



THE UNDERGRADUATE SCHOOL

Hult Student Handbook 2017-2018

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

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

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INTRODUCTION

MESSAGE FROM THE DEANS

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

We look forward to sharing your educational journey.

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

ABOUT THE SCHOOL

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

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

MISSION STATEMENT

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

HOST COUNTRY LAW STATEMENT

All students are reminded that they are subject to the local laws and regulations of their host country and these laws may differ substantially from the laws in the students' home countries. Students who have questions about local policies are advised to contact Student Services, who will be able to provide more information.

Students should be aware that they are not above the law and, as such, Hult reserves the right to refer matters to the local authorities and suspend the internal process until such investigations are concluded. Students may additionally be suspended temporarily or partially excluded from specified Hult facilities, services and/or placement pending the outcome. Hult may instigate its Disciplinary Process on completion of Police and/or other criminal investigations and will take account of the outcome of any such actions.

STATEMENT OF ACADEMIC FREEDOM

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

All assessments and evaluations of students and faculty are based on legitimate and articulated intellectual and professional criteria, and not on personal, political or religious views, social, national, or cultural backgrounds, or other individual preferences, except as these may demonstrably affect intellectual and professional achievement.

EXECUTE YOUR EDUCATION WITH INTELLIGENCE AND INTEGRITY

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

KEY CONTACT INFORMATION

Campus Phone Numbers

London Campus +44 (0) 20 7636 5667

San Francisco Campus +1 (415) 869 2900

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

Staff and Faculty Email

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

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

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

ADMISSIONS

START DATES

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

DOCUMENT SUBMISSION

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

ADVANCED PLACEMENT CREDITS

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

TRANSFER UNIVERSITY CREDITS

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

THE HONOR CODE

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

Hult is committed to enforcing the Honor Code. The School reserves the right to suspend or dismiss any student who at any time commits a serious or persistent breach of the Honor Code, or is

convicted of a criminal offense, or acts in any way which is contrary to the interests of the School or the students, or which could damage Hult's reputation or bring it into disrepute. Investigations into allegations of this nature will be carried out in accordance with disciplinary procedures outlined below.

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

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

OVERVIEW

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

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

SCOPE AND ELIGIBILITY

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

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

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

The Honor Code and disciplinary process operate in conjunction with, and in support of, the procedures and codes of conduct of professional bodies and other university policies and regulations. Where an allegation of harassment or bullying has been made, the disciplinary process recognizes that what one individual considers acceptable may cause distress to another and therefore takes into consideration the perceptions and feelings of those involved. In determining whether or not an allegation of harassment or bullying is upheld or not, the Disciplinary Review Committee will apply the test of reasonableness and will make a decision on the balance of probabilities, even where corroborative evidence is not available.

KEY PRINCIPLES OF THE HONOR CODE

The Honor Code is a standard of conduct firmly observed throughout the School. All members of the community are expected to treat others with respect. Honesty in academic matters, as in all others, is

an expectation of all members of the Hult community. Violations of the Code are considered a serious breach of conduct and may result in severe penalties. Hult students are expected to:

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

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

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

ACADEMIC INTEGRITY

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

- Giving or receiving unauthorized aid during an examination or quiz
- Falsifying data of any kind (for example attendance records)
- Giving a false reason for requesting a make-up examination, an extension on an assignment, or an excused absence
- Giving false testimony (either to protect oneself or someone else) to someone investigating a possible Honor Code violation
- Turning in the same work for two or more courses without the explicit approval of all of the instructors involved
- Failing to take responsible action upon witnessing or becoming aware of an Honor Code violation
- Submitting another student's work without that student's knowledge
- Submitting work by a student where another student has willingly provided that work
- Unauthorized cooperation between students in individual work situations
- Submitting without citation work that incorporates someone else's ideas, for example sentences copied, wholly or partially, from:
 - a book, article, essay, or newspaper
 - another student's paper, notebook, or exam
 - the Internet or any other written, printed, or media source, whether or not the material in question is copyrighted

- Statements paraphrased without attribution from written or printed media material, including websites
- Ideas taken from books, essays, and websites that serve as unreferenced starting points, governing issues, illustrations, and the like.
- Committing any of the above acts of academic dishonesty constitutes a violation of Hult's Honor Code.

