



**HULT**  
INTERNATIONAL  
BUSINESS SCHOOL

# Student Handbook

## The Postgraduate School

### 2017-18

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

Dear Students,

Welcome to Hult International Business School!

## YOU ARE THE CEO OF YOUR ACADEMIC JOURNEY

Your academic journey will be unique and the value you get out of the experience will be commensurate with the effort and engagement you impart. Our goal is to help you execute your educational experience with intelligence and integrity and we have created this Student Handbook to help you understand the policies, procedures and services that will govern and shape your year at Hult. Please take time to familiarize yourself with the contents within this document, as you will be responsible for adhering to the policies written within this Student Handbook. On each campus members of the Academic Team stand ready to offer you support, advice, and clarification.

## WE DO THINGS DIFFERENTLY HERE

The Hult approach to business education goes beyond conventional lectures to practical application and learning by doing. At Hult, you begin by learning the core functional knowledge and analytic methods needed to contribute to and lead a business enterprise. Courses emphasize not only expertise but also action, execution, and practical understanding of business at every level—local, regional, national, and global. Beyond the classroom you will gain perspective on your studies through business practitioners, mentors, and teammates from all over the world and classroom learning comes to life as you engage with industry experts, participate in simulations, and apply what you have learned through a variety of team challenges.

## LET US KNOW HOW WE CAN HELP

The Student Handbook serves to assist you in understanding the policies, procedures, and services at Hult International Business School and you are expected to become familiar with all the information provided. We trust this handbook will help you evaluate the many exciting choices that lie before you in the coming months as you work toward that goal. If you have any questions concerning the policies and procedures outlined here, please do not hesitate to consult with your campus deans, and/or other campus staff for clarification and support.

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## About the School

Hult International Business School is a global school with campuses in Boston, Dubai, London, San Francisco, Shanghai, and a global rotation center in New York City. Students, like faculty, often meet on multiple campuses, and the international perspective on business education underpins the vibrant academic environment of the school. In all its endeavors, the school seeks to deliver programs that are of direct relevance to the world's leading employers. As such, Hult is focused on making a positive impact on business leaders in a global environment, helping managers integrate commercial success and societal well-being.

Vital to the delivery of such programs and the creation of a vibrant academic community is the necessity to ensure that all policies are applied across all campuses. 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 attend.

### 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 to integrate commercial success and societal well-being.

### Host Country Law Statement

As a student at Hult, you must keep in mind that you are subject to the local laws and regulations of your host country and these laws may differ substantially from the laws in your home country. If you have questions about local laws, you are advised to contact Student Services, who will be able to provide more information. You should be aware that you are not above the law and, as such, Hult reserves the right to refer matters to the police for investigation. In addition, you may be suspended, temporarily or partially excluded from specified Hult facilities, services, and/or placement pending the outcome.

### Statement of Academic Freedom

Hult International Business School affirms the rights of students and professors to academic freedom. Academic freedom is the academic privilege of students and professors to pursue knowledge, to speak, and to write their own opinions, ideas, and philosophy without punishment. All assessments and evaluations of students and professors 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.

### Summary of Related Documents

Document Name	Purpose	Versions
<b><i>Student Handbook</i></b>	The primary reference for all policies and procedures relating to the Hult student experience	One for Undergraduate and one for Graduate students
<b><i>Program Specification</i></b>	Summary information on the structure of the degree program	One for each degree program (e.g. MBA)
<b><i>Program Catalog</i></b>	Detailed information on the structure and content of the academic program	One for each degree program (e.g. MBA)

<b><i>Electives Catalog</i></b>	Detailed information on electives courses available to one or more Hult programs	Single catalog covers all Hult graduate programs and lists undergraduate eligibility
<b><i>Academic Regulations</i></b>	The central framework of the School's policies, around which all other documents are framed.	Single School version

## Academic Policies and Procedures

### Degree Requirements

Degrees are awarded by the Academic Board of the School based on the recommendation of the program's Assessment Board.

To be eligible to graduate from the program students must:

- Complete all credit requirements as detailed in the relevant Program Specification
- Achieve HP or P grades in at least 2/3 (66.7%) of required credits
- Have no pending honor code cases under review
- Have tuition paid in full

### Courses

#### Immersion

Immersion courses are the introductory step into the Hult degree, and are intended to help students build team and self-assessment skills, as well as to equip them with the academic tools and foundational knowledge needed to succeed in core and elective courses. Immersion calls upon students to consider their own and others' perspectives in a cross-cultural learning environment, and helps build awareness and self-confidence for the academic and interpersonal path ahead.

#### Core Courses

Core courses occur in Modules A, B, and C. Core courses push students to develop analytical and cognitive skills across a range of disciplines, and all core courses must be completed to be awarded the degree. For specific degree requirements of core courses for your program, please refer to the relevant Program Specification.

#### Elective Courses

Elective courses occur in Modules D and E, after core courses are completed. A proposed list of elective courses for the academic year is available during Module A. Final elective offerings and schedules are available prior to elective registration.

#### Registration

All full-time students are automatically registered for core courses. EMBA students are required to self-register for core courses.

All students are required to register for elective courses. Registration for elective courses takes place during Module B.

#### Specializations

Students who successfully complete required courses are eligible to earn a Specialization in offered disciplines. The availability of specializations on specific campuses is subject to change based on faculty availability and student demand. Specializations may also limit students' options during elective registration. More information on specializations is available on myHult.

## Dual Degree

MBA and MIB students are eligible to apply for the Dual Degree Program. Students looking to pursue a Dual Degree must meet the following requirements:

- Specialize in required subject areas and register for specific courses
- Register for a Dual Degree and pay all associate fees in full by the due date required
- Be in good financial standing at the time of registration and remain in good standing throughout the remainder of the program
- Students must graduate from their first degree

Please refer to the full Dual Degree Policy which is available on myHult.

## Grading

### Grading Philosophy

The intent of the Hult grading system is to encourage and acknowledge academic achievement while promoting a growth mindset. The Hult grading system is based on principles of fairness and transparency, and faculty award grades based upon established criteria that are clear and visible in the course syllabus. All students should also be aware of the Hult Honor Code and the expectations regarding academic standards therein. Course grades at Hult usually involve a combination of assessments including, but not limited to: case analysis, examinations, presentations, and other types of team and individual assessments.

### Assessment Grades

There are four grading bands at Hult: High Pass (HP); Pass (P); Needs Improvement (NI); and Fail (F). Assessment grades are rubric based.

The final grade for a course is the weighted average of grades obtained for each course assignment, and will fall within a range that is associated with grades of HP, P, PA, NI, and F.

#### *HIGH PASS (HP)*

A course grade of High Pass indicates that the student has demonstrated a consistently high level of proficiency in the course content and assessed learning outcomes. A grade of HP is difficult to achieve.

#### *PASS (P)*

A course grade of Pass indicates that the student has demonstrated a proficient understanding of the course content and assessed learning outcomes.

#### *NEEDS IMPROVEMENT (NI)*

A course grade of Needs Improvement indicates that the student has produced work that is minimally acceptable for graduate studies but has significant room for improvement.

#### *FAIL (F)*

A course grade of Fail indicates that the student has not been able to demonstrate an acceptable understanding of the course concepts and assessed learning outcomes expected of a graduate student. No course credit is given for a failed course.

#### *INCOMPLETE (I)*

A grade of Incomplete indicates that one or more assessed course assignments has not been completed, or that there is a pending investigation into a component of the grade.

#### *WITHDRAWN (W)*

A Withdrawn grade is awarded when a student does not attend a course as required, and does not deregister by the deadline. No course credit is given for Withdrawn course grades. To meet graduation requirements, students will need to register for this course again (core course) when it is



next scheduled or a suitable course (elective course) at an additional cost. Students may also transfer credit for a course in which they have received a W grade.

*PASS (PA)*

Exclusive to Pass/Fail courses, a Pass grade is denoted as PA, indicating that the student completed all requirements to complete the course and is awarded the associated credits. However, there is no grade higher than pass obtainable for the course. Credits earned in a course graded as PA will not count towards academic honors such as graduating with Distinction.

Academic Credit is awarded only for grades of HP, P, PA, and NI.

Course grades are calculated by attributing point values to assessment grades and weighting these values by percentages listed on course syllabi. Point values for assessment grades and ranges for course grades are as follows:

<b>Grade</b>	<b>Point Value</b>	<b>Range of Course Scores</b>
<b>High Pass</b>	3	2.51 - 3.00
<b>Pass</b>	2	1.51 - 2.50
<b>Needs Improvement</b>	1	1.00 - 1.50
<b>Fail</b>	0	0.00 – 0.99

The following is an example calculation of course scores and grades, which considers a point value for each assessment and the weighting for that assignment for a course grade:

	<b>Participation</b>	<b>Presentation</b>	<b>Assignment</b>	<b>Score</b>	<b>Course Grade</b>
<b>Weighting</b>	15%	40%	45%		
<b>Student 1</b>	2 (P)	1 (NI)	1 (NI)	1.15	<b>Needs Improvement</b>
<b>Student 2</b>	2 (P)	1 (NI)	3 (HP)	2.05	<b>Pass</b>
<b>Student 3</b>	1 (NI)	3 (HP)	2 (P)	2.25	<b>Pass</b>
<b>Student 4</b>	2 (P)	3 (HP)	2 (P)	2.4	<b>Pass</b>
<b>Student 5</b>	3 (HP)	2 (P)	3 (HP)	2.6	<b>High Pass</b>
<b>Student 6</b>	2 (P)	0 (F)	1 (NI)	.75	<b>Fail</b>

### Adjustment of Group Grades

Grades are awarded to individual students. Where learning and assessment is based on group activity, the assignment brief specifies whether the same 'team grade' is awarded to all students for an assignment. 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

### Confirmation of Grades

When students receive grades from the faculty assessing work, these grades are subject to confirmation by the Program's Assessment Board. Grades may be adjusted up or down. The Assessment Board assures the overall fairness and consistency of grading across course sections and campuses, as well as considering exceptional individual cases and issues associated with academic integrity.

### Class Participation

Class participation is an important part of the learning experience at the school and may factor into the overall grade for each course. When graded, each professor will assess class participation based on a rubric and the appropriate weight given to class participation in the overall course grade. The rubric and weighting will be outlined in the syllabus for each course, and may include participation in online discussion forums and other such media beyond the traditional classroom.

### Assessment

All assignments for assessment are outlined in the Course Syllabus, which is provided to students at the beginning of each term. Students must ensure that all assignments are submitted on time, and must provide the instructor with any relevant information in advance that may affect their performance.

### Late Submission

Any assignment submitted late (past the stated deadline) will receive a grade deduction of one full grade (e.g. from High Pass to Pass) for the assignment. Non-submission within 14 days of the deadline will result in an F (Fail) grade.

### Examinations

Examinations are an integral part of Hult graduate programs. Students are required to take examinations as scheduled. The attendance policy applies to scheduled exams as well as scheduled classes. Students who miss an examination for an unexcused absence will receive a Fail (F) grade for the examination. Late arrivals will not be admitted without the consent of the Campus Dean.

### Viva Voce

Faculty may decide to examine any student or student group viva voce to verify an awarded grade.

### Grade Appeals

Hult policy is that students are treated fairly, consistently, and objectively with respect to all academic evaluations. All students are entitled to know the criteria on which their course grade was calculated.

If, after discussing the course grade with the faculty member, a student still believes that their academic evaluation is unfair, the student may submit an appeal in writing with valid evidence to the Program Dean, who will refer the appeal to the Academic Integrity Committee.

The Academic Integrity Committee will review the appeal and decide whether the appeal is fully or partially upheld.

The decision of the Academic Integrity Committee is communicated in writing to the student, the Program Dean, and the Assessment Board.

Appeals will be accepted by the Program Dean up to 14 days after the grade is released to the student. No later appeal will be allowed. Disagreement with the academic judgement of faculty are not

valid grounds for an academic appeal. Acceptable criteria for appeals are listed in the *Academic Regulations*.

Please note that contacting a faculty member in pursuit of a grade change, after a student has received an explanation of the grade, will constitute harassment under the Honor Code.

### Academic Probation

At the end of each module, students who received NI grades in 33.3% or more of cumulative credits completed, or any F grades will be automatically placed on academic probation. Students on academic probation are expected to meet with their Program Dean to develop an academic improvement plan. While on academic probation students must adhere to the special attendance policy listed under Attendance.

### Attendance Policy

Students are expected to attend and be on time for all scheduled classes, examinations, class presentations, simulations, exercises, field research visits, discussion groups, lectures, and any other scheduled activity. Attendance is monitored and students are responsible for registering their attendance in class. Students must not sign other students in for classes or sign themselves in for previous classes. Such action is dishonest, and is a violation of the Honor Code. It may also constitute a breach of local immigration law.

At the end of each module, students who have unexcused absences for more than 20% of scheduled class time within that module, will receive an Honor Code violation. For courses that take place over three or four days (EMBA format), students who have unexcused absences for more than 50% of one day's classes, will receive an Honor Code violation. Students who receive three Honor Code violations will be dismissed from the program.

Decisions on whether an absence qualifies as an excused absence will be made by the Program Dean. To be excused for an absence, students must submit a request to the Dean's Office along with any required documentation. Absences will be excused only in three cases:

- serious illness of a student
- serious illness of an immediate family member
- death in the immediate family

### Attendance on Academic Probation

The School adheres to a strict attendance policy for students on academic probation. Given the correlation between poor academic performance and low attendance, the School adopts a firm guiding hand to attempt to remediate students on academic probation. Any student on academic probation must attend all scheduled class sessions in each term. If students miss any classes and have not received an excused absence, they will receive an Honor Code violation. Students who receive three Honor Code violations, will be dismissed from the program.

### Late Attendance

Faculty and administration have the right to deny entry to students who do not arrive for class on time. Respect for others' time is part of the Honor Code and students who continually arrive late for class, will receive an Honor Code violation. Students who arrive more than 30 minutes late for class or any class session are recorded as absent.

### Resubmission Policy

Students whose graduation is at risk due to 33.3% NI grades and/or any F grades will be given the option to undertake a new assignment (resubmission) in the course(s) they were awarded the NI or F grade. The resubmission assignment will measure all course learning outcomes in the course.

- Resubmissions for core courses will take place in Module D
- Resubmissions for elective course will take place after Module E
- Students can only resubmit where the current course grade is preventing them from graduating

- The maximum number of courses students can resubmit is three
- Resubmission assignments can only be submitted one time
- The highest grade a student can earn in a resubmitted course is a Pass (P)
- If a student resubmits an assignment for a course in which the original course grade was a Fail and the resubmission grade results in a course grade that remains a Fail, the student will be dismissed from the program

As resubmissions for elective courses takes place after Module E, students who need to resubmit in an elective course will have their graduation delayed until February of the following year.

At any stage if it is deemed that a student mathematically cannot graduate from the program, even through completion of the maximum of three resubmission assignments, the student will be dismissed from the program.

### Transfer Credit

Students may take up to six credits (maximum) at an EQUIS or AACSB accredited academic institution other than Hult on the condition that they are doing so to replace a course in which a grade of NI, F or W grade was received and the credits are required to graduate.

Courses must have a relevant focus, be at master's level with at least the same number of credits and have equivalent learning outcomes to the core or elective course(s) at Hult for which Transfer Credit is sought. Transfer credits must be taken at the student's own expense. Hult is not liable for covering the tuition expenses and associated fees for a replacement course. Students will not receive tuition reimbursements or refunds for courses forgone at Hult due to receiving credits from outside institutions.

