.gov

ELECTIVE COURSES FOR ALUMNI

Hult graduates are eligible to take one elective each year, free of tuition fees (a nominal administrative fee will apply). Alumni who have registered with the Alumni Association will receive from the Alumni Affairs Coordinator the list of courses, course descriptions, schedules, etc. To register with the Alumni Association please send an email to: alumniaffairs@hult.edu.

Alumni registering for an elective will be expected to participate fully in that elective and to be familiar with and follow the rules of the campus on which they are taking it. The course and grade will not appear on the students' original transcripts. However, if the alumnus/alumna completes all the course requirements and assessments as stipulated on the syllabus and the faculty member, the student will receive documentation that they passed the course as proof of attendance.

Alumni are responsible for obtaining and maintaining the proper legal status to allow registration on an elective course at Hult. Hult reserves the right to not register alumni when school officials believe that to do so would cause a violation of that person's visa status.

Hult does not provide F-1 student visa support for US alumni enrollment, or Tier 4 visas for U.K. alumni enrollment.

CAMPUS ADDRESSES

London Campus

35 Commercial Road
London E1 1LD U.K.

San Francisco Campus

1355 Sansome Street
San Francisco, CA 94111
U.S.A.

Boston Summer Program Campus

1 Education Street
Cambridge, MA 02141
U.S.A.

Dubai Summer Program Campus

Dubai Internet City
PO Box 502988
U.A.E.

Shanghai Summer Program Campus

Huaxin Haixin Building (Jinling Haixin)

666 Fuzhou Road
Shanghai, China

Ashridge Estate Campus
Ashridge House
Berkhamsted Hertfordshire
HP4 1NS U.K.