PLAGIARISM

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

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

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

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

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

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

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

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

CHEATING

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

COLLUSION

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

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

NON-ACADEMIC MISCONDUCT

Behaviour that is regarded as misconduct includes:

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

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

MAINTAINING THE HONOR CODE

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

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

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

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

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

HONOR CODE REVIEW PROCEDURES: CURRICULAR ACTIVITIES

The Academic Integrity Committee is responsible for conducting a complete and impartial review of any suspected infraction, notifying the student concerned, the student's faculty member(s), and the

academic administration of its findings and any sanctions recommended. The Academic Integrity Committee makes its recommendation to the Dean, who then determines and administers any sanctions imposed.

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

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

HONOR CODE REVIEW PROCEDURES: EXTRA-CURRICULAR ACTIVITIES

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

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

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

ADVICE, SUPPORT, REPRESENTATION AND GUIDANCE

Help, support, guidance, and representation are available to Hult students. It is the responsibility of the student against whom an allegation has been made to seek advice and assistance where necessary. In addition, a student wishing to make an allegation is also entitled to assistance, support,

representation, and guidance from any faculty or staff who are not personally involved. Students may be accompanied during the Disciplinary Process by a relevant person, or by a fellow student. Alternatively, they may be accompanied by a parent, guardian, care-giver, family member, or safe person as appropriate.

HONOR CODE SANCTIONS

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

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

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

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

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

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

CONFIDENTIALITY

All allegations of breaches of the Honor Code will be handled with due consideration to confidentiality. Where allegations are proved, or admitted, notification of the outcome will be placed on the student's file. The School may take further action in an extension to the Disciplinary Process where there are implications for the student's program of study. Where requested, the person who raised the allegation will be informed that the Disciplinary Process has been completed and whether the

allegation was upheld or not. Hult reserves the right to disclose to a third party seeking a reference any matters on a student's file which it considers to be relevant. The student will be informed that a reference has been provided in such circumstances. Data collected as a result of this policy will be treated in accordance with the Data Protection Act, The Family Educational Rights and Privacy Act and relevant Hult policies.

MONITORING, EVALUATION AND REVIEW

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

ACADEMIC POLICIES AND PROCEDURES

DEGREE REQUIREMENTS

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

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

CLASSIFICATION OF UNDERGRADUATE STUDENTS

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

FULL TIME STUDENT STATUS

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

ADDING AND DROPPING COURSES

Students may add or drop courses before the end of the first week of classes using the Student Portal. The add/drop deadline for each semester is listed in the academic calendar. Students are

responsible for all coursework and materials covered during the Add/Drop Period, regardless of registration status during that time.

WITHDRAWING FROM COURSES

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

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

ATTENDANCE POLICY AND MITIGATING CIRCUMSTANCES

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

Furthermore, there are specific attendance requirements, outlined below:

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

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

Mitigating Circumstances are not approved if:

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

The following are not considered as Mitigating Circumstances:

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

It is the student's responsibility to:

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

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

LATE SUBMISSIONS

Systematic grade penalties will be applied for all late assignments which have not been administratively excused (e.g. medical or family emergencies). A grade penalty of 10 percentage points (equivalent to 1 letter grade) will be applied for each day (including weekends) for which an assignment is late.

LATE ATTENDANCE

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

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

ATTENDANCE RULES FOR STUDENTS ON ACADEMIC PROBATION

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

ATTENDANCE AND U.K. IMMIGRATION RULES

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

PARTICIPATION

Students are expected to participate in classes and online forums in a critical and evaluative manner; to approach instructors and fellow students with respect and tolerance; and to actively engage in

debate, while avoiding derogatory or inflammatory comments on the cultures or attitudes of others in the class.

MAINTAINING THE LEARNING ENVIRONMENT

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

OVERLOAD

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

CONCURRENT ENROLMENT

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

MAXIMUM CREDITS

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

REGISTRATION

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

CANCELLATION OF COURSES

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

REPEATED COURSES

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

ASSESSMENT

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

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

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

ACCOMMODATING SPECIAL NEEDS

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

In order to receive disability-related academic accommodations, students must complete the Reasonable Accommodation Request before the start of the semester. This will include a medical letter authorizing special accommodations and specifying the types of accommodation requested. The accommodations that are authorized in the letter should then be discussed and agreed upon with the Assistant Dean, who will review syllabi for the current semester, and communicate accommodations approved to the instructor of each course and the Registrar. Accommodations are not provided retroactively; therefore, planning for accommodations at the beginning of the semester is required.