- A course taken at an outside institution must have a minimum credit value equivalent to the course that is being replaced, and will be transferred at a maximum of three credits as a Pass grade
- Grades must be received in the form of an official transcript from the school at which the course was taken
- To transfer the grade, students must earn a US-equivalent grade of C or better in the course. This grade will qualify as a Pass, and will allow the credit to transfer back into Hult and count towards degree requirements
- The original Hult course grade will remain on the transcript but will be removed from the GPA calculation
- Course(s) transferred to Hult for credit will be noted with a T on students transcripts

All requests for transfer credit must be submitted in writing to the Registrar or Program Dean and must receive approval in advance. Students are encouraged to submit requests for transfer credit as early as possible.

### Internships

Hult offers a 3-credit internship course during modules D and E to students in good academic standing. Students must complete the required coursework for the internship elective.

Students are responsible for securing their own internships, but should contact their Career Development Advisor for assistance and resources to identify and apply for opportunities of interest. The course will be graded on a Pass/Fail basis, and a passing grade will therefore have no impact on eligibility for Deans List or graduating with distinction. The internship must be signed off by the Internship provider and then submitted to the Office of the Dean for final sign off.

Students matriculated in the dual degree program may not undertake full-time internships during the academic year.

Internships must be shaped to conform to local visa regulations and procedures at the campus where the internships are to take place. Local regulations may add requirements, and, in any cases of conflict with Hult's global policies and procedures, local regulations will prevail. It is the responsibility of students to understand visa implications of this work-experience opportunity and incorporate requirements into their proposals and plans.

### Graduating with Distinction

Students who graduate from Hult with High Pass (HP) grades in 50% or more of total program credits and have not been determined ineligible from graduating with distinction due to an Honor Code violation, will receive their degree "with Distinction". Distinction is included on the degree certificate and final transcript. Any student who has received an F grade is not eligible for distinction.

### Dean's List

Students who earn a grade of HP in 50% or more course credits, and have no NI or F grades in that module will be formally named to the Dean's List for that module. The achievement will be recorded on the Transcript. There is no Dean's List for elective modules D and E.

### Accommodating Special Needs

Hult International Business School is committed to providing equal access to its educational opportunities, programs, and activities. In compliance with the Disability Section of the Rehabilitation Act and Section III of the Americans with Disabilities Act, and the UK Disability Discrimination Act (DDA) of 2005 and the Equality Act of 2010, Hult will provide reasonable accommodations to students with disabilities. A reasonable accommodation is a modification or adjustment to a course, program, or activity that enables a qualified student with a disability to obtain equal access.

For more information about the Disability Accommodation Policy and procedures for requesting accommodation, please refer to Appendix V.

## Academic and Professional Standards

Every Hult student has both the privilege and the duty to represent the Hult name and Hult's core values. Hult students should take pride in demonstrating these values in every interaction they have with their peers, professors, campus staff, and the business world outside of the School. Additionally, students are expected to demonstrate these values in all their academic and professional work. 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 Honor Code

The Honor Code refers 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.

During Orientation, staff will make a copy of this handbook available to students, discuss its contents and describe Hult's Honor Code, including its impact on both the school and students. Students are expected to sign a copy of the Honor Code stating that they have read, understood, and agreed to abide by the Honor Code as stated in this handbook.

### Scope and Eligibility

Any student registered with Hult is subject to the Honor Code. A student is anyone who is registered on a course of study run by Hult, whether 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.

#### 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 or dismissal from the school. Hult students are expected to:

- Be civil in words and deeds
- Be honest in work, action, and speech
- Respect the cultural differences of every individual
- Extend courtesy to every individual
- Attend every class, appointment, or assigned commitment on time
- Abide by exam rules
- Obey copyright law
- Maintain academic integrity
- Abide by campus and institutional rules
- Obey local and national customs, rules, and laws
- Conduct themselves professionally
- Protect Hult's institutional voice
- Report any violation of the Honor Code when a breach has been witnessed

#### 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 the instructors involved
- Submitting another student's work without that student's knowledge
- Unauthorized cooperation between students in individual work situations
- Submitting without citation work that incorporates someone else's ideas (plagiarism)
- Not abiding by exam rules
- Visiting online sites where exam questions and/or solutions from academic institutions may be posted
- Self-plagiarism
- Other actions deemed inappropriate on grounds of academic integrity

## Plagiarism

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

## Referencing

Hult follows the American Psychological Association (APA) citation format for all assignments, see Appendix IX.

Please also note that assignment submissions that include a large amount of third party materials, even when properly cited, are not usually appropriate. While this is technically not plagiarism if you provide proper references, your professor may nonetheless conclude that you did not do the work you were asked to perform and award a low or failing grade for the assignment.

## Cheating

Getting help on an examination or assignment from a disallowed source is considered cheating. This includes using notes or outside sources of information during in-class examinations and 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 constitutes violations of Hult's Honor Code.

## Examination Rules

For general exam rules, please see Appendix II. Specific rules for exams are displayed in the classroom during the exam. Failure to abide by exam rules is a violation 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.

Please review the following policies in the appendices, which are part of the Honor Code, and students are expected to abide by:

Institutional Policies – Appendix IV

IT Policy – Appendix III

It is students responsibility to understand the Honor Code, and that committing acts of academic dishonesty or misconduct constitutes a violation of Hult's Honor Code. Students who receive three Honor Code violations will be dismissed from the program.

For information regarding the Honor Code review procedures, please refer to Appendix I.

## Discontinuing Studies

The maximum time students must compete their program is double the normal length of the Program, from the date of matriculation. Therefore, MBA and Masters students have two years to complete the program and EMBA students have four years to complete the program, from the date of matriculation. The maximum time to complete programs excludes any periods of Leave of Absence.

### Leave of Absence

Students may request Leave of Absence for a period of up to one year at a time by submitting a formal request in writing to the Campus Dean. There is no automatic right to Leave of Absence and authorization must be obtained from the Campus Dean. Requests must specify reasons for Leave of Absence, and the request will only be approved if there is a reasonable expectation that the student will return to the Program.

If the request is approved the student's Matriculated/Enrolled status is replaced with Leave of Absence status and all outstanding fees remain payable.

### Dismissal from the Program

The school reserves the right to dismiss a student at any time if academic performance is unsatisfactory, if conduct constitutes unacceptable professional behavior, due to non-payment of tuition fees, if a student receives three Honor Code violations, and/or if legal or medical problems hinder satisfactory performance. In such cases the Program Dean will notify the student in writing of termination from the program. Please note that students dismissed from the program do not qualify for a refund of any tuition fees paid or outstanding.

### Withdrawing from the Program

A student may request to withdraw from the program the due to personal reasons. Withdrawal requests must be made in writing to the Campus Dean in advance of withdrawal.

### Change in Enrolment Status: Visa Implications

If a student is on a student visa at their campus of study and enrolment status is changed to Leave of Absence, Dismissed or Withdrawn, it will invalidate the student visa and immigration authorities will be informed. Students must meet with a member of the Visas Team prior to their departure and discuss the implications on their immigration status due to the change in their enrolment status. Students on a Tier 4 visa (London campuses only) must also have an exit interview with the Visas and Compliance Services (VCS) team.

## Readmission/Returning to Hult

### Leave of Absence Status

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.

### Withdrawn/Dismissed Status

Students who withdraw or are dismissed from a program must reapply to the institution, and the reasons for their dismissal will be used as a factor in the admissions decision.

## Global Campus Rotation

### Rotation's Mission

Hult's unique Global Campus Rotation Program allows students to gain critical insight into the world's key economies and gain firsthand international business experience. Students who participate in Global Rotation have the opportunity for more face-to-face interaction with international peers and more exposure to diverse business environments, allowing them to leave Hult with a more diverse network and set of experiences.

### Overview

During elective modules, Modules D and E, students have the option to rotate to other Hult campuses to complete elective courses consistent with their program.

Rotation options are limited by program, eligibility, campus capacity, elective availability, and immigration regulations.

Students are responsible for arranging travel, accommodation, insurance, and visas as well as covering the costs involved with rotating to another Hult campus to study.

Students are responsible for ensuring they read and understand the Rotation policy in its entirety, which is available on myHult. Hult reserves the right to update Rotation policy at any point during the school year. Any such updates are effective immediately and enforceable by School administration.

Please review the Campus Rotation policy which is available on myHult.

## Campus Support

### Deans Office

The Campus Deans are available throughout the program to help students navigate their academic journey and to discuss their overall program performance. The Deans are also available to advise students on all the academic policies and procedures in the student handbook. The Deans make every effort to ensure student academic success and are available for consultation regarding any academic difficulty. If an academic difficulty arises, students are strongly encouraged to seek assistance from their Program Dean for support and advice on ways to improve your performance.

## Registrars

The Registrar's Office is responsible for ensuring that all academic records are maintained and academic logistics on that campus run smoothly. They work closely with faculty to schedule their courses as well as procure materials needed for courses. Registrars also assist in managing the execution of academic activities such as exams, course evaluations, and ensuring that final course grades are collected and recorded in a timely manner. Students should visit the Registrar's Office as the first point of contact with questions about grades, transcripts, enrollment verifications, or other academic issues. During rotation registration and the elective modules, the Registrar's Office will be students first point of contact for questions about adding and dropping courses, course conflicts, and waitlists.

## Student Services

Student Services aims to support students with non-curricular issues, to ensure that students' time at Hult is enriching both inside and outside of the classroom. The Student Services team offers support and guidance in a variety of ways including helping students adjust to life in a new city, guidance in finding housing, administering health insurance, informing students about health care resources and supporting students to choose a rotation campus. Student Services enhances students' business education with cultural and practical knowledge, serves as a resource for students' day-to-day lives, creates a Hult Community by organizing social and cultural events and supports student-led social Clubs and Societies and the Hult Student Association (HSA).

## Finance

The Finance team can assist with questions regarding students' Hult finance account, clarity on rotation and other fees, and receipt of payments for outstanding amounts.

## Visas and Compliance

The Visas and Compliance team supports Hult students through all phases of the student experience. This includes assisting incoming students through the student visa application process, ensuring that they understand the benefits and regulations of studying on a student visa, and continuing after graduation for any applicable post-graduation visa extension or work authorization period. In addition, this team facilitates visa applications for the campus rotation program.

## Campus Technology Team

The Campus Technology team supports students with software solutions and Hult platforms, Wi-Fi access, and printing support. Their aim is to make sure students have the right technology skills, knowledge, and resources to excel both inside and outside the classroom.

## 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.

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](http://my.hult.edu)

## Student Representation

Student feedback is taken seriously throughout the year at Hult and the school strives to encourage constructive student involvement and positive participation in all programs. The Hult Student Association (HSA) plays an integral role in this process by meeting with and providing feedback to campus administration including, but not limited to: Student Services, Academic Deans, and Career Services. Selection generally occurs in Module A when members are elected by their peers, but students should consider their interest in the HSA as early as Immersion. Students who wish to represent their peers in the community should contact Student Services to inquire about nomination and election procedures.

## Managing Personal Financial Obligations

### Financial Aid Policy

The Hult financial aid policy is intended to advance the school's mission to deliver a useful and enduring business education to international professionals. 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 scholarships, fellowships, 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
  - Overcoming adversity, including disabilities

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 (please see the Admissions Policy, posted online), its mission and purpose, and U.S. Equal Opportunity laws, and are a binding and final agreement between the student and enrolment provider.

### Tuition and Payment Policy

Tuition and fees must be paid in accordance to your chosen payment schedule, either 100% in advance or based on the scheduled installment plan with 35% tuition plus related fees due prior to the start of classes, 35% due December 31st and the remaining amount due March 31st. Fees associated with rotation, dual degree and additional credits will be invoiced as they are planned. If your account is past due, Hult will assess late fees based on the outstanding balance due. In the event that your account is past due, the school reserves the right to suspend all student privileges, including participating in classes, rotation, eligibility for future studies and events (inclusive of graduation) until the financial obligation to Hult has been met. Continuous non-payment may result in dismissal from Hult. Please note, due to immigration laws in our respective campuses your visa status

maybe affected if such a situation arises with regard to overdue fees. Every effort will be made to ensure you are aware of your financial status and help you settle your fees before any report is made to the immigration authorities. Please see the campus finance department if you have any questions or contact [Hult.Finance@hult.edu](mailto:Hult.Finance@hult.edu).

The following is a non-exhaustive list of potential ramifications for non-payment. Please work with your local campus finance teams to ensure your payments are timely:

- Rotation block: Student is blocked from rotating outside home campus
- Finance Hold: A hold placed on the student account that restricts the release of grades, transcripts, and diploma. Students can continue to take courses throughout the program
- Finance Suspension: Finance Hold plus course section block. Students can complete the existing module but cannot select courses for the future Modules until balances are cleared

Students will not be eligible to graduate if they have an outstanding balance due to Hult.

### Refund Policy

The following policy is for students who are not studying with the support of Title IV funding:

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 first week of class is the week containing "Immersion begins" as listed in the academic calendar.

The policy applies 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 at his or her campus of study, withdrawal from Hult will invalidate the student visa and immigration authorities will be informed. The student must schedule an exit interview with Student Services prior to his or her departure.

Application fees, insurance fees, installment plan fees, intensive English fees, accommodation, course material fees (paid to the school) and confirmation deposit are all non-refundable. Refund will only be given on program fee less any financial aid awarded (meaning all financial aid, scholarships and bursaries awarded by the school), pro-rated for amount paid and subject to the local campus refund policy.

In accordance with Department of Education regulations, special refund rules apply to U.S. citizens and permanent residents receiving U.S. federal student aid. Copies of these refund policies are available upon request from the Financial Aid Office.

Please contact your local finance department for a calculation of your refund if you are dismissed or plan to withdraw.

## Appendices

### Appendix I: Honor Code

#### Honor Code Statement

All students are required to read and sign the following Honor Code statement during orientation:

*I understand that personal and professional integrity are fundamental values which guide Hult and all members of the Hult community. As an honorable member of this community, I expect an atmosphere of complete trust, honesty, and mutual respect. To enhance and preserve these values, and to express my individual responsibility and accountability for behaving in accordance with them, I hereby pledge the following:*

#### *Personal Values and Behavior*

*I will always conduct myself in a professional manner with the highest standards of personal integrity.*

#### *Respect for Others*

*I will show respect for the rights, opinions, and decisions of all members of the Hult community, without regard to how they differ from my own. I embrace Hult's diverse multi-cultural community and will do my best to support and learn from differing perspectives. I recognize that this is critical to my development as a global leader, and I acknowledge that the opportunity to expose myself to diverse viewpoints is one of the key advantages of a Hult education.*

*I will respect the property of the School and of each member of the community. I will be vigilant to protect not only my own property but the property of all members and guests of the Hult community.*

#### *Academic Integrity*

*I will undertake my coursework with the highest personal and professional standards. I have read the portions of the Student Handbook describing academic integrity and understand both the behaviors to avoid and the consequences of failing to do so, which may be severe. In fairness to myself and to my fellow classmates I will not cheat on any coursework nor will I assist others in doing so at any time.*

*I recognize that violating the Hult Honor Code in my coursework will undermine my Hult education and is contradictory to my goal of becoming a global business leader. I also recognize that improper academic conduct is unfair to my fellow students and could negatively affect Hult's reputation and the value of Hult's degrees.*

*I acknowledge that ignorance of what is expected of me is not an excuse for inappropriate behavior. If I am unclear regarding what is or is not appropriate, I will consult a faculty member or administrator before acting in a manner which may be questionable.*

#### *Community Integrity*

*I will help enforce Hult's strong ethical standards during my time at the School and after graduation so that I will be a respected member of the Hult community and an honorable representative of the School. In this regard, if I see anyone violating Hult's Honor Code, I will take immediate steps to stop inappropriate conduct. If I am unable to do so, I will report the behavior immediately to a member of the Hult staff or faculty. In doing so, I recognize and acknowledge my role as protector of the School's reputation for integrity and ethical leadership.*

*I understand that failing to adhere to any component of this pledge is a violation of the School's Honor Code and could result in strong sanctions, up to and including expulsion from the School.*

*I have read, understand, and agree to abide by this document and all statements of the Hult Honor Code as stated in the Student Handbook.*

### Certificate of Originality

*I certify that any paper submitted by me is my own work which was created without the assistance of others (with the exception that I may receive assistance from my team members for group assignments.) My acknowledgement below is proof that I have read and understand the following statements about properly attributing the work of others.*

- If my paper includes any portion which has been copied from another source, I have set it apart from the rest of my paper by, for example, surrounding the copied portion(s) in quotation marks, italicizing or indenting them, in a manner which makes it clear they were not written by me. Furthermore, I have provided a reference to the source of the copied material immediately after each copied portion enabling a reader to find the exact location of the original source.*
- If I have paraphrased the words or ideas of others, I have similarly indicated which portions of my work relied on others and provided clear referencing as indicated above.*
- I understand that general footnotes and bibliographies indicating the sources I used to research my paper are helpful but are not sufficient references for material I've copied or paraphrased.*
- In case of any doubt about proper attribution, I am aware that I can use Google or other widely-available tools and reference materials to check the originality of words, phrases, or longer sections. I am also aware that my professors can and will use these same tools should there be any doubt about the originality of any part of my work.*
- Finally, I understand that I had the option to speak with my professor prior to submitting my work if I was unclear about any of these instructions and that, once submitted, papers may not be later revised.*

### Review Procedures

#### Academic Integrity Violations

The Academic Integrity Committee is responsible for conducting a complete and impartial review of any suspected violation, notifying the student concerned, the student's faculty member(s), and the academic administration of its findings and any sanctions. Students will be advised in writing regarding the decision of the Academic Integrity Committee.