FINAL EXAMINATIONS

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

EXAMINATION RULES

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

- Students are advised to arrive 15 minutes before the start of the exam • Students must not enter the room until instructed to do so.
- Students must be in possession of their Hult student identification card (or photo ID) as proof of identity.
- Students must sit where instructed to do so in their assigned seat
- All bags, jackets, and containers must be placed at either the side or the front of the room. Students are required to bring their laptop, equipped with the Google Chrome browser extension Proctorio.
- Students must not be in possession of any unauthorized electrical devices (e.g. wearable technology, phones, tablets, headphones etc).

- Students must not be in possession of any unauthorized reference materials (e.g. books, notes).
- Calculators may be used only where authorized. Other electrical devices such as iPads and phones must not be used as replacements for calculators. Sharing calculators is not permitted.
- Students must not begin the exam until instructed to do so.
- Questions about the examination may be asked during the first 15 minutes only.
- Students who arrive more than 30 minutes late will not be admitted to the examination.
- Students are not permitted to leave the room during the first 30 minutes or last 15 minutes of the examination. Students may not be permitted to leave the room except in an emergency situation. In such cases, they must be accompanied by an exam supervisor. Only one student is permitted to leave the room at a time.
- Students are not permitted to share any materials or communicate in any way with other students.
- Students must agree to the examination rules before starting the exam.

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

EXAMINATION CONFLICTS

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

GRADES

Hult operates a policy of second-marking assignments and exams within each course, such that grades are not determined solely by the course instructor. Hult also operates a policy of sample external review. As such, individual course instructors are not at liberty to adjust grades once they have been released. The Registrar releases official final course grades after the end of add/ drop week the following semester and are subject to external examiner review. Individual grade breakdowns (participation, assignment, and exam grades, for example) are available on mycourses.hult.edu. Every Hult student is entitled to know the manner in which his or her course grade has been calculated.

Faculty use the following grading system to evaluate student performance:

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

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

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

T (Transfer Credit)

I (Incomplete)

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

W (Withdrawn)

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

R (Repeat)

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

AU (Audit)

AU is recorded if a student attends a course informally, without working for credit.

For group work, students will receive the same grade unless the method for which these grades are calculated are listed in the syllabus. Exceptionally, an adjusted grade for an individual (either higher or lower than the 'team grade') may be awarded if it is documented that either:

- The individual has made an exceptional contribution to the group activity and assignment.
- The individual has made no (or minimal) contribution to the group activity and assignment.

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

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

Any student who believes there has been a bias in the calculation of a grade for an assignment or a final course grade may appeal the grade to the Associate Dean or designee, whereupon it will be reviewed by the Academic Integrity Committee. The student may appeal in writing, giving full details, to the Associate Dean or designee. The Associate Dean or designee will review the case and recommend to the student whether, in his or her opinion, it is a legitimate appeal case. Regardless, the Associate Dean or designee will act as the student's representative and advocate in subsequent proceedings.

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

an appeal to the Academic Integrity Committee, the revised grade will override the original grade awarded.

INCOMPLETE GRADE

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

GRADE POINT AVERAGE

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

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

ACADEMIC PROBATION

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

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

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

GRADUATION REQUIREMENTS

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

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

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

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

It is the student's responsibility to track their progress toward graduation throughout their undergraduate career at Hult and to apply for graduation in their penultimate term. Failure to apply for graduation may result in a delay in the awarding of a student's degree.

MAJORS

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

DEAN'S LIST

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

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

ACADEMIC EXCELLENCE

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

- Accelerated degree progression. Students on the Academic Excellence Track are entitled to take one extra course in the Fall and Spring Semesters. (Note: Students, including those on

Academic Excellence, who take more than 30 credits per year will be charged for additional credits on a pro rata basis.)

- Exclusive elective classes. The School runs a number of elective classes to provide additional challenges for top undergraduate students.
- Each campus holds dedicated events for its Academic Excellence students, which may include speakers, networking events, and social activities.

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

INDEPENDENT STUDIES

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

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

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

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

DIRECTED STUDIES

Directed Studies are courses listed in the Program Catalog but undertaken outside of the normal classroom environment. Students work under the supervision of a faculty member to complete the regular course syllabus.

Directed Studies are available only under the following conditions:

- The course is required to graduate but is not offered during the student's final academic semester or term.
- A student is unable to attend, for justified reasons approved by the Dean or designated Associate Dean, a course required for graduation.
- There is insufficient enrolment on a scheduled class, but a student needs to take a class required for graduation.
- If a student has less than three courses to complete before graduation, courses must be completed on campus.
- The maximum number of directed studies a student may take is two in Fall and / or Spring and one in Summer 1 and /or Summer 2.