- Once a student's name is submitted to the Academic Integrity Committee, students will be notified that a case has been reported and will be given details of the suspected violation
- Students are given the opportunity to describe what happened in their 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 decide 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 decide the sanctions and notify the appropriate parties

**Please note:** To preserve an open and fair academic community for all, Hult takes its Honor Code seriously. To investigate a claim exhaustively, contact all relevant parties, and ensure a fair decision made on full facts, the Academic Integrity Committee (AIC) may, on occasion, take substantial time before making a ruling. Furthermore, due to privacy concerns, results of individual AIC hearings will not be publicly disclosed. A fair process normally takes about 30 days, but the timing of rulings will depend upon the situation.

It is expected that all members of the Hult community conduct themselves openly and honestly at all times. Thus, dishonest statements made to AIC members or campus staff, or actions which impede an AIC or campus staff review (in the case of a social infraction) will be treated as additional violations.

## Extra-curricular Honor Code Violations

Extra-curricular Honor Code infractions are reviewed and administered by the Campus Manager or Head of Student Services. As necessary, and always for serious allegations, the Campus Manager or Head of Student Services may convene a Disciplinary Review Committee, formed of appropriate members of Hult staff, to be responsible for conducting a complete and impartial review of any suspected infraction. The Disciplinary Review Committee makes its recommendation to the Campus Manager or Head of Student Services, who then determines and administers any sanctions imposed. Where the Campus Manager or Head of Student Services reviews a case, and administers sanctions without convening a Disciplinary Review Committee, the student(s) concerned may appeal the result via a full 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 that the student wishes to present
- The Campus Manager or Disciplinary Review Committee will investigate the suspected violation, taking care to include all relevant information and speaking to the relevant parties
- The Campus Manager or 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 Campus Manager or Disciplinary 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. 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, 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 these sources. The following are key points of contact for help or advice:

- Student Services
- Program Deans
- Faculty or staff who are not directly involved

## Appendix II: Examination Rules

Students are expected to abide by the examination rules listed below along with any additional rules which will be communicated in advance of the exam.

- Communication with other persons (within the classroom or externally) through any medium during examinations is expressly prohibited and may invalidate the exam. Questions about the examination may be asked to the proctor
- The use of books, notes, computers, phones, tablets, calculators, dictionaries, and other information sources are subject to the restrictions of individual professors and will be announced in advance of the examination. Use of restricted materials will result in disciplinary action
- Leaving an examination room with exam materials while an exam is still in progress is prohibited and may invalidate your exam. All examination materials are to be given to the proctor immediately upon completion of the examination or during a justified absence from the examination room (e.g., if a student must go to the restroom, all materials must be given to the proctor for the duration of the absence). If a student must leave the examination room for a justified reason, they may not make up the time lost in doing so

- Students may not wear earphones while taking an exam. Earplugs are allowed, but no earphones that are attached to a phone, tablet, laptop, and/or any other electronic device
- If you witness any of these violations, you are expected to act responsibly by confronting the situation directly, or failing that, by reporting the violation to the professor, proctor, or the administration

Any violation to these rules will be investigated by the Academic Integrity Committee.

## Appendix III: Information Technology Policy

The same Honor Code, which is firmly observed throughout the course of the program, applies to all members of the Hult community within its virtual forms. Students are expected to treat others with respect both in-person and online.

Violations of the standards of conduct are considered a serious breach of behavioral norms and may result in severe penalties.

It is expected that students own a personal laptop computer to use during their studies at Hult. Upon arrival on campus, students are provided with 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. As a representative of the school students are expected to avoid sharing, communicating, or commenting on content that could misrepresent themselves or Hult in a defamatory way. Students should consider how their response may reflect on you and the school. If unsure, consult Student Services.

Recognize that everything students contribute to, or receive, on a social media site is in the public realm. Students are responsible for whatever information you post. Public posts are indexed in search engines, and private comments can be forwarded or copied and easily made available to the public. Remember that what is posted on a personal page could impact a student personally, professionally, and as a representative of Hult.

Hult's IT infrastructure provides rich learning resources which many parties within the Hult community depend upon. Access to these technical resources is a privilege which students are expected to use carefully.

Note: Students will be required to have up-to-date office productivity software installed on their laptop, to be used during their time at Hult. The Hult IT environment currently only supports the use of Windows- and Mac-based operating systems and applications. Please note that any willful violations of this policy may lead to the immediate termination of Hult IT privileges and/or other academic or legal sanctions.

## Appendix IV: Institutional Policies

### Fair Use of Hult's Logo and Social Media Networks

Help Hult keep its online community connected. If you currently have a social media site, contact the campus Communications Team so we can add it to our list of official and affiliated Hult networks. The primary tools currently used by the school are LinkedIn, YouTube, Facebook, Twitter, Instagram, and Flickr. Units across campus, such as Student Clubs and Alumni Relations, are also successfully using blogs, LinkedIn, and Flickr to communicate with key audiences. Social media usage at Hult is governed by the same policies that govern all other electronic communications.

Hult's primary official social media presences are:

YouTube: <http://www.youtube.com/hult>

Facebook: <http://www.facebook.com/HultIBS>

Twitter: [http://www.twitter.com/Hult\\_biz](http://www.twitter.com/Hult_biz)

Flickr: [http://www.flickr.com/photos/hult\\_ibs](http://www.flickr.com/photos/hult_ibs)



We recognize the need for social networks to be used for students to communicate with the global Hult network. Therefore, if you wish to establish an official or affiliated Hult profile on any social networking site, please remember the Hult logo cannot be modified or used for personal endorsements or used for Hult-affiliated interests without consent from staff. Permission will be granted on a case-by-case basis so long as the Hult logo is not used to promote a product, cause, political party, or candidate.

### Use of Copyrighted Materials

All members of the Hult community are expected to respect the rights of intellectual property owners and to comply with copyright laws. Students should familiarize themselves with the basics of copyright law in any country in which they study.

In many jurisdictions, there are exemptions to copyright law that go by such names as "fair use" or "fair dealing." Under limited circumstances, these exemptions allow an individual to copy part of the work of another author for the purpose of quoting, commenting, analysis, or parody. These exemptions do not allow you to make copies of complete works or substantial portions of a work. If you are copying a work to avoid purchasing a legal copy, you are not covered by the copyright exemptions and you are breaking the law. It does not matter that you are making the copy for what you consider to be academic or not-for-profit purposes. You are effectively stealing a copy of the work. Consequently, violations of copyright law are considered violations of the school's Honor Code.

In addition to violating Hult's Honor Code, the use or copying of copyrighted material without prior permission from the copyright holder may expose you to financial or criminal penalties as prescribed by local law.

If complaints are received from a copyright owner or an agent thereof, with regard to activities on devices connected to the school's network, or if the staff discovers, while monitoring network traffic flow, that a device appears to be publishing copyrighted material to the local or wide area network, disciplinary action will be taken in accordance with the Honor Code.

The illegal distribution of copyrighted materials using Hult's network resources is a violation of the Hult Honor Code, and may result in the loss of network privileges.

### Misrepresentation of Academic or Work Experience

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

### Harassment and Bullying Policy

Hult International Business School is committed to protecting employees and students and to promoting an atmosphere free from harassment and bullying, where everyone is treated with dignity and respect.

The school does not discriminate on the basis of race, color, national or ethnic origin, sex, 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 subject the individual to dismissal from the school. Harassment is defined as "unwanted conduct which has the purpose or effect of: a) violating a person's dignity, or b) creating an intimidating, hostile, degrading, humiliating or offensive environment for a person."

Bullying is a form of harassment where normally, someone in a position of authority abuses their power and attempts to undermine an individual or group by displaying threatening and abusive behavior. In both harassment and bullying, the abusive behavior is unwanted by the recipient and normally continues after the harassed or bullied individual has expressed that they want it to stop. It could also happen on a one-off basis. This behavior affects individual's self-worth and can cause high

stress levels. Examples of abusive and unacceptable behavior include unwanted physical contact and verbal conduct (patronizing language/ inappropriate jokes, suggestive remarks), isolating and ridiculing.

Whenever possible, Hult encourages students to try to resolve harassment and bullying incidents informally. There may be instances, where due to the incident's seriousness it would only be appropriate to resolve matters formally.

If the student is comfortable, it is recommended that the student should go and talk to the person concerned and explain to them that their behavior is causing offence and ask them to stop. It is best to approach the person at the earliest opportunity to prevent the behavior from escalating.

Hult encourages students who might be subject to any of the behaviors described above to keep accurate written record of any incidents. Students should document: date, time and location of the incident, details on the behavior displayed and information on any witnesses.

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 school 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 an allegation of harassment or bullying is upheld or not, the Disciplinary Committee will apply the test of reasonableness and will make a decision on the balance of probabilities, even where there may not be corroborative evidence available.

#### Hazing

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

#### Theft/Damage/Vandalism

Theft, damage, or vandalism of/to personal property, school property, or public property (this includes the surrounding communities), whether intentional or through negligence, is prohibited and may subject an individual or organization to disciplinary action, including restitution, and possible criminal prosecution.

#### Unauthorized Entry into School Facilities

Unauthorized entry, use, or occupancy of school facilities is a violation of school policy and may result in disciplinary action. Tampering with locks to school buildings, unauthorized possession or use of school keys or a Hult ID card(s), and alteration or duplication of school keys and/or Hult ID(s), also are prohibited. Use of keys or a Hult ID to access an area or facility to which a student is not entitled to have access is a violation of this policy.

#### Dress Code

Students are expected to dress and to groom themselves in a way that reflects professionalism, 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 or she should ask Student Services. All dress code questions are decided at the discretion of the school.

#### Drug Policy

Hult International Business School must comply with state and federal laws regarding the use of nonprescription drugs. The use, possession, sale, or distribution of drugs or drug paraphernalia is strictly prohibited and could result in dismissal from the school, other sanctions as deemed

appropriate, and referral for criminal prosecution. At any time, the school reserves the right to contact the individual listed as the student's emergency contact about which it has any drug-related concern.

## Appendix V: Disability Policies and Procedures

### Disability Accommodation Policy

Hult International Business School is committed to providing equal access to its educational opportunities, programs, and activities. In compliance with Section 504 of the Rehabilitation Act and Section III of the Americans with Disabilities Act, Hult will provide reasonable accommodations to students with disabilities. A reasonable accommodation is a modification or adjustment to a course, program, or activity that enables a qualified student with a disability to obtain equal access.

Note that accommodations are approved on a case-by-case basis.

Procedures for Requesting Accommodations:

#### Self-Reporting and Request for Accommodation

Students must self-report to begin the process of requesting an accommodation by submitting the Disability Accommodation Request within the first month of classes. If the disability occurs during the program, the student must apply as soon as possible.

This Disability Service Request can be found:

[https://hult.formstack.com/forms/disability\\_service\\_request](https://hult.formstack.com/forms/disability_service_request)

The student must state his/her disability, the impact of the disability on his/her access to the Hult programs, and an explanation of the purpose of that accommodation as it relates to Hult's programs or activities.

Students are responsible for submitting this documentation to the relevant disability coordinator in the Dean's Office.

**IMPORTANT TIMING NOTE:** Students who have requested and been granted testing accommodations must schedule the accommodation no later than 14 days in advance of the date of the exam or quiz.

#### Documentation

Individuals requesting accommodations must provide documentation of disabilities and the need for accommodations.

1. Documentation must reflect the current nature of the disability.
2. Documentation must be completed by an appropriate licensed health care professional, who has direct knowledge of the student and his/her disability. For example, documentation for a visual impairment would be completed by an ophthalmologist and documentation for a hearing impairment would be completed by an audiologist.
3. Documentation must be from a health care professional that includes the following information:
  - a) Specific diagnosis, using direct language and avoiding such terms as "suggest" or "is indicative of"
  - b) Date and method of diagnosis, including any test results and analysis, as well as current medical treatment, medications or technology used, and a brief chronological history of relevant services, surgeries, or treatments
  - c) Copies of any relevant reports and/or tests.
  - d) An explanation of how the medical condition affects one or more major life activities.
  - e) The impact of the medical condition on access to education and/or Hult's programs or activities.

4. The health care professional must recommend accommodations and explain the connection between the disability, the requested accommodation, and the purpose of that accommodation as it relates to access to Hult's programs or activities.
5. The letter must include the following information about the health care professional:
  - a) The name, title, and professional credentials of the health care professional, including information about license or certification, as well as the area of specialization and state or province in which the individual practices, should be clearly stated in the documentation.
  - b) All letters or reports must be on letterhead, typed, dated, and bear the signature of the health care professional. Hult will return originals to students, if requested.
6. If documentation is inadequate in scope or content, or does not address the individual's current level of functioning and need for accommodations, an addendum or re-evaluation may be required.

Note that accommodation needs can change over time. A prior history of accommodations does not, in and of itself, warrant the provision of a similar accommodation.

### Meeting with Hult Staff

The accommodation process is an interactive process. Hult expects that the student will provide necessary documentation and meet with the disability coordinator when requested to do so.

1. After a student provides the documentation, the disability coordinator on campus will review the data and determine whether the student is a qualified individual with a disability and whether the requested accommodation is reasonable and relates to the disability.
2. This will typically be the assistant or associate dean, facilities manager, or Operations Director.
3. The disability coordinator will schedule a time to discuss the requested accommodation with the student.
4. During the meeting, the disability coordinator may ask for additional documentation, if necessary. The disability coordinator and the student will discuss the requested accommodations. The disability coordinator may:
  - a) Inform the student that the documentation is sufficient and that Hult will provide the requested accommodation; or
  - b) Explain that the documentation is not sufficient, and additional information is required. The disability coordinator may ask the student to sign a waiver allowing the disability coordinator to speak with the student's health care provider; or
  - c) Explain that the documentation is sufficient, but that the requested accommodation is not reasonable. An accommodation that gives the student an unfair advantage over his or her classmates, causes an undue hardship to Hult, or that fundamentally alters the nature of a program is not reasonable, and Hult will not provide such an accommodation. The disability coordinator will discuss alternative, effective accommodations to provide the student with access to Hult's programs and activities, if appropriate.

### Determination

1. The disability coordinator will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the student. This determination is based upon the documentation provided and legal guidelines. Alternative accommodations that provide equal access to the curriculum may be offered instead of the requested accommodation.
2. If a student believes that the reasonable accommodations required by law are not provided after documentation requirements have been met and university procedures have been complied with, an appeal may be made through the appeal process as outlined in the Student Handbook.

### Notification of Relevant Individuals

If an accommodation is approved, the disability coordinator will write a letter granting the specific accommodation. This letter will not reveal any medical information about the student, or discuss the student's disability or diagnosis in any way. The student will be given a copy of this letter, and the disability coordinator is responsible for providing this documentation to any relevant professor or faculty member, or other appropriate individual.

## Student Rights & Responsibilities

### Rights

- To not be denied access due to a disability, pursuant to legal standards
- To receive reasonable accommodations that provide equal opportunity
- To not be counseled toward more restrictive career objectives
- To receive assistance in removing physical, academic and attitudinal barriers
- To not be discriminated or retaliated against due to a disability

### Responsibilities

- To inform Hult of a disability, if requesting an accommodation
- To provide documentation of disability, if requesting an accommodation
- To follow the procedures outlined in the accommodation policy, and during the meeting with the disability coordinator, if requesting an accommodation
- To provide for personal independent living needs or other personal disability-related needs
- To follow all policies and procedures to receive accommodations
- To engage in an interactive process with Hult through the accommodation request process

### Accommodation Request Appeal

If a student/prospective student disagrees with a decision regarding an accommodation request made to the disability coordinator, he or she may appeal the decision to the 504 Coordinator or designee within 30 calendar days, using the following procedure:

The appeal must be in writing, stating the reason for the disagreement, and be submitted to the 504 Coordinator or designee listed below:

504 Coordinator:  
Karen Van Dyne  
Hult International Business School  
1 Education Street  
Cambridge, MA 02114  
Karen.vandyne@hult.edu  
617-619-1097

Pending the outcome of the appeal, the accommodations recommended by the department will be available. The 504 Coordinator will re-evaluate the decision, considering any additional information or statements supplied by the student/prospective student. It is the student's responsibility to provide all necessary documentation at his/her own expense in support of their appeal.

The 504 Coordinator may elect to use the assistance of the 504 Accommodations Committee. The 504 Accommodations Committee may consult with outside agencies, in the appeal process, taking care to provide confidentiality for the student/prospective student. The 504 Accommodations Committee will discuss its findings and make recommendations to the 504 Coordinator for appropriate action. The 504 Coordinator will make the final appeal decision. The student/prospective student will be notified of the final decision in writing within 30 calendar days after the appeal is filed.

By filing this appeal, the student/prospective student does not give up his/her right to pursue other appeal processes within the college or through outside regulatory agencies.

### Disability Discrimination - Grievance Policy

Any student enrolled in any Hult school who believes that she or he has been discriminated against because of disability (including but not limited to alleged inaccessibility of a Hult program or activity, disparate treatment, discriminatory impact of any Hult policy, and disability harassment) may seek the assistance of the 504 Coordinator through the filing of a disability grievance under this process.

Grievances under this policy must be filed within 90 calendar days of the alleged act of discrimination. Hult may extend this time frame where a delay is due to circumstances beyond a student's control such as illness or incapacity.

The grievance must be in the form of a detailed written complaint sent to the 504 Coordinator,  
Karen Van Dyne  
1 Education St,  
Cambridge MA 02141,  
Karen.vandyne@hult.edu

The grievance should include the following:

1. A clear and concise statement of the problem or issues to be reviewed and a summary of steps taken, if any, by the student to resolve the problem or issues prior to the filing, if any.
2. A detailed description of the relevant facts, including the student's disability, names of persons with relevant information, and a description or copies of relevant documents or other evidence relevant to the grievance. A chronology of events is appreciated.
3. The name, contact information and signature of the person initiating the complaint. Electronic signatures are acceptable.

In response to a grievance, the 504 Coordinator may take some or all of the following steps: meeting in person with the student; contacting relevant individuals (such as faculty members or administrators) to discuss the events giving rise to the grievance; requesting additional documentation, if necessary; gathering other information through a fact-finding process.

If the 504 Coordinator determines that a fact-finding process is required, the student grievant will be informed. The 504 Coordinator will interview the student grievant and other witnesses as necessary, and will review documents and other evidence.

Best efforts will be made to complete the investigation with written results within 45 working days of receipt of the complaint. If there are circumstances that affect Hult's ability to reach fact witnesses and to review documents (e.g., school breaks, the availability of parties with information), the timeline may be extended.

At the conclusion of the fact-finding process, a report of findings will be prepared and the grievant and respondent will be provided with findings and a summary of conclusions or recommendations made.

#### Confidentiality

Hult will strive to maintain the confidentiality of information shared throughout the grievance process. However, disclosures may be required for the purpose of fact finding or efforts to resolve the grievance. In the limited instances where disclosures must be made, disclosures will be limited to those persons necessary to proceed in the fact-finding process or to otherwise address the grievance. All persons involved in the student grievance will be advised of the importance of confidentiality in the process and asked to maintain the confidentiality of the information discussed during the fact-finding process and the identity of the grievant.

A grievant should understand that where a grievance is specifically directed against one or more specific individuals, the grievance itself or portions of the grievance will be disclosed to the accused individual(s) for purposes of response.

#### Prohibition against Retaliation

Consistent with applicable law, Hult prohibits retaliation against any person who requests accommodation, files a grievance alleging disability discrimination or participates in the grievance process. Any concerns about retaliation related to this process should be disclosed immediately to the 504 Coordinator.

Further, although students are encouraged to utilize Hult's process towards resolving disability related grievances, all students have a right to file a complaint directly with the U.S. Department of Education, Office of Civil Rights ("OCR"). Complaints with OCR must be filed within 180 calendar days of the alleged incident of discrimination. OCR's contact information is below:

Address: Boston Office, Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921  
Telephone: 617-289-0111  
Fax: (617) 289-0150  
TDD: 877-521-2172  
Email: OCR.Boston@ed.gov

## Appendix VI: 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](mailto: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.

## Appendix VII: Family Education Rights and Privacy Act (FERPA)

### Accessing Your Records and Files

#### Confidentiality of Records

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. (Please see the notice below for further details.)

The school also complies with the U.K. Data Protection Act of 1998. This act protects the privacy of data subject's records. This means that every student has the right to know the purpose for which his or her 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.

You have the right to inspect your 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 office 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 for a joint meeting with the Faculty Operating Committee and any other appropriate person(s) to discuss the matter in question.

#### Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Hult receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify

the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Hult in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Hult who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Hult.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hult to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Hult whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))



- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### Transcripts

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. Transcripts and written evaluations of a student's performance will be released only upon the written request of the student. For example, if your sponsor requests periodic evaluation of your performance, you must submit a written request to the Registrar's Office authorizing release of the information sought. Transcripts will be released provided you have made all appropriate tuition payments and fulfilled all other obligations to the school (see "Settlement of Financial Obligations"). You are required to settle all obligations to the

school (financial or otherwise) before you may receive your transcript. In addition, class academic rankings, as such, are neither calculated nor distributed.

## Appendix VIII: Student Services 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;
- Sponsors or co-sponsors;
- 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;
- Potential benefits to the School, its students, staff, and faculty;
- Facilities that have been reserved, as well as the cost of such facilities;
- Personnel who will manage the event, project, or activity; and
- Key contracts, bills, or invoices.

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.

## Appendix IX: Referencing

### Introduction

You need to support the arguments in your writing (assignment, report, dissertation) by citing references to the published work of others. Citing references not only supports your arguments and conclusions but is also evidence that you have done your background reading. With a few exceptions, each citation requires a reference at the end of your work. These references may be drawn from a variety of sources: books and journal articles as well as electronic and other non-book sources.

Failure to acknowledge your sources is likely to lead to a suspicion of plagiarism, i.e. trying to pass off someone else's work as your own. This is a form of cheating. Incomplete or inaccurate referencing also reflects badly on your work.

'Citing' a 'reference' is placing a link to the reference in the text, which is normally in the form "Author (Year)", e.g. "Smith (2011)". A 'References' list is provided at the end of the main text, before the appendices. This is a complete list of sources used in writing the assessment which are cited in the text ('citations'). The 'References' list must follow a specific referencing style called APAv6 so they are consistently presented in a way that enables a reader to find the source. For example, references are listed in alphabetical order of author. Further information of how to do this is given below.

Many referencing software tools are available that can help you collect and store references as well as help you cite correctly in the text and produce a list of references. Zotero and Mendeley are free tools that you may find useful – there are other alternatives, both free and chargeable.

## Referencing style: APA v6

The reference style that Hult uses is the American Psychological Association, 6<sup>th</sup> edition (known as “APA v6”). This should be used whenever you prepare a ‘References’ list at the end of an assignment or project. This style is set up within many online tools for managing citations, references, and bibliographies (such as Zotero and Mendeley).

Footnotes should not be used for referencing – references should be in the text. Footnotes should be used sparingly and only when making a point which is of significance but which would materially disrupt the flow of the reader if put into the main text.

General principles are summarized below:

- *Citation in the text = ‘Author (Year)’*
  - either put the year in brackets immediately after the author’s surname in the text, e.g. “Arthur (1912) claims to have seen a unicorn.”
  - or put the citation in brackets at the end of the phrase or sentence, e.g. “Only one author has reported seeing a dragon (Merlin, 1876).”
  - wherever possible avoid secondary citation (i.e. sources which reference sources that you have not read yourself). Go direct to the original source. If you really do need to cite a source that you have not read, use the following format, “Notread’s work (as cited in Read, 2010)”
  - if you cite more than one work from the same author in the same year, put a, b, c after the year, e.g. Dickens (1876b)
  - there are rules in APAv6 when there are more than two authors – see the detailed guidance in the examples below. In general, with 3-5 authors, state all the authors’ names when first cited, then the first author’s name followed by ‘et al.’; with 6 or more authors then always use the first author’s name followed by ‘et al.’
  - if you are referring several times to the same work in the same paragraph, then write in a way that makes clear that the reference is the same. Never use ‘op.cit.’ or ‘ibid’.
- *Direct quotation of a source*
  - quotes of less than 40 words should be in the text, enclosed in quotation marks (“...”)
  - quotes of 40 words or more should be indented as a separate paragraph without quotation marks
  - in all cases the source should be given with Author and Year together with a page number abbreviated to “p.”, e.g. (Smith, 1956, p. 33), and multiple pages to “pp.”, e.g. (Jones, 1976, pp. 34-35).
  - in online sources or others without pages, use the heading where you (shortened if it is long) from the source and the paragraph number after that heading (e.g. “Hult, 2013, “Our History”, para. 3”)
  - quotations should be reproduced exactly as in the source, including punctuation and errors with the following exceptions:
    1. you may use “(sic)” after an error to avoid confusion or draw attention to the error
    2. you may change single to double quotation marks and vice versa
    3. you may insert words to make the quotation clear in square brackets, e.g. “this is her [Jane’s] own work”
    4. you may *italicise* words for emphasis but must add “[emphasis added]” including the square brackets after the quotation
  - references within the quotation should be reproduced but do not need to be in the list of references unless you use them elsewhere as a source yourself

- use “. . .” to indicate that material has been omitted within a sentence and “. . . .” to indicate that material has been omitted between sentences.
- *Reference to a specific part of a source*
  - both the Author and Year and the specific part of the source should be given (e.g. a chapter, section, paragraph or page) – this is similar in format to a direct quotation
  - page is abbreviated to “p.” and paragraph to “para.” Other terms like chapter are not abbreviated.

Guidelines and examples of how different reference types are written to comply with APA 6<sup>th</sup> edition guidelines are available at: <http://www.apastyle.org> and in *the Concise rules of APA style*. A set of examples is provided below as: “Examples of APA v6 Referencing”.

### To learn about APA v6

The following are recommended resources for APA v6 available free of charge on the internet or in the Library:

- *the online tutorial by APA:*
  - slides 13-24 only of the online tutorial:  
<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>  
[slides 1-12 are about article formatting and not used at Ashridge]
- *APA style guidelines:*
  - [Concise rules of APA style](#)
- *the APA website which also includes online discussion forums:*
  - <http://www.apastyle.org/>
- *universities’ referencing guides using APA v6:*
  - <https://owl.english.purdue.edu/owl/resource/560/01/>
  - <http://www.waikato.ac.nz/library/study/guides/apa.shtml#quick>
  - <http://owll.massey.ac.nz/referencing/apa-style.php>

## Appendix X: Intellectual Property and Public Access

Except as specified in the following paragraph, (i) a student holds the intellectual property rights inherent in his/her assignment work; and (ii) a student grants the Institution a free, perpetual, and unrestricted license to use such intellectual property rights in educational and publicity activities.

The student may assign intellectual property rights to a sponsoring organization and/or make specific confidentiality provisions concerning an assignment, provided that such provisions are agreed in advance in writing by the Campus Dean. The Campus Dean reserves the right to reject such provisions and require the student to submit an alternative assignment without such provisions.

All material artefacts and electronic copies submitted as assignments (including project reports, essays, art works and computer files) are the property of the Institution. The Institution may at its discretion retain or dispose of physical and/or electronic copies of assignments.

Program Regulations may require that students put assignments into the public domain, for example dissertations. A student’s assignment may have agreed restrictions on public access provided that:

- a. Both the assignment is marked ‘Confidential’ on every page
- b. And the Campus Dean approves in writing the access restrictions

Confidentiality, intellectual property, and other restrictions on public access cannot include restrictions on grading by faculty, external examiner review, internal quality assurance or external quality/

accreditation reviews. Unless explicitly specified in writing, access restrictions lapse five years after submission of the assignment.

## Appendix XI: Campus Information

### Boston Campus Information

#### **Campus Address**

1 Education Street, Cambridge, MA, 02141, United States  
Tel: +1 617 746 1990

#### **Transportation/Getting to Campus**

The Boston campus does not provide student parking. Students are encouraged to use public transportation. Those wishing to drive to campus should visit the “Campus & Facilities” section of myHult for parking options in the surrounding area. Students may utilize the public bike share service Hubway Bikes near the campus. In season, biking is a popular mode of transportation in Boston. Please be sure to follow all safety precautions and secure your bike in an appropriate location. Details are available on myHult.

#### **Student IDs**

All Hult students are required to use their student ID each time they enter/exit campus. Repeated failure to do so may result in limited access to resources provided by the school. Please visit the “Campus & Facilities” section of myHult for the complete policy.

#### **Visitors to Hult**

All visitors arriving at the Boston campus must register with Reception on the ground floor and be escorted into the building by a Hult student or employee. Except in rare circumstances, parking for student guests is not available on campus. Possible exceptions include guest speakers at club events. Generally, student guests should be directed to use on-street parking or to park in nearby parking facilities, such as Lechmere Station, the Museum of Science, or the Cambridgeside Galleria.

#### **Change of Local Address**

Students who change their local addresses during their program must update their local mailing address online through the Student Portal. For those on student visas, this information will be used to update your visa information on the U.S. government's SEVIS immigration records and Hult academic files, and must be updated within 10 days of the change. Failure to comply with this requirement may place your ability to continue the program in jeopardy.

#### **Administrative Office Hours**

The administrative offices at One Education Street are open from 9:00 A.M.- 5:00 P.M., Monday through Friday, excluding official holidays and occasions on which offices are closed for special events. To ensure availability, please make an appointment with individual staff members in advance.