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

INTERNSHIPS

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

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

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

Hult awards academic credit for internships on the following basis:

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

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

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

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

WITHDRAWAL FROM THE SCHOOL

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

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

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

DISMISSAL FROM THE SCHOOL

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

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

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

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

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

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

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

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

LEAVE OF ABSENCE POLICY

A Leave of Absence is a stipulated period of intermission during a student's course of study. During this period, the student remains on the School records. Students may apply to take a Leave of Absence for up to one calendar year. Two years are allowed when it is required for mandatory national service. The School cannot guarantee that the program will be the same upon the students return. Students apply for a Leave of Absence by completing a Leave of Absence Application form from the Registrar's Office obtaining permission from the Dean (or designated Associate Dean), the Finance Department, and the Visa & Compliance Department (if appropriate); and then returning the completed form to the Registrar's Office for processing.

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

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

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

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

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

TRANSCRIPTS

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

COMMENCEMENT

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

participate in the Commencement ceremony if tuition fees for the remaining credits have been paid in full prior to the Commencement ceremony.

GLOBAL CAMPUS ROTATION AND SUMMER PROGRAMS POLICY

ROTATION'S MISSION

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

POLICY OVERVIEW

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

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

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

ELIGIBILITY FOR ROTATION

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

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

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

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

- Disciplinary Probation Status
- Balances Due
- Visa Application Progress
- Health Insurance Coverage

- Pre-Departure Program Participation
- Rotation Orientation Participation

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

OPTIONS AND REGISTRATION

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

Academic Year (Fall and Spring)

San Francisco Campus or
London Campus

Summer 1

San Francisco Campus, London Campus or Summer Program Campus

Summer 2

San Francisco Campus, London Campus or Summer Program Campus

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

DEADLINES AND POLICIES

PRE-REGISTRATION POLL

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

SUMMER TERMS

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

BEHAVIORAL RESPONSIBILITIES

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

MEDICAL RESPONSIBILITY

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

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

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

CAMPUS ROTATION VISA POLICY

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

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

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

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

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

FINANCIAL PROCEDURES

PAYMENT TERMS AND DEADLINES

- 1/2 of the total fees (including any Hult Housing fees) is payable 30 days before the start of the fall term and the remaining balance is payable 30 days before the start of the spring term.

Any additional credits taken during the academic year is charged at the end of each term and any additional summer credits signed up for are payable at the end of April (subject to summer course registration deadlines issued by the academic department).

- Students alternatively have the option of paying via an installment plan. See information online for fee details.
- Hult reserves the right to withdraw any previously confirmed campus seat, should the above payment terms and conditions not be met.
- Hult reserves the right to assess a late payment surcharge calculated monthly on the basis of 1% per month on all outstanding account balances or the maximum allowed by law.
- When Hult notify an applicant that they have been accepted to the school, an offer has been made. The applicant is considered to have accepted said offer by paying the confirmation deposit. The confirmation deposit covers the cost of pre – enrollment activities.
- Hult may increase the tuition upon annual review. Any increase will be driven by an increase in cost base, which may be the result of either inflation and/or investments made in the school. The average increase in tuition between 2014 and 2016 was 1.48%. Any scholarship or financial aid previously awarded will be increased accordingly.

METHODS OF PAYMENT AND PAYMENT INSTRUCTIONS

Methods of Payment

By bank transfer/wire (ACH, EDI)

By the Online Application portal payment service

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

For Payments in USD

Beneficiary name: Hult International Business School Inc.

Beneficiary bank: Bank of America, N.A.

Bank address: 100 Federal St. Boston, MA 02110 Account

name: Hult International Business School Inc.

SWIFT address: BOFAUS3N

Bank ACH Routing Number: 011000138

Bank Wire Routing Number: 026009593

Account number: 4640481616

For Payments in GBP

Beneficiary name: Hult International Business School Ltd.

Beneficiary bank: Lloyds TSB Bank

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

Account name: Hult International Business School Ltd.

SWIFT address: LOYDGB2L

Account number: 00580818

Iban: GB91 LOYD 3000 0900 5808 18

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

MEDICAL INSURANCE

All students are required to have adequate medical and accident insurance coverage. Coverage criteria varies by destination and Hult has defined minimum criteria for each campus that all students need to meet. In each location, Hult has negotiated a tailor-made student insurance coverage option. Students who do not choose this option are obliged to, for each year of attendance, obtain alternative

and equivalent insurance coverage and provide a copy of the insurance policy to Hult. Depending on which campus you study at you will be provided with the detailed insurance policy or coverage requirements of that campus.