#### **Team Room and Equipment Reservations**

Team rooms are available for teamwork only. To ensure the maximum likelihood that teams have places to work, individuals looking for a place to study on their own are required to use the community tables or quiet study areas. Each team may reserve a room for a maximum of three hours each day. Teams may make multiple reservations in multiple rooms in each day, but the total amount of time reserved cannot exceed three hours. If a team has occupied a room for more than the maximum reservation period, another team has the right to move in. The sign-up procedure and maximum reservation period also extends to the weekend. Each reservation must have a proper meeting title that includes the name of the cohort and team number, club, or project. Please note that these guidelines are subject to change depending on the availability of facilities as determined by special events and operational considerations.

Reservations for equipment must be made online and collected at the IT Services Office, 9:00 A.M.- 5:00 P.M., Monday through Friday. Classroom space must be requested through the Registrar's Office with at least five business days' notice. Violations of these rules may result in the revocation of that individual's or that individual's team's privileges to reserve team rooms or equipment.

### **Medical Insurance**

All students must have U.S.-based medical insurance that is in compliance with Massachusetts Department of Health and Human Services regulation 114.6 CMR 3.00. Students cannot be officially registered in the program until they have either joined the health insurance plan offered by the school, or waived the school plan by providing documentation demonstrating that they are carrying health insurance meeting the requirements set forth in 114.6 CMR 3.00. The full text of 114.6 CMR 3.00 can be found on [www.mass.gov](http://www.mass.gov). Due to the complexity of insurance requirements on the F-1 visa, we do not allow students to opt out of this customized plan.

### **Emergency Information**

In the event that the school building emergency alarms are activated, you must evacuate the building using the emergency staircases, regardless of any recorded instructions you hear. Do not evacuate by using the elevators. To ensure everyone's safety it is imperative that all students carefully follow instructions given by campus and building staff. In the event of a medical or other serious emergency at Hult's Boston Campus, please dial 1111 from any Hult phone to reach building security or 617-619-1111 from any cell phone. If you do call emergency services directly (911 from a cell phone), you must notify security immediately so that staff can prepare for the arrival of emergency services.

### **Smoking Policy**

Smoking is prohibited inside the school and building. This prohibition applies to all indoor space, including private faculty and administrative offices, bathrooms, and dining facilities. Smoking is allowed only in the designated outdoor areas. Students found smoking in any non-designated smoking areas are subject to fines and disciplinary action. A student's first offense will result in a \$50 fine; a second offense will result in another \$50 fine and placement on social probation.

### **Drug and Alcohol Policy**

The school complies with the Drug-Free Workplace Act of 1988 and the U.S. Department of Defense Drug-Free Work Force Rules, which ensure every student the right to a safe environment among people who are free from the effects of drugs and alcohol. Students are subject to the school's policy on drug and alcohol abuse as stated below.

The school strictly prohibits:

- the possession and/or abuse of drugs or alcohol on School property, or while representing the school away from school property;
- the sale or purchase of drugs on school property, or while representing the school elsewhere; and
- being under the influence of drugs or alcohol on school property, or while representing the school

This policy applies to all forms of alcohol, to illegal drugs, and to legal drugs which impair job performance. Medicines prescribed by a physician are exempt from these rules. This policy is not intended to prohibit consumption of alcohol in moderation at school-sponsored or authorized functions where alcohol is served.

Students who are suspected of violating this policy may be:

- placed on disciplinary probation,
- asked to submit to a drug or alcohol test, or
- required to participate in a drug or alcohol rehabilitation program.

As a condition of continued enrolment at the School, students must agree to abide by this policy. Students who believe they may have a drug or alcohol problem are encouraged to consult Student Services or counseling staff, who can provide information on rehabilitation programs or other assistance. All inquiries will be held in strict confidence.

The organizations listed below have been recommended to the school as providing information and assistance concerning drug and alcohol abuse. This is a limited list, and employees/students should feel free to seek assistance from other agencies. All are accredited by the Joint Commission for Accreditation of Health Care Organizations and approved by most major insurance carriers. Additional, more up-to-date information may be obtained from Modern Assistance Programs, Inc. at (617) 774-0331.

You should consult your own insurer to find out whether you have coverage and what the limitations are. Many plans require pre-admission review.

Saint Elizabeth's Hospital  
SECAP Unit  
736 Cambridge Street  
Brighton, MA 02135  
<https://www.semcc.org/service-directory/substance-abuse>  
Tel: (617) 789-2574

AdCare Outpatient - Boston  
14 Beacon Street, Suite 801  
Boston, MA 02108  
<http://www.adcare.com>  
Tel: (617) 227-2622

High Point Treatment Center  
1233 State Road  
Plymouth, MA 02360  
<http://www.hptc.org>  
Tel: (508) 224-7701

Contact Student Services or Hult's counseling services for more options.

### **U.S. Holidays**

On the following U.S. holidays, classes will not be scheduled and staff will not be in the office.  
Campus will remain open regular hours.  
Holidays during the 2017/2018 Academic Year

Labor Day - Monday, September 4  
Thanksgiving Day - Thursday, November 23  
Day After Thanksgiving - Friday, November 24  
Christmas Day - Monday, December 25  
New Year's Day - Monday, January 1  
Presidents' Day - Monday, February 19th  
Memorial Day - Monday, May 23rd  
Independence Day - Wednesday, July 4

### Dubai Campus Information

#### **Campus Address**

Dubai Internet City, PO Box 502988, United Arab Emirates  
Tel: +971 4 439 5600

#### **Getting to Campus**

The Dubai Campus does not provide student parking. Those wishing to drive to campus should visit the 'Campus & Facilities' section of myHult for parking options in the surrounding area. There is limited surface parking in front of the building and metered parking options available in the surrounding area. The Holiday Inn Express, located across the road from campus, offers parking at AED20 per day. Illegal parking on the campus grounds is prohibited and may result in possible criminal prosecution.

Students are encouraged to use public transportation – Metro, tram and bus options are located within a five-minute walk from campus. For more information, please visit [www.rta.ae](http://www.rta.ae)

#### **Student IDs**

All Hult students are required to use their student ID each time they enter/exit campus. Repeated failure to do so may result in limited access to resources provided by the school.

#### **Visitors to Hult**

All visitors to the Dubai campus must sign in with security located in the building lobby. Visitors may park in the designated guest parking area in front of the building for a maximum of two hours.

### **Change of Local Address**

Students who change their local address during their program must update their local mailing address online through the Student Portal, and then follow up with both Student Services and the registrar by emailing the updated information to [student.services.dubai@email.hult.edu](mailto:student.services.dubai@email.hult.edu) and [Registrar.dubai@hult.edu](mailto:Registrar.dubai@hult.edu).

### **Administrative Office Hours**

Dubai campus is open from 7am to 11pm, 7 days a week with 24 hour security. Administrative offices are open from 8.30am to 5.30pm, Sunday through Thursday. Additionally, there is dedicated staff available when classes take place on weekends. All departments operate an open-door policy but to ensure availability, please make an appointment with individual staff members in advance by phone or email.

### **Team Room and Equipment Reservation System**

There are 25 team rooms located on the Hult Dubai campus, along with quiet study areas and student lounge space. As most of the work done by students in the program is done in teams, majority of rooms are set up with a work table, chairs, and flat-screen televisions so as to best facilitate group work. To maximize the space and ensure that teams always have places to work, individuals looking for a place to study on their own are asked to use the designated quiet study areas. Team rooms can be booked via Hult's online system ([www.netsimplicity.net/hult](http://www.netsimplicity.net/hult)). Logins will be given to teams at the beginning of the year. Each team may reserve a room for a four-hour maximum to give other teams a chance to use the space. If a team has occupied a room for more than the four-hour maximum, another team has the right to move in. Additionally, teams are expected to arrive at their booked team room on time. If the team has not arrived within 15 minutes of the start, the booking is automatically cancelled and the room is open for use by another team. These policies and procedures also extend to the weekend. A team may reserve a room in advance every day of the week, but a room may only be reserved for four hours of each day.

Classroom space must be reserved at least one week prior to when the room is needed. All classroom reservations and event requests must be submitted via an Event Request Form, which can be found on myHult. The request must be approved by both the Events Department and the Registrar's Office. Students will be notified within two business days if their request has been approved.

Reservations for IT and AV equipment must be made online and collected at the IT Services Office.

EMBA students are only able to work on team projects during the four days they are physically on campus. Consequently, they are given priority for booking team rooms on the Saturday and Sunday of their courses – the rooms are booked by the Academic Team and will be available to them for more than four hours as it will also depend on the daily timings of the professor teaching that day.

### **Medical Insurance**

All full-time students must have medical insurance. Students cannot be officially registered in the program until they have either joined the health insurance plan offered by the school or waived the school plan by providing documentation demonstrating that they are carrying health insurance meeting the requirements set forth by the Dubai Health Authority.

### **Emergency Information**

In the event that the emergency alarms are activated, students must evacuate the building using the emergency exits. To ensure campus safety it is imperative that all instructions given by campus staff or emergency personnel be adhered to. In the event of a serious emergency please dial 999 from any phone to reach Police, the Fire Service or Ambulance service.

### **Smoking Policy**

Smoking is prohibited inside the school and all areas of the building. Smoking is allowed only in designated outdoor areas.

### **Drug and Alcohol Possession and Abuse**

The Dubai campus is a drug and alcohol-free facility. The school complies with all local laws regarding drug and alcohol possession, which ensure every student the right of a safe environment



among people who are free from the effects of drugs and alcohol. The school expects each student to follow all local laws, as possession of either drugs or alcohol will result in a possible jail sentence and deportation.

The School Strictly Prohibits:

- The possession and/or abuse of drugs or alcohol on school property, or while representing the school;
- The sale or purchase of drugs on school property, or while representing the school;
- Being under the influence of drugs or alcohol on school property, or while representing the school.

This policy applies to all forms of alcohol, to illegal drugs, and to legal drugs, which impair job performance (unless use of the drug has been prescribed by a physician). Students should be aware that local UAE laws are very strict regarding controlled substances, and should check with Ministry of Health to see if prescription drugs in one's home country are permitted in Dubai. Students are advised to visit the Ministry of Health's website for more information: [www.moh.gov.ae](http://www.moh.gov.ae).

Students who are suspected of violating this policy may:

- Be asked to submit to a drug or alcohol test, or
- Be subject to further disciplinary action, and
- Face harsh local penalties.

As a condition of continued enrolment at the school, students must agree to abide by this policy.

### **Ramadan**

Ramadan is the holy month in which Muslims commemorate the revelation of the Holy Quran. The month is not fixed in terms of the western calendar, the exact date changes each year. It is a month of fasting when Muslims abstain from all food, drinks, and cigarettes from dawn to dusk.

- Non-Muslims are also required to refrain from consuming these items in public places during Ramadan as a mark of respect.
- Food will be served in restaurants located within hotels or other enclosed places.
- Special Ramadan festivals are organized in many of the Emirates.
- People of all cultures can participate in the Iftar activities (the breaking of fast around 6.30 P.M. in the evening) that are open to the public.
- Shops are usually closed during the day and open after Iftar until early hours of the morning.
- Similarly, parks and other public places will open after the breaking of fast and remain open till late in the night.
- Modest attire is recommended and patience should be exercised at all times in the spirit of Ramadan.

## London Campus Information

### **Campus Address:**

37-38 John Street, WC1N 2AT, London, United Kingdom  
Tel: +44 20 7636 5667

### **London-Specific Attendance Requirements**

In order to comply with UK Visa Laws, in addition to the regular Hult attendance policy, for students in London, attendance is monitored on a weekly basis. Students are expected to attend classes at all times. Any student aware that he or she will not be able to attend a class meeting must notify the professor and the assistant dean.

If no excusable reasons for an absence have been received by the professor and the Visas and Compliance Services (VCS) team, then the absence is recorded as an unexcused absence. If reasons have been received by the dean and the VCS team which are deemed valid, then the absence is recorded as an excused absence. Students may be asked to provide documented evidence for the reasons of the absence they have reported (e.g., if due to illness, a medical certificate will be required) before the absence is recorded as an excused absence. If a student on a Tier 4 visa has five unexcused days of absence, or if a student's overall attendance percentage falls below 80%, he or she will be contacted by the VCS team to arrange an attendance meeting.

During the meeting, the student will be asked for an explanation as to why classes have been missed and will be given the opportunity to discuss any problems he or she may be encountering that could be the cause of poor attendance. The VCS team will keep records of this communication in the appropriate format. If the student fails to contact the VCS team after several attempts to contact from the VCS team, and the student is deemed to have missed 10 consecutive contacts, or the student's attendance does not improve after the meeting, Hult will notify U.K. Visas and Immigration. This will result in the student visa being curtailed, and the student may be required to leave the UK. This could affect any future visa applications.

A student on a Tier 4 Visa who wishes to request a leave of absence should submit a his or her request in writing to the Deanery and the VCS team, as well as submit a copy to the Registrar. Please note that a formal leave of absence is normally granted only in cases of emergency or exceptional circumstances and where supported by appropriate evidence.

### **Traveling to campus**

The quickest and cheapest way to travel to the school is by public transport. The London Underground connects all areas of London and as a student you are eligible for discount on your travel through a student Oyster photo-card. Student Services can assist you with your application. You can plan your journey on the London Underground and bus route at [www.tfl.gov.uk](http://www.tfl.gov.uk) – the nearest underground stations to Hult House are Chancery Lane, Holborn, and Russell Square.

Students should be aware that for short distances, walking might be quicker. Public transport in London is reliable but occasionally delays occur; students are advised to always allow 10-15 minutes extra to get to campus to avoid being late.

Cycle racks are available to safely secure bicycles on the premises. Please ask at reception for the procedure to gain access to the cycle racks. Bicycles should not be locked to the railings on the street as the council is likely to remove them.

### **Cars**

Parking is not available at the London campus. There are limited spaces in parking bays and car parks in the Holborn area; these charges around £10 for four hours. Additionally, you will need to pay the London Congestion Charge, which costs £11.50 per day for a car. More information on the Congestion Charge can be found online at: <http://www.tfl.gov.uk/modes/driving/congestion-charge>.

### **Student IDs**

All Hult students are required to use their student ID each time they enter campus. Repeated failure to do so may result in limited access to resources provided by the school. Please visit the "Campus & Facilities" section of myHult for the complete policy.

### **Visitors to Hult**

All visitors to the London campus must log their visit on the iPad in reception.

### **Change of Local Address**

Students who change their local address must update their local mailing address online through the Student Portal, or they can send an email to our Visas & Compliance Services team: [visas.london@hult.edu](mailto:visas.london@hult.edu). We use this information to send you official documentation and under immigration law it is a legal requirement that Hult has the current address, contact telephone number and personal email address of all its students on file.

### **Team Room and Equipment Reservation System**

There are 16-23 team rooms located on the Hult campus, along with several quiet study areas. As most of the work done by students in the program is done in teams, these rooms are set up with a work table and chairs, and most have flat-screen televisions so as to best facilitate group work. To maximize the space and ensure that teams always have places to work, individuals looking for a place to study on their own are asked to use the designated quiet study areas.

Team rooms can be booked via Hult's online system ([www.netsimplicity.net/hult](http://www.netsimplicity.net/hult)). Logins will be given to teams at the beginning of the year. Each team may reserve a room for a four-hour maximum to give other teams a chance to use the space. If a team has occupied a room for more than the four-

hour maximum, another team has the right to move in. Additionally, teams are expected to arrive at their booked team room on time. If the team has not arrived within 15 minutes of the start, the booking is automatically canceled and the room is open for use by another team. These policies and procedures also extend to the weekend. A team may reserve a room in advance every day of the week, but a room may only be reserved for four hours of each day.

EMBA students are only able to work on team projects during the four days they are physically on campus. Consequently, they are given priority for booking team rooms on the Saturday and Sunday of their courses – the rooms are booked by the Academic Team and will be available to them for more than four hours as it will also depend on the daily timings of the professor teaching that day.