FINANCIAL AID POLICY

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

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

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

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

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

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

SCHOLARSHIPS

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

PROGRAM FEE CREDIT POLICY

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

WITHDRAWALS AND REFUNDS

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

- i. In the case of an applicant confirming upon condition of being granted a student visa for the desired campus and subsequently failing to obtain such a visa due to rejection, the applicant will be eligible for a refund of 100% of the value of the Confirmation Deposit.
- ii. In the case of an applicant confirming upon condition of meeting entrance requirements and subsequently failing to meet such standards, the applicant will be eligible for a refund of 50% of the value of the Confirmation Deposit.
- iii. In the case of an applicant withdrawing, excluding the circumstances of criteria i. or ii., giving notice prior to May 1st in the year of matriculation, the applicant will be eligible for a refund of 50% of the value of the Confirmation Deposit. Notice given after May 1st in the year of matriculation results in the applicant being ineligible for refund of the Confirmation Deposit. Early Decision applicants are ineligible for a refund under either circumstance.
- iv. If an applicant has applied for the London campus, the applicant has the right to cancel within 14 days of having accepted the offer to attend Hult. The cancellation does not have to follow a specific format but it must be made in writing through e-mail to the applicants enrollment advisor.

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

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

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

REFUND SCHEDULE

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

- Prior to Matriculation: 100% of Program Fee (excluding Confirmation Deposit)
- After Matriculation: 60% of Program Fee
- After start of Second Semester: 0% of Program Fee

RESOURCE AND CAPACITY CONSTRAINTS

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

CANCELLATION OR CHANGING OF PROGRAMS AND LOCATIONS

All programs, rotation locations, accommodation, majors and specializations are offered in good faith, but in the event enrollments for a specific program or location are deemed not sufficient to viably run the program, Hult reserves the right to cancel or move any offered program, rotation location, accommodations or specialization to another location. Hult will endeavor to communicate any

changes as early as possible, and offer any affected students other programs, locations, or specializations to attend. Program curricula may also be subject to change.

PROVIDERS OF THE PROGRAMS

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

GENERAL STUDENT POLICIES

STUDENT SERVICES

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

STUDENT REPRESENTATION

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

The HSA mission is to ensure Hult students:

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

EXTRA CURRICULAR SUPPORTED ACTIVITIES AND EVENTS POLICY

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

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

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

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

CAREER DEVELOPMENT

The Career Development team offers personalized one-to-one guidance sessions with a qualified Career Development Advisor to help students assess and plan their career paths. Typical topics for discussion include exploring and planning for career options; writing CVs, cover letters, and online professional profiles; finding an internship; job search strategy; interview preparation; and offer negotiation.

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

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

ONLINE PLATFORMS

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

MYHULT

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

Access myHult at my.hult.edu

MYCOURSES

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

Access myCourses at: mycourses.hult.edu

MYCAREER

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

STUDENT PORTAL

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

Access the Student Portal at: my.hult.edu

CHANGE OF ADDRESS

If either the permanent or local address of a student changes while he or she is attending Hult, he or she must update his/her address online through the Student Portal. We use this information to send

official documentation and notifications; under immigration law it is a legal requirement that Hult has the current address of all its students on file.

INSTITUTIONAL POLICIES

NON-DISCRIMINATION AND HARASSMENT

The School does not discriminate on the basis of race, color, national or ethnic origin, gender, gender orientation or identity, sexual orientation, age, religion, or physical disability in admission to, access to, or treatment in its programs and activities. The School strictly prohibits sexual, racial, and other types of harassment of students, staff, and faculty. Words, gestures, actions, or other behavior which tends to alarm, intimidate, ridicule, embarrass, or insult individuals, or which tends to create a hostile or abusive environment, will not be tolerated and may lead to the individual being dismissed from Hult International Business School recognizes its responsibility under the Counter-Terrorism Act 2015 to protect our students from the threat of radical extremism that might lead to the harm of self or others. The school is equally committed to the protection of academic freedom and freedom of speech while exerting measures to ensure vulnerable students are not drawn into terrorism.

MISREPRESENTATION OF ACADEMIC OR WORK EXPERIENCE

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

HAZING

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

DRESS CODE

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

INFORMATION TECHNOLOGY POLICY

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

SOCIAL MEDIA GUIDELINES

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

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

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

Facebook Groups:

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

Social Media Channels:

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

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

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

USE OF COPYRIGHTED MATERIALS

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

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

FERPA AND DATA PROTECTION POLICIES

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

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

- Personal data shall be processed fairly and lawfully.