### **Administrative Office Hours**

Hult House is open 24 hours on Monday through Friday and from 9 a.m.-11 p.m. on Saturdays and Sundays, except holidays. When EMBA courses are running, the campus is open 24 hours on Saturday and Sunday also. Staff members are on campus from 8:30 a.m. to 5:30 p.m., Monday to Friday. A security officer works on reception from 5 p.m.-8:30 a.m. Monday to Friday and over weekends. Student Services is open to students from 8:30 a.m. to 5:30 p.m. Monday to Friday. Registry is open to students from 9:00 a.m. to 5:30 p.m., Monday to Friday. All departments operate an open-door policy but to ensure availability, please make an appointment with individual staff members in advance by phone or email.

### **Medical Insurance**

If you are studying in the U.K. for over six months you may be eligible for free medical care with the U.K.'s National Health Service (NHS). Students on a Tier 4 Visa will be required to pay an Immigration Health Surcharge. Students are advised to speak to London's Student Services office to check their eligibility and register with their local doctor on arrival in London, since a medical certificate will be required if an absence due to illness is to be excused. Students that are not entitled to free care will need to buy medical insurance before arriving in the U.K.

### **Emergency Information**

In the event that the emergency alarms are activated, students must evacuate the building using the emergency exits. To ensure campus safety it is imperative that all instructions given by campus staff or emergency personnel be adhered to. In the event of a serious emergency please dial 999 from any phone to reach Police, the Fire Service or Ambulance service.

### **Smoking Policy**

Smoking is prohibited inside the school and on the school premises. Smoking is only allowed outside the school on the street away from the entrance. Please note that under U.K. law, smoking is prohibited in indoor public areas including transport.

### **Drug and Alcohol Possession and Abuse**

The school complies with the Misuse of Drugs Act 1971 which makes it an offence to possess, use, or supply to other persons, any controlled drug, or for the occupier or manager of the premises to allow this. Under School policy anyone found in possession, use, or under the influence of illegal substances will be subject to immediate dismissal from Hult. This can lead to loss of the right to remain in the United Kingdom. If there is any suspicion that a student is trafficking in illegal substances this will be reported to the police.

The school strictly prohibits:

- the possession and/or abuse of drugs or alcohol on school property, or while representing the school;
- the sale or purchase of drugs on school property, or while representing the school; and
- being under the influence of drugs or alcohol on school property, or while representing the school.

This policy applies to all forms of alcohol, to illegal drugs, and to legal drugs which impair job performance (unless use of the drug has been prescribed by a doctor).

This policy is not intended to prohibit consumption of alcohol in moderation at school-sponsored or authorized functions where alcohol is served.

Students who are suspected of violating this policy may be:

- placed on disciplinary probation;
- asked to submit to a drug or alcohol test; or
- required to participate in a drug or alcohol rehabilitation program.

As a condition of continued enrollment at the school, students must agree to abide by this policy.

#### Drug and Alcohol Rehabilitation

Students who believe they may have a drug or alcohol problem are encouraged to consult a member of Student Services who can provide information on rehabilitation programs or other assistance. All inquiries will be held in strict confidence. External resources include:

#### Alcoholics Anonymous

Support groups using the 12-step program

Tel: 0800 9177 650

Web: [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

#### Club Drug Clinic

For those concerned about their use of recreational drugs

Web: [www.clubdrugclinic.com](http://www.clubdrugclinic.com)

#### Cocaine Anonymous

Web: [www.cauk.org.uk](http://www.cauk.org.uk)

#### Drugscope

Aims to reduce- related risk. Provides drug information

Tel: 02079407500

Web: [www.drugscope.org.uk](http://www.drugscope.org.uk)

#### Marijuana Anonymous

Helps with problem cannabis use

Web: [www.marijuana-anonymous.co.uk](http://www.marijuana-anonymous.co.uk)

#### Narcotics Anonymous

Help for people who have problems with street drugs

Web: [www.ukna.org](http://www.ukna.org)

#### National Treatment Agency for Substance Misuse

Special health authority set up to help people with problems with drug addiction

Web: [nta.nhs.uk](http://nta.nhs.uk)

#### National Institute for Health and Clinical Excellence (NICE)

Guidelines for treatment and promoting better health

[www.nice.org.uk](http://www.nice.org.uk)

#### Turning Point

National Network of services for people with drug, alcohol and mental health problems or learning difficulties

Tel: 02074817600

Web: [www.turning-point.co.uk](http://www.turning-point.co.uk)

#### British Association for Counseling and Psychotherapy (BACP)

Online list of local practitioners

Tel: 01455883300

Web: [www.itsgoodtotalk.org.uk](http://www.itsgoodtotalk.org.uk)

#### British Association for Behavioral and Cognitive Psychotherapies (BACP)

Provides details of accredited therapists

Tel: 01617974484

Web: [www.babcp.com](http://www.babcp.com)

Adfam National  
Support and information for relatives, families and friends of those with drug problems  
Tel: 02075537640  
Web: [www.adfma.org.uk](http://www.adfma.org.uk)

### **Mental Health Problems**

Students who believe they may have a mental health problem are encouraged to consult a member of Student Services who can provide information on rehabilitation programs or other assistance. All inquiries will be held in strict confidence. External resources include:

#### **Mind**

Details of local Mind and other local services, and Mind's Legal Advice Line. A Language Line is available for talking in a language other than English.

Tel: Mind Infoline: 03001233393

Web: [www.mind.org.uk](http://www.mind.org.uk)

Email: [info@mind.org.uk](mailto:info@mind.org.uk)

#### **Anxiety UK**

Information, counseling, helpline and online support for those suffering from anxiety disorders

Tel: 08444775774

Web: [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk)

#### **Depression Alliance**

For anyone affected by depression

Tel: 08451232320

Web: [www.depressionalliance.org](http://www.depressionalliance.org)

#### **Hearing Voice Network**

Local support groups for people who hear voices

Tel: 01142718210

Web: [www.hearing-voices.org](http://www.hearing-voices.org)

#### **Samaritans**

24 Hour emotional support

Tel: 08457909090

Web: [www.samaritans.org](http://www.samaritans.org)

Email: [jo@samaritans.org](mailto:jo@samaritans.org)

#### **Complementary and Natural Healthcare Council**

Regulatory body with a register of complementary therapy practitioners

Tel: 0203178219

Web: [www.cnhc.org.uk](http://www.cnhc.org.uk)

#### **British Association for Behavioral and Cognitive Psychotherapies (BACP)**

Provides details of accredited therapists

Tel: 01617974484

Web: [www.babcp.com](http://www.babcp.com)

#### **Emergency Information**

In the event of any medical or other serious emergency at Hult's London campus, please call 999 for assistance. Please call 101 for any local non-emergencies.

### **San Francisco Campus Information**

#### **Campus Address**

1355 Sansome Street, CA 94111, San Francisco, United States

Tel: +1 415 869 2900

### **Transportation/Getting to Campus**

Parking is not available at the San Francisco campus. Students are encouraged to take public transportation, walk, or bike to campus. You can find the best route using 511.org or Google Maps. If you plan on taking BART (Bay Area Rapid Transit) into the city, the closest BART stations are either Montgomery or Embarcadero. From both stations, it is about a 20-minute walk to campus. For more information visit the "Transportation" section of myHult or check in with Student Services.

### **Student IDs**

All Hult students are required to use their student ID each time they enter campus. If a student does not have an ID and needs to enter campus, a replacement ID must be issued for a fee. Repeated failure to do so may result in limited access to resources provided by the school. Please visit the "Campus & Facilities" section of myHult for the complete policy.

### **Visitors to Hult**

All visitors to the San Francisco campus must be cleared through the Front Desk and wear a guest badge in a visible area at all times. If students or a student club has guests on campus, the Front Desk must be notified in advance. In general, guests may be directed to park in the Liberty Parking Garage at 955 Sansome Street at their own expense.

### **Change of Local Address**

Students who change their local addresses during their program must update their local mailing address online through the Student Portal. For those on student visas, this information will be used to update your visa information on the U.S. government's SEVIS immigration records and Hult academic files. Failure to comply with this requirement may place your ability to continue the program in jeopardy.

### **Administrative Office Hours**

Most administrative office hours at Hult San Francisco are open from 9:00 a.m. to 5:00 p.m., Monday through Friday. To ensure availability, please make an appointment with individual staff members in advance by phone or email.

### **Team Room and Classroom Booking**

Team rooms are intended for teamwork only; teams always take priority over individuals in all team rooms. To maximize the space on campus and ensure that teams always have places to work, individuals looking for a place to study on their own must use the community tables or other designated quiet study areas. Teams can register online via Meeting Room Manager using their assigned team login or student club login to reserve a team room. Reservations must have a proper meeting title that includes the name of the cohort, program, club, class, or project. Each team may reserve a room for a daily maximum of four hours to give other teams a chance to use the space. A team may reserve a room in advance every day of the week, but a room may only be reserved for three hours of each day. If a team has occupied a room for more than three hours, another team has the right to move in. A team must occupy a room within five minutes of the reservation start time, or another team can take over the room. Details of this policy are posted on myHult's Facilities section.

Classroom space needs to be reserved at least two weeks prior to when the classroom is needed. All classroom reservations and event requests need to be filled out via an event request form: [https://hult.formstack.com/forms/student\\_events\\_request\\_form](https://hult.formstack.com/forms/student_events_request_form). The request must be approved by both Student Services and the Registrar's Office, and the student will be notified via email within three business days if their request has been approved.

### **Medical Insurance**

All students must have medical insurance for the duration of their program. Hult has contracted with Blue Cross Blue Shield to develop a health insurance plan that provides comprehensive medical coverage (including primary and preventative care). All students are automatically enrolled in this plan. US citizens have the option to waive out of the insurance plan offered by the school; however alternative plans must meet specific waiver criteria. More information about Blue Cross Blue Shield and the waiver process can be found on myHult. For further information on California-specific health insurance information, please see The California Department of Managed Healthcare: <http://dmhc.ca.gov/>.

## **Emergency Information**

In the event that the emergency alarms are activated, students must evacuate the building using the emergency exits. To ensure campus safety it is imperative that all instructions given by campus staff or emergency personnel be adhered to. In the event of a medical or other serious emergency please dial 911 from any cell phone.

## **Smoking Policy**

Smoking is prohibited inside the school and all areas of the building. This prohibition applies to all indoor air space and all areas within 20 feet of any building air intake (i.e., doors, windows, etc.). The only nearby smoking area is in the center of Levi's Plaza, next to the hard park/fountain. Smoking in non-designated areas is a violation of school policy and a contravention to City of San Francisco law. Please see the Front Desk for the designated smoking areas.

## **Drug and Alcohol Possession and Abuse**

The school complies with the Drug-Free Workplace Act of 1988 and the Department of Defense's Drug-Free Work Force Rules, which ensure every student the right of a safe environment among people who are free from the effects of drugs and alcohol. Students are subject to the school's policy on drug and alcohol abuse as stated below.

The School strictly prohibits:

- The possession and/or abuse of drugs or alcohol on school property, or while representing the school;
- The sale or purchase of drugs on school property, or while representing the school;
- Being under the influence of drugs or alcohol on school property, or while representing the school.

This policy applies to all forms of alcohol, to illegal drugs, and to legal drugs which impair job performance (unless use of the drug has been prescribed by a physician).

This policy is not intended to prohibit consumption of alcohol in moderation at school-sponsored or authorized functions where alcohol is served.

Students who are suspected of violating this policy may be:

- placed on disciplinary probation,
- asked to submit to a drug or alcohol test,
- or required to participate in a drug or alcohol rehabilitation program.

As a condition of continued enrollment at the School, students must agree to abide by this policy.

Students who believe they may have a drug or alcohol problem are encouraged to consult a Student Services member who can provide information on rehabilitation programs or other assistance. All inquiries will be held in strict confidence.

For a comprehensive list of substance abuse providers see the San Francisco Department of Public Health website or dial 311 if you are within the 415 area code.

<http://www.sfdph.org/dph/comupg/oservices/mentalHlth/SubstanceAbuse/default.as>

You should consult your own insurer to find out whether you have coverage and what the limitations are. Many plans require pre-admission review.

## **U.S. Holidays**

On the following U.S. holidays, classes will not be scheduled and staff will not be in the office. Campus will remain open regular hours.

Holidays during the 2017/2018 Academic Year

Labor Day - Monday, September 4  
Thanksgiving Day - Thursday, November 23  
Day After Thanksgiving - Friday, November 24  
Christmas Day - Monday, December 25  
New Year's Day - Monday, January 1-

Presidents' Day - Monday, February 19th  
Memorial Day - Monday, May 28th  
Independence Day - Wednesday, July 4

Please note: Holidays that fall on a weekend day will be observed on the previous Friday or following Monday.

Shanghai Campus Information

Shanghai Campus Information

### **Campus Address**

4/F Huaxin Haixin Building, 666 Fuzhou Road, Shanghai, China 200001  
Tel: +86 (021) 61336500

### **Host Country Law Statement**

As dictated by the Laws and Regulations of the People's Republic of China Governing Foreign-Related Matters, "Aliens in China must abide by Chinese laws and may not endanger the state security of China, harm public interests, or disrupt public order." Illegal acts and criminal acts such as theft, prostitution, drug-taking, and drug trafficking, etc., may lead to withdrawal of your residence permit, expulsion from the country, and criminal penalty.

### **Traveling to Campus**

The quickest and cheapest way to travel to the campus is by public transportation. Shanghai now has 16 metro lines connecting most areas of Shanghai. There is a Shanghai Public Transportation Card (SPTC), which can be used on the Metro, Bus, and Taxi. You'll be given a card as part of your Welcome Pack from Student Services when you arrive on campus.

### **Driving in Shanghai and Parking**

We don't recommend driving a car in Shanghai since the traffic is too complicated and crowded in the city center. Foreigners are required to possess a Chinese Driver's License in order to operate a car, and face steep penalties if caught without one. Also, be aware that international driver's licenses are not recognized in China. Parking is not available at the Shanghai campus. There are limited parking places in the People's Square area, and are often found fully occupied.

### **Visitors to Hult**

All visitors to the Shanghai campus must sign in with security at Reception. Occasionally, clients or sponsors for the Business Challenge visit their teams at the School. If parking is needed, visitors should contact the Office Manager in advance to make arrangements.

### **Breakout Room Reservation System**

Team rooms are intended for teamwork only; teams always take priority over individuals in all team rooms. To maximize the space on campus and ensure that teams always have places to work. Individuals looking for a place to study on their own must use the community tables or other designated quiet study areas

Classroom space must be requested through the Operations Office with at least five business days' notice. Violations of these rules may result in the revocation of that individual's or that individual's team's privileges to reserve team rooms.

### **Campus Hours**

The Hult Shanghai Campus is open 24 hours a day, 7 days a week, outside of national holidays and module breaks.

### **Administrative Office Hours**

Campus is staffed from 8am to 5pm, Monday-Friday. Staff will also be available on weekends when EMBA classes are scheduled. To ensure availability, please make an appointment with individual staff members in advance by phone or email.



### **Medical Insurance**

All students must have medical insurance. Students cannot be officially registered in the program until they have either joined the Erika health insurance plan offered by the School or have provided written verification that they are carrying health insurance offered by their sponsor or another insurance company. Students will be automatically enrolled in the Erika policy, unless a waiver form, along with proof of external health insurance, is submitted and approved.

### **Smoking Policy**

Smoking is prohibited inside the School and at the residence. Smoking is allowed in designated, signposted outdoor areas. Please note that under Chinese law smoking is prohibited in indoor public areas including transportation. This policy also applies to e-cigarettes.

### **Drugs and Alcohol Possession and Abuse**

The School complies with the "The People's Republic of China Anti-drugs Law 2008" which makes it an offence to possess, use or supply to other persons, any controlled drug, or for the occupier or manager of the premises to allow this. Under School policy anyone found in possession, use, or under the influence of illegal substances will be subject to immediate dismissal from Hult. This can lead to loss of the right to remain in China. If there is any suspicion that a student is trafficking in illegal substances this will be reported to the police.

The School strictly prohibits:

- the possession and/or abuse of drugs or alcohol on School property, or while representing the School;
- the sale or purchase of drugs on School property, or while representing the School;
- being under the influence of drugs or alcohol on School property, or while representing the School.

This policy applies to all forms of alcohol, to illegal drugs, and to legal drugs which impair job performance (unless use of the drug has been prescribed by a physician). This policy is not intended to prohibit consumption of alcohol in moderation provided by the School at authorized functions.

Students who are suspected of violating this policy may be:

- placed on disciplinary probation,
- asked to submit to a drug or alcohol test,
- required to participate in a drug or alcohol rehabilitation program, or
- dismissed from the program,
- forfeit Free Accommodation and be asked to leave the Residence.

As a condition of continued enrolment at the School, students must agree to abide by this policy.

### **Drug and Alcohol Rehabilitation**

Students who believe they may have a drug or alcohol problem are encouraged to consult the Head of Student Services who can provide information on rehabilitation programs or other assistance. All inquiries will be held in strict confidence.

External resources include:

#### **Alcoholics Anonymous**

A worldwide organization aiming to help alcoholics to stay sober. No fees - the only requirement is the desire to stop drinking. [www.aashanghai.com](http://www.aashanghai.com)

#### **Community Center Shanghai**

Counseling services for expat students in need of support on a variety of issues.  
[www.communitycenter.cn/counseling](http://www.communitycenter.cn/counseling)

#### **Shanghai Lifeline**

24/7 hotline for Shanghai international community. (021) 6279 899077

## Appendix XII: Title IV

### Academic Progress for Recipients of Title IV Funds

At the midpoint of Module A, the academic administration will review the academic progress of those students studying with the support of Title IV funds. If a student is not making satisfactory progress toward his or her degree, the student will receive a warning.

Likewise, at the midpoint of Module B, the academic administration will again review the academic progress of those students studying with the support of Title IV funds. If a student is not making satisfactory progress toward his or her degree as defined under the “Requirements for Continuation of Study” above, the student will receive a second warning, and may face suspension from the program.

If a student studying with the support of Title IV funds is suspended from the program, the Campus Dean will notify him or her. Within ten days of receiving such notice, a student may petition his or her home Campus Dean in writing to request that his or her case be referred to the Academic Integrity Committee for further review. The petition must include a statement from the student outlining clearly why he or she believes he or she should be allowed to continue in the program. The Academic Integrity Committee will review the case and make a recommendation to the Global Committee of Deans, whose decision shall be final.

Students who receive Title IV aid who are waiting on an appeal are eligible to receive their third distribution of funds for the year.

### Verification

The U.S. Department of Education (ED) selects applicants each award year for a process called Verification. This process requires students (and parents if dependent) to provide documentation to confirm some of the data elements reported on the FAFSA. Hult reserves the right to also select students for Verification if staff believes the Verification process is needed to resolve conflicting information. Only undergraduate students who are eligible for need based aid (Pell Grant and Subsidized Direct Loans) who are selected for verification are required to complete the process.

*Hult's procedures are:*

1. Determine Affected Students:
  - a. Undergraduate students selected by the Department of Education as indicated on the ISIR who are eligible for need based aid (Pell Grant and Subsidized Direct Loans) unless the student meets one of ED's exemptions described in step 2 below.
  - b. Students selected by the School or our third-party servicer. Hult or our third-party servicer may select additional students for Verification if the staff or the third party servicer feels conflicting data warrants it. The staff or servicer may require the student to provide documentation for all data elements required of ED selected applicants or just those for which the School believes there is a conflict.
2. Students Exempt from Verification – Students selected for Verification by ED may be exempt from the process if one of the following conditions apply:
  - a. In the case of the death a student, verification does not need to be completed, no additional disbursements may be made and loans may not be originated.
  - b. If the student was not an aid recipient for reasons other than failure to complete verification, including withdrawing before completing verification.
  - c. The applicant was verified by another school for the current year and letter is received confirming verification was completed and stating which transaction number was confirmed. The ISIR used for funding at Hult must match the data elements on the verified ISIR.
  - d. Parents are unavailable as they are deceased, mentally, or physically incapacitated, are residing in a country other than the US and can't be located by normal means. If both parents are deceased, the student is an orphan and must update his/her dependency status. Or, they can't be located because the student does not have and cannot get their contact information.
  - e. The spouse is unavailable as he/she is deceased, mentally, or physically incapacitated, is residing in a country other than the US and can't be located by normal means. Or, he/she can't

be located because the student does not have and cannot get his/her contact information. Only the spouse's information is exempt from collection, the student must provide documentation related to his/her income, etc.

- f. The first ISIR flagged for Verification was received after the LDA and the correction was not initiated by the School or to resolve conflicting data as required by the School.
  - g. The student has been awarded only Unsubsidized Loans and/or PLUS and the School has no conflicting documentation that would affect the award (dependency issues, etc.)
3. Direct Loan Origination: Hult will not originate need based Federal student loans prior to verification being completed. PLUS loans and unsubsidized loans may be certified if Hult does not have conflicting data that would affect the student's or parents' eligibility.
  4. Delay Disbursements: Hult utilizes the interim disbursement option only in cases where all data has been received. No funds are disbursed from need based programs until verification is completed and any required ISIR correction has been made. PLUS and Unsubsidized Loan funds may be disbursed as long as there is no conflicting information that would affect the student's eligibility for those funds.
  5. Data to Verify if Selected by ED: The data elements included in the Verification process for ED selected applicants are:
    - Adjusted gross income (AGI) (if IRS data retrieval process was not utilized)
    - U.S. taxes paid (if IRS data retrieval process was not utilized)
    - Income earned from work for non-tax filers
    - Household size
    - Number of family members enrolled at least half time in a postsecondary educational institution
    - Child Support Paid
      - Citizenship Status
    - Certain Untaxed Income
      - Supplemental Nutrition Assistance Program (SNAP)
      - Education Credits
      - Untaxed IRA/Keogh distributions
      - Untaxed pensions
      - IRS deductions
      - Tax exempt Interest
      - All other untaxed income reported on the U.S. individual income tax return (excluding Schedules).
  6. Data to Verify if Selected by School: The School will determine which of the above elements, or other data elements for which a conflict is believed to exist, will be required to be verified for school-selected applicants.
  7. Student Notification of Selection: All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. Generally, the students are requested to provide documentation within 10 days of request to prevent a delay in the awarding of aid.
  8. Documentation Requirements: Hult utilizes the Federal Student Financial Aid Handbook, Application and Verification Guide section for what documentation and signatures are required to complete the Verification process. The staff may request additional documentation if they believe a conflict exists and additional documentation would clarify. Verification will not be completed if the student meets one of the exemptions listed in the Handbook. In general, Verification requirements can be met with the IRS tax transcript for the student and spouse or parents if applicable, a signed statement confirming the number in the household and attending postsecondary institutions and untaxed income that is not on the tax returns.  
See the Handbook for specific documentation requirements for both tax filers and non-filers. Each document must be legible and complete. The student (spouse/parents) should answer all questions on the Verification Worksheet if that is being used to document household size, number in college and untaxed income not reported on the tax return.

9. **Signature Requirements:** It is critical that all documents received have the required signatures. See the chart provided in the Federal Student Financial Aid Handbook for the list of required signatures for each document type. Verification is not complete if the required signatures are not on the documents. The student (spouse/parents) may sign and date any document that was turned in unsigned; they should list the current date with the signature.
10. **Corrections to ISIR:** If the documents provided by the student do not match the ISIR data, corrections are required. The School may make the correction for the student as long as the documents providing the correct information are properly signed.
11. **Student Notification of Effect of Verification:** The institution or third-party servicer will notify the student of the result of the verification process and any other documentation needed.
  - a. The institution or third-party servicer will notify any student via award letter if an award changes.
  - b. If the student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the School will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no additional Federal financial aid will be disbursed to the student.
12. **Other Conflicting Documentation:** If any data item on the ISIR appears to conflict with documentation received, the conflict is to be resolved in a reasonable manner. Low income based on household size may be requested to be explained as well as conflicts in marital status.
13. **Conflicting Data when Student is not selected for Verification:** If the School has conflicting documentation or any data on the ISIR does not appear reasonable, staff must resolve the discrepancy even if the student is not selected for Verification.
14. **File Documentation:** Once Verification is completed,
  - a. All documents collected from the student to complete the Verification process will be maintained within the third party servicer's document storage service, Spring CM.
  - b. If required, a corrected ISIR will be maintained.
15. **Deadlines:** Students are encouraged to provide the requested Verification documents within 10 days of the request to prevent a delay in disbursement of Title IV aid. The maximum period allowed to complete verification for the 2014-15 Award Year is: July 1, 2015

## Return of Title IV Aid for Students Who Withdraw

The Federal Return of Title IV Policy (R2TIV) is separate from the Hult Refund Policy. The R2TIV policy determines the amount of TIV that has been earned by the student and what portion, if any, must be returned by the institution and/or the student to the TIV programs.

The formula for calculating the percentage of Title IV earned is based on federal Return of Title IV Refund Policy as follows:

For students who officially withdraw from the institution, the number of days from the start date of the payment period to the date of notification is divided by the total days in the payment period to determine the percentage of aid earned. Scheduled periods of non-attendance (leave of absence and school closures) are not included in the period considered completed. If the percent earned is greater than 60%, 100% of the loans are considered "earned." If a student receives a living allowance, the school will use the same calculation to determine the amount of that allowance which must be repaid to Hult.

For those who do not officially withdraw, the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last date of an academically-related activity that the student participated in. For those who completed the payment period, 100% is earned. The percentage of aid earned is then multiplied by the total Title IV Aid disbursed or could have been disbursed to equal the amount of aid the student earned. All unearned portions of federal aid are returned to the appropriate programs in the following order:

1. FFEL/Direct Unsubsidized Stafford Loans
2. FFEL/Direct Subsidized Stafford Loans
3. FFEL/Direct PLUS Loans (Parents)
4. Federal Pell Grant for which return of funds is required

If applicable, refunds to Title IV programs will be made within 30 days of the date the student is determined to have withdrawn either by notification from the student or based on the institution's withdrawal policy. Notification will be sent to the students of all refunds made.

### Settlement of Financial Obligations

All financial obligations toward the school must be settled before a student can return to the program, continue to the next module or be eligible to receive a degree. If you have outstanding financial obligations to the school, you will be contacted by the Hult Finance Department directly.

## Appendix XIII: Sexual Harassment Policy

It is the goal of Hult International Business School to promote an educational environment that is free from sexual harassment. Sexual harassment of students occurring either on campus or off campus will not be tolerated. Further, any retaliation against an individual who has complained about sexual or other unlawful harassment, or retaliation against individuals for cooperating with the investigation of a sexual or other unlawful harassment complaint will not be tolerated. No victim of sexual harassment need fear retaliation from the accused or any other member of the Hult community.

Hult is compliant with the US Title IX law, and the UK Equality Act. Because Hult takes allegations of harassment seriously, we will respond promptly to complaints of harassment. If we determine that inappropriate conduct has occurred, we will act reasonably to eliminate the conduct and impose such corrective action as we deem necessary. Such action may range from counseling to termination, and may include such other forms of disciplinary action as the School deems appropriate under the circumstances.

Please note that while this policy sets forth Hult's goal of promoting an educational environment that is free from sexual and other forms of unlawful harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem inappropriate or unacceptable, regardless of whether that conduct satisfies the legal definition of harassment.

### Definition of Sexual Harassment

Sexual harassment means unwelcome conduct of a sexual nature including but not limited to sexual advances, requests for sexual favors and verbal, nonverbal and physical conduct of a sexual nature when:

- a. submission to or rejection of such unwelcome conduct of a sexual nature is either: (i) made explicitly or implicitly a term or condition of enrollment; or (ii) is used as a basis for employment/educational decisions; or
- b. such unwelcome conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's educational performance by creating an intimidating, hostile, humiliating or sexually offensive environment at Hult.

Under these definitions, direct or implied requests (by a supervisor, professor, or other individual responsible for academic evaluations) for sexual favors in exchange for actual or promised academic benefits constitute sexual harassment.

Sexual harassment may include incidents between any members of the college community, including faculty, staff, students, and non-students or non-employee participants in college programs such as vendors, speakers, contractors or guests. Sexual harassment may occur in hierarchical relationships or between peers, or between people of the same or opposite sex. The same standards that apply to harassment between individuals of the opposite sex also apply to harassment involving individuals of the same sex.

Sexual harassment that is not sexual in nature, but is based on gender, sex- stereotyping, sexual orientation, and gender identity is prohibited by Hult's nondiscrimination policies if it is sufficiently severe to deny or limit a person's ability to participate in or benefit from the Hult programs, academic coursework or services.

The legal definition of sexual harassment is broad, and, in addition to the above examples, other conduct of a sexual nature, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female students may also constitute sexual harassment. While it is not possible to list all those circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Creation or dissemination of sexually explicit voicemails, email, graphics, downloaded material, websites or the like;
- Sexual epithets, sexual jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Comment about an individual's body and/or comment about an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and/or
- Discussion of one's sexual activities.

Individuals are encouraged to report incidences of sexual harassment to the Student Services head on campus, or the Title IX coordinator, Karen Van Dyne, [Karen.vandyne@Hult.edu](mailto:Karen.vandyne@Hult.edu) + 1 617-619-1097

### Sexual Assault Policy

It is the policy of Hult International Business School that no member of the community shall sexually harass or assault another, or engage in domestic violence, dating violence, or stalking. Hult expects all people to be treated with dignity. Disrespectful behavior, psychological or physical threats will not be tolerated at Hult. Sexual assault, domestic violence and stalking are crimes and will not be tolerated. These are aggressive and/or exploitative acts and often brutal crimes which violate a person's physical and emotional stability. Every member of the Hult community is responsible for helping to ensure that all types of harassment are prevented.

### Definition of Sexual Assault

There are two major categories of sexual assault: rape and indecent assault and battery:

1. Rape is penetration of any bodily orifice (however slight) with any part of the body, or by an object, without consent and/or with the threat or actual use of force. Both men and women may be the victims of rape, and both may be the perpetrators of rape. Rape may occur when the victim is unable to give consent (due to incapacitation as a result of intoxication or unconsciousness). Rape may occur between people who know each other, and between people who have previously had consensual sexual relations.
2. Indecent assault and battery is intentional sexual touching (however slight) with any object without a person's consent. Intentional sexual contact includes but is not limited to contact with the breasts, buttocks, groin, or making another person touch any of these body parts in a sexual manner.

### Definition of Domestic Violence

Domestic Violence is any act which involves physical harm or the attempt of physical harm, places another in imminent fear of serious physical harm, or causes another to involuntarily engage in sexual relations. This includes abusive behavior of any sort, including but not limited to emotional, psychological or physical abuse. Domestic violence occurs between household members, persons in a dating or engagement relationship, persons who have a child in common, or persons who are related by blood or marriage.

### Stalking

Stalking is course of conduct directed at a specific person which alarms or annoys that person and causes substantial emotional distress. Stalking involves repeated and continued harassment made

against the expressed wishes of another person and/or making a threat intending to place that person in imminent fear of death or injury. Stalking behaviors may include: pursuing or following; non-consensual (unwanted) communication or contact- including face-to-face, telephone calls, voice messages, emails, texts, social media messaging, unwanted gifts, trespassing surveillance or other types of observation.