- Personal data shall be obtained for specific and lawful purposes and not processed in a manner incompatible with those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is held.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data shall be kept only for as long as necessary.
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act.
- Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of data.
- Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data. Students have the right to inspect their official records and files with certain exceptions, such as certain financial records and recommendations where the right of access has been waived. Student records are kept in the relevant office (Registry or Finance) and can only be reviewed in the office during normal business hours.

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

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

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

ELECTIVE COURSES FOR ALUMNI

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

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

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

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

CAMPUS ADDRESSES

London Campus 35

Commercial Road
London E1 1LD U.K.

San Francisco Campus

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

Boston Summer Program Campus

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

Dubai Summer Program Campus

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

Shanghai Summer Program Campus

Huaxin Haixin Building (Jinling Haixin)
666 Fuzhou Road

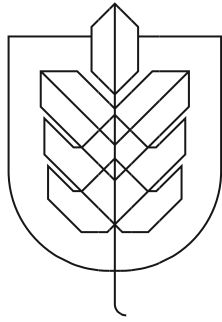
Shanghai, China

Ashridge Estate Campus

Ashridge House

Berkhamsted Hertfordshire HP4

1NS U.K.



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
<i>Student Handbook</i>	The primary reference for all policies and procedures relating to the Hult student experience	One for Undergraduate and one for Graduate students
<i>Program Specification</i>	Summary information on the structure of the degree program	One for each degree program (e.g. MBA)
<i>Program Catalog</i>	Detailed information on the structure and content of the academic program	One for each degree program (e.g. MBA)
<i>Electives Catalog</i>	Detailed information on electives courses available to one or more Hult programs	Single catalog covers all Hult graduate programs and lists undergraduate eligibility
<i>Academic Regulations</i>	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 during their MBA, MIB or EMBA
- 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:

Grade	Point Value	Range of Course Scores
High Pass	3	2.51 - 3.00
Pass	2	1.51 - 2.50
Needs Improvement	1	1.00 - 1.50
Fail	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:

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

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.

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 constitute 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 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 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

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 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.

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), prorated 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.

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.

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 an 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

Flickr: 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^{SEP} 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

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 registration fees (a nominal administrative fee will apply). Alumni who have registered with the Alumni Association will receive from the Alumni Affairs Coordinator the list of courses, course descriptions, schedules, etc. To register with the Alumni Association please send an email to: alumniaffairs@hult.edu.

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

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

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

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 APA v6 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, 6th 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 6th 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. 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 617-6191111 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.semc.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

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 and 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). 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.

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.

LondonCampus 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 – 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. 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). 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

Club Drug Clinic

For those concerned about their use of recreational drugs

Web: www.clubdrugclinic.com

Cocaine Anonymous

Web: www.cauk.org.uk

Drugscope

Aims to reduce- related risk. Provides drug information

Tel: 02079407500

Web: www.drugscope.org.uk

Marijuana Anonymous

Helps with problem cannabis use

Web: www.marijuana-anonymous.co.uk

Narcotics Anonymous

Help for people who have problems with street drugs

Web: 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

National Institute for Health and Clinical Excellence (NICE) Guidelines for treatment and promoting better health 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

British Association for Counseling and Psychotherapy (BACP)

Online list of local practitioners
Tel: 01455883300
Web: www.itsgoodtotalk.org.uk

British Association for Behavioral and Cognitive Psychotherapies (BACP)
Provides details of accredited therapists
Tel: 01617974484
Web: 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

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
Email: 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

Depression Alliance

For anyone affected by depression
Tel: 08451232320
Web: www.depressionalliance.org

Hearing Voice Network

Local support groups for people who hear voices
Tel: 01142718210
Web: www.hearing-voices.org

Samaritans

24 Hour emotional support
Tel: 08457909090
Web: www.samaritans.org
Email: jo@samaritans.org

Complementary and Natural Healthcare Council

Regulatory body with a register of complementary therapy practitioners
Tel: 0203178219
Web: www.cnhc.org.uk

British Association for Behavioral and Cognitive Psychotherapies (BACP)
Provides details of accredited therapists
Tel: 01617974484

Web: 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. 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

Community Center Shanghai

Counseling services for expat students in need of support on a variety of issues.
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 schoolselected 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.

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 + 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; nonconsensual (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
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
Email: 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

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
+ 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 offcampus 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
8th 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
Website: 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