### Consent

Consent must be knowing and voluntary, and sought before engaging in sexual activity. The presence of consent involves explicit communication and mutually understandable words or actions that indicate a willingness to participate in mutually agreed on sexual activity. Consent cannot be given by an unconscious person, or a person incapacitated by drugs or alcohol. It also cannot be given by a minor. Consent cannot be coerced, intimidated or forced from a person. Silence does not equal consent. Consent to one form of activity does not imply consent to other forms of sexual activity.

### Resources for Victims of Sexual Assault

If you are the victim of sexual assault, get to a safe place immediately. Based on local jurisdiction, you may decide to report the crime and or seek medical attention and counseling. Regardless of whether you choose to seek any or all or none of these resources, you may also file a grievance with Hult. We will provide you with the Victims' Bill of Rights, including information about local resources, and take immediate and appropriate steps to investigate and determine what occurred, and take prompt and effective steps to rectify the situation. If required, we will begin disciplinary proceedings and impose possible sanctions, which can include suspension, termination, or expulsion from the program.

### Mandatory Employee Reporting of Sexual Harassment and Sexual Assault Involving Students

In order to enable Hult to respond effectively and to stop instances of sexual harassment and sexual assault involving students proactively, all Hult employees must, within 24 hours of receiving the information, report information they have about alleged or possible sex-based discrimination, sexual harassment, and sexual misconduct involving anyone in the Hult community to the Title IX coordinator or local coordinator. If the local coordinator is aware of possible sex-based discrimination, sexual harassment, or sexual misconduct, he/she must report this to the Title IX coordinator immediately. Employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care professionals.

Upon receiving a report of alleged sex-based discrimination, sexual harassment, or sexual misconduct, the coordinator will evaluate the information received and determine what further actions should be taken. He or she will follow the procedures described in the Hult's Grievance Procedures and take steps, either directly with the complainant or through a reporting employee, to provide information about Hult's grievance procedures, as well as available health and advocacy resources and options for criminal reporting.

### Sanctions and Corrective Action

Violations of this policy will be addressed through the Grievance Procedures. Consequences for violating this policy will depend upon the facts and circumstances of each particular situation. Sanctions and corrective action could include: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, a reprimand, a no-contact order, denial of a merit pay increase, reassignment, suspension or termination or expulsion. The severity of sanctions or corrective action will depend on the frequency and severity of the offense and any history of past discriminatory, harassing, or retaliatory conduct. A finding of discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action, up to and including the discharge of employees and the expulsion of students. Hult may also take appropriate action if it does not find discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, but (a) Hult found that the respondent engaged in disruptive behavior or (b) Hult determines that it must take appropriate action to prevent the creation of a hostile environment.

### Confidentiality

All members of the Hult community who are involved in an investigation of Title IX violations are expected to keep details about proceedings and the information obtained from those proceedings private.

An individual who asks Hult to address an informal complaint of sexual misconduct may request that Hult keep the matter confidential from the accused or other persons involved in the events. In such a case, Hult will take all reasonable steps to investigate and respond to the complaint consistent with that request. However, Hult will not be able to hear a formal complaint unless the individual is willing to reveal the complaint (including his or her identity) to the accused party, the fact-finder, and the hearing panel. In some cases, Hult may not be able to honor a request for confidentiality if doing so would endanger the safety or well-being of the complainant or other members of the Hult community. In addition, Hult may not be able to preserve the complete confidentiality of records in the event of litigation or a government investigation. Finally, an accused party may have access to sexual misconduct allegations that become part of his or her student record or personnel file; although in such cases the Hult will remove information identifying the complainant.

### Truthfulness

Parties and witnesses are expected to provide truthful information in all phases of this proceeding. Failure to do so may result in a recommendation for a more severe penalty or a referral to an appropriate disciplinary authority.

### Retaliation

Hult policy strictly forbids retaliation against individuals who report sexual misconduct, file complaints of sexual misconduct, cooperate in the investigation of sexual misconduct, or hear formal or informal complaints of sexual misconduct. The processes set out here are available to an individual who believes that he or she has suffered retaliation for any of these actions.

### External Complaints

If you filed a complaint with the Title IX Staff and believe Hult's response was inadequate, or you otherwise believe you have been discriminated against by the University, you may be able to file with the following external offices.

Office for Civil Rights (OCR) of the U.S. Department of Education. You can file a complaint regarding discrimination based on race, color, national origin, sex (including sexual harassment) disability, age, or retaliation with OCR. The contact information for OCR's Boston Office is:

The U.S. Department of Education, Office for Civil Rights  
Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Facsimile: (617) 289-0150  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

The [Educational Opportunities Section](#) (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice. You can file a complaint regarding discrimination based on race, color, national origin, sex (including sexual harassment), disability, age, religion, or retaliation with EOS of the U.S. Justice Department. The contact information for EOS is:

U.S. Department of Justice Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)  
Facsimile at (202) 514-8337  
Email: [education@usdoj.gov](mailto:education@usdoj.gov)

### Off Campus Resources for Victims of Sexual Assault



## Boston

Boston Police and Emergency: 911  
Boston Area Rape Crisis Center: 617-492-7273  
Massachusetts General Hospital: 617-726-2121  
Beth Israel Deaconess Medical Center: 617-754-2450

## San Francisco

San Francisco Police and Emergency: 911  
San Francisco Rape Treatment Center: 415-821-3222  
Trauma Recovery Center 415-437-3011  
San Francisco General Hospital- 415-206-8256

## New York

New York Police and Emergency: 911  
Beth Israel Hospital Rape Crisis Program- 212-420-4516  
Safe Horizons- 212-227-3000  
St. Luke's-Roosevelt Hospital Emergency Room- 212-523-3355

## London

London Police and Emergency: 999  
Rape Crisis London: 0808-802-9999  
Sexual Assault Referral Centre-020-7247-4787

## Shanghai

Residence Manager-: +86 159 01839551  
Hult General Emergency mobile: +86 158 02173224

## Dubai

Police and Emergency: 999

Students in Dubai are not allowed to consume alcohol, and if you have been drinking you may be subject to criminal prosecution. Hospitals are also required to report alcohol consumption as well. Relationships outside of marriage are not recognized in Dubai, and domestic violence may not be prosecuted.

If you find yourself in one of these situations, you may wish to contact Hult Staff.

## Sexual Harassment Grievance Procedures

The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon gender, sex, gender identity, gender expression, or sexual orientation. Any person believing that he/she has been subjected to discrimination or harassment on any of these bases may file a complaint or report. These procedures address all complaints or reports of alleged discrimination or harassment, including conduct that violates the Sexual Harassment Policy. The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the Sexual Harassment Policy, those who have filed complaints or reports under the Sexual Harassment Policy, and those who have testified or otherwise participated in enforcement of the Sexual Harassment Policy.

### Reporting:

This policy is compliant with the UK Equality Act, and the US Title IX Law. Complaints and third-party reports of discrimination, including violations of the Discrimination Policy, should be made to the Title IX Coordinator. The Title IX staff members are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for is listed below:

Title IX Coordinator  
Karen Van Dyne

1 Education Street  
Cambridge, MA 02141  
[Karen.vandyne@Hult.edu](mailto:Karen.vandyne@Hult.edu)  
+ 1 617-617-1097

Complaints and reports should be made as soon as possible after an incident, but can be made at any point after the alleged incident. The Title IX coordinator tracks all complaints and reports under this procedure.

#### Anonymous and Third Party Reporting:

The Title IX staff accepts anonymous and third-party reports of conduct alleged to violate this policy and will follow up on such reports. The individual making the report (the “Reporter”) is encouraged to provide as much detailed information as possible to allow the Title IX staff to investigate and respond as appropriate. The Title IX staff may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable them to conduct a meaningful and fair investigation.

#### Reporter or Complainant Requests No Investigation

If a Reporter or Complainant requests that an investigation not be conducted, the Title IX staff will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The Title IX staff must also balance considerations about the continued health and safety of members of the community against a Reporter’s or Complainant’s desire not to have the report investigated. In cases when a Reporter or Complainant does not want to have a report investigated, but the Title IX staff has concerns that not taking formal or informal action might endanger the health or safety of members of the campus community, the Title IX staff will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Dean, Head of Student Services, psychological health professional, Director of Operations, and legal counsel. The Title IX staff will make the ultimate decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described below.

#### Immediate Action and Interim Measures

Hult will take interim measures to assist or protect the parties during the grievance process, as necessary. Such measures for a student Complainant may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, temporary suspension of the respondent, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee Complainant, such measures may include but are not limited to, counseling, temporarily reassigning or placing on administrative leave an employee alleged to have violated this policy.

#### Resolution

If a Complainant chooses to file a complaint, there are two avenues for resolution of an alleged violation of the Sexual Harassment Policy: formal and informal resolution. The Complainant has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution.

#### Informal Process and Resolution

If the Complainant and the Title IX staff agree that an informal resolution should be pursued, the Title IX staff shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process, the Title IX staff shall be required only to conduct such fact-finding as is useful to

resolve the conflict and as is necessary to protect the interests of the parties and the Hult community. Typically, an informal investigation will be completed within thirty (30) working days of receipt of the complaint. If it becomes necessary to extend the process, due to scheduling issues, school breaks or other delays, both parties will be notified of a revised expected resolution timeframe.

A Complainant always has the option to request a formal investigation. The Title IX staff also always has the discretion to initiate a formal investigation. If at any point during the informal process, the

Complainant, the Respondent, or the Title IX staff wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below may be invoked.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent and the overall intent of the University to stop, remedy and prevent policy violations. (Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; or having a confidential conversation with a supervisor or instructor).

### Formal Process

Step 1: Title IX staff discusses concerns with Complainant, and the Respondent as appropriate, including providing information about the policy and procedures and other helpful resources. Title IX staff also considers whether immediate or interim actions or involvement of other Hult offices is appropriate. Title IX staff determines whether the office has jurisdiction to investigate the matter. The Title IX staff only has jurisdiction to investigate complaints alleging discrimination, harassment, sexual misconduct, stalking, and retaliation.

Option 1: If it is determined that there is no jurisdiction, the Title IX staff will offer to assist the Complainant and, as appropriate, the Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.

Option 2: If it is determined that there is jurisdiction, the Title IX staff will proceed to Step 2.

Step 2: Title IX staff conducts or oversees the conducting of a fair and impartial investigation of the alleged policy violation and proceeds to Step 3. Typically an investigation will be completed within thirty (30) working days of receipt of the complaint. If it becomes necessary to extend the process, due to scheduling issues, school breaks or other delays, both parties will be notified of a revised expected resolution timeframe

Step 3: Title IX staff determines whether there is a preponderance of the evidence to believe that an individual engaged in a violation of the Sexual Harassment Policy. This means that individuals are presumed not to have engaged in alleged conduct unless a "preponderance of the evidence" supports a finding that the conduct has occurred. This "preponderance of the evidence" standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it. In making the determination of whether harassment has created a hostile environment, the Title IX staff will consider not only whether the conduct was unwelcome to the Complainant, and caused either substantial emotional distress or a barrier to education, but also whether a reasonable person in the Complainant's situation would have perceived the conduct as objectively offensive.

Option 1: If Title IX staff finds a preponderance of the evidence of a Policy Violation does not exist, the matter is documented and closed; a written notice of the outcome of the investigation will be sent to the Complainant and the Respondent.

Option 2: If Title IX staff finds that a preponderance of the evidence of a policy violation exists, the written report will include recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, remedies for the Complainant. The Respondent may be required to sign the written finding which will be provided to the Discipline Authority for a determination of appropriate sanctions. If appropriate, written findings provided to the Respondent will maintain confidentiality of medical and personal information of the Complainant and/or any witness. In the case of student Respondents, the Discipline Authority will be the Dean of Students. In the case of employees, the Discipline Authority is the School administrator with the authority to impose sanctions in accordance with applicable employment policies and procedures and collective bargaining agreements. The Discipline Authority must inform the Title IX staff and the Respondent of the ultimate sanctions imposed upon a Respondent. The Title IX staff will inform the Complainant of the sanctions only as permitted by applicable Title IX and privacy laws.

Either party may appeal the finding if there is a procedural error, bias on the part of an investigative or decision making party, or new evidence.

### Support Person/Advisor

The Complainant and Respondent may each have a support person present with them at all meetings and any hearing associated with a complaint and in which the respective individual is participating.

The Support Person/Advisor may be any person of the participant's choosing, including an attorney. The Support Person/Advisor may attend, but shall not participate in, meetings or the hearing. If the participant chooses to have an attorney serve as the Support Person/Advisor, such attorney will be at that individual's expense.

## Appeals to the Grievance Committee

### Filing an Appeal

A request for a hearing before the Grievance Committee must be filed within five (5) calendar days of the receipt of the Title IX staff's decision after a formal investigation, unless good cause can be shown for an extension of time. The request for a hearing must be filed with the Title IX Coordinator, and must show a procedural error, bias on the part of an investigative or decision making party, or new evidence. As soon as practicable, the Title IX staff will provide the non-appealing party and the Chair of the Grievance Committee with a copy of the written appeal.

### Authority of the Committee

The Grievance Committee has the authority to issue determinations with or without hearings. If the Grievance Committee determines that a hearing is necessary, it may: (1) call student and employee witnesses to testify or to be present during a hearing, and obtain other evidence held by Hult or any student or Hult employee; (2) arrange with the Title IX staff for appropriate funding and staff support to facilitate hearings; (3) hold pre-hearing conferences; (4) issue hearing orders; (5) hold formal hearings and control conduct of such hearings; and (6) make decisions, findings of fact, and recommendations, including recommended sanctions, by vote of a majority of the regular members involved in the hearing process.

### Standard of Review for Appeal

The committee reviews the findings and recommendations of the Title IX staff. The committee may approve, overturn, or modify the findings and recommendations of the Title IX staff. The committee may overturn or modify the Title IX staff's findings and recommendations if it finds that (1) a procedural error; (2) bias on the part of an investigator or decision maker; (3) new evidence to support a different outcome.

### Conflict of Interest and Training

All Hult officials who are involved in the discrimination grievance process, including the Title IX staff, designated investigators, Grievance Committee, and Discipline Authorities, will have adequate training. Training will address, but is not limited to, recognizing and appropriately responding to allegations of discrimination, harassment, including hostile environment harassment, sexual misconduct, and retaliation, conducting investigations, protecting confidentiality, and recognizing the link between alcohol and drug use and sexual assault and sexual harassment.

The names of the investigator and the individuals who will serve on the Grievance Committee for a particular matter will be readily accessible. These individuals must promptly disclose any potential conflict of interest they might have in a particular case. In the rare situation in which an actual or perceived conflict of interest arises between an investigator or member of the Grievance Committee, that conflict must be disclosed to both parties.

### External Complaints

If you filed a complaint with the Title IX staff and believe Hult's response was inadequate, or you otherwise believe you have been discriminated against by the School, you may be able to file with external offices, including but not limited to:

Office for Civil Rights (OCR) of the U.S. Department of Education

You can file a complaint regarding discrimination based on race, color, national origin, sex (including sexual harassment) disability, age, or retaliation with OCR. The contact information for OCR's Boston Office is:

The U.S. Department of Education, Office for Civil Rights  
Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor

5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
[Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)  
[Website: www.2ed.gov/about/offices/list/oc](http://www.2ed.gov/about/offices/list/oc)

The Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice. You can file a complaint regarding discrimination based on race, color, national origin, sex (including sexual harassment), disability, age, religion, or retaliation with EOS of the U.S. Justice Department. The contact information for EOS is:

U.S. Department of Justice Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)  
Email: [education@usdoj.gov](mailto:education@usdoj.gov)  
Website: [www.justice.gov/crt/about/edu](http://www.justice.gov/crt/about/edu)

The US Equal Employment Opportunity Commission – is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or employee because of the person's race, color, religion, sex, national origin age, disability of genetic information.

EEOC- Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston MA 02203  
Telephone: (800)-669-4000  
Email: [info@eeoc.gov](mailto:info@eeoc.gov)