



IUM Handbook of Academic Policies and Procedures

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Introduction

The International University of Monaco

The International University of Monaco (IUM) is a private institution of higher education founded in 1986 in the Principality of Monaco. IUM is granted license to deliver diplomas by the Directorate of National Education, Youth and Sports of the Government of Monaco. It offers degree programs at the Bachelor, Master and Doctoral levels.

IUM uses English as its language of instruction.

Statement of Mission

The mission of the International University of Monaco is to deliver an excellent business education in an unparalleled multicultural context, where diversity in personal and professional backgrounds, cultures, and languages is the rule.

IUM aims to equip students with the ability to:

- Become highly skilled, open-minded managers
- Stand out as inspiring leaders
- Excel in a rapidly changing global world
- Contribute positively and actively to their professional environment

In pursuit of its mission, IUM provides students with:

- Individual attention, as well as personal growth and professional development activities
- High-level interactivity between faculty and students, in and outside the classroom
- Rigorous programs which develop student's reasoning and analytical skills while balancing theory and practice through a case study approach
- Strong ethical values: respect, discipline, and professionalism
- A dynamic atmosphere which encourages innovation and creative thinking
- The safe and international atmosphere of the Principality of Monaco

Statement of Values

IUM values underpin the institution. These values are:

- Commitment to high ethical standards and integrity.
- Respect, responsibility, and professionalism.
- Dedication to cross-cultural understanding and willingness to embrace and celebrate diversity of all kinds.
- Creating a safe, friendly and dynamic environment that encourages innovation and creative thinking.

History of the Institution

IUM was created in September 2001 when the former University of Southern Europe (founded 1986) changed name to more closely reflect its location and future direction.

In April 2010 it was acquired by Career Education Corporation, a publicly traded US-based educational group. Through this acquisition IUM became a partner of the INSEEC Group, also owned by CEC, the largest private educational group in France, with campuses in Paris, Lyon, Bordeaux, London and Chicago.

The University offers undergraduate and graduate programs in business to fulfill its vision of becoming one of the finest student-focused business schools in Europe. This vision centers on academic excellence in the development of global business leaders and the delivery of educational programs by a cadre of qualified full-time faculty.

Educational Philosophy

IUM seeks to educate and prepare students for successful careers in the business world.

The University achieves this objective through the study of a comprehensive academic curriculum in an environment that integrates theory, research, and application. A faculty body composed of both scholars and practitioners guides students through their academic programs so that they can learn and understand how formal knowledge and practice operate to inform and enrich each other.

IUM has developed a teaching philosophy based on five learning principles:

Individual attention: Interactive learning, online support, and small classes accommodate a variety of learning styles, with timely formative feedback reinforcing the learning process and personal development.

Balance of theory and application: With both academics and professionals using innovative teaching techniques and online technologies based around lectures, case studies, group projects, and business simulations, students are readily able to apply management theories and models in real life settings.

Active learning: Professors create a dynamic, interactive, hands-on learning environment that encourages and expects active engagement from students. Case studies, class discussion, debate, and online forums are commonly used across the curriculum to enhance students' analytical, creative and problem-solving skills.

Cooperative and collaborative learning: Regular group projects allow students to apply their knowledge to new situations while developing their skills in leadership, communication, and teamwork.

Multicultural learning: Building on the cultural diversity of the student body and faculty, students learn to respect cultural diversity and to negotiate and capitalize on the richness that different perspectives bring to management decisions.

IUM's instructional methodology emphasizes the integration of various disciplines and skills through interdisciplinary projects and assignments, as well as a practical approach and real-world applications.

The University deliberately maintains small class sizes as a key element of its instructional methodology. This allows close contact between faculty and students, fosters a high level of participation and interaction, and enables faculty to give individualized attention to all students. By knowing students' interests, needs, and abilities instructors are able to guide study more successfully.

The University has assembled an international faculty with specific and applicable expertise gleaned from their educational backgrounds and professional experience.

IUM is committed to developing and testing new learning approaches and technologies; the curriculum and content of each course are continuously reviewed and revised in order to embody the latest international trends in business and business education.

The University integrates learning technology in its teaching through IUM's online course support platform and its distance learning platform. These tools allow students to easily access course support materials, communicate with instructors, and complete coursework online and in any location.

Students can also access the IUM Intranet (through ATOM) to view their transcript, keep up with campus news, and communicate with faculty and staff.

IUM Location

International University of Monaco

2, avenue Albert II
MC 98000 MONACO

Tel.: +377-97-986-986

Fax: +377-92-052-830

Website: www.monaco.edu

Recognition, Licensure, Certification, and Accreditation

Institutional Recognition

IUM is recognized by the Directorate of National Education, Youth, and Sports of the Government of Monaco, which certifies all IUM degrees and academic programs according to Monegasque law number 826 of August 14, 1967 on Education.

The Directorate of National Education, Youth, and Sports of the Government of Monaco may be contacted at:

Directorate of National Education, Youth, and Sports
Avenue de l'Annonciade
MC 98000 MONACO

Tel.: +377-93-98-83-05

Fax: +377-93-98-85-74

denjs@gouv.mc

Licensure by the Government of Monaco

IUM is a Monegasque non-commercial corporation (*société anonyme*) licensed to operate as a diploma-issuing educational institution in Monaco (Ministerial Act No. 86-472; August 1986).

Certification

IUM is certified to deliver Educational Testing Service (ETS) Internet-based tests including the Test of English for International Communication (TOEIC) and Test of English as a Foreign Language (TOEFL).

The IUM Test Center Numbers are STN11063A and STN11063B.

ETS may be contacted at:

ETS Corporate Headquarters
Rosedale Road
Princeton, NJ 08541

United States of America

Tel.: +1-609-921-9000

Fax: +1-609-734-5410

Website: www.ets.org/toefl

Program Specific Accreditation

The IUM Master of Business Administration and Executive Master of Business Administration programs are accredited by the Association of MBAs (AMBA).

AMBA may be contacted at:

Association of MBAs
25 Hosier Lane
London EC1A 9LQ
United Kingdom

Tel.: +44-020-7246-2686

Website: www.mbaworld.com

Memberships

IUM is a member of the entities listed below.

The Association to Advance Collegiate Schools of Business International

IUM is a member of *the The Association to Advance Collegiate Schools of Business International (AACSB)*.

AACSB may be contacted at www.aacsb.edu

The College Board

IUM is a member of the College Board, a voluntary educational association that provides leadership for the development of policies and practices designed to expand quality of educational

opportunity, and to facilitate the transition of students from secondary to postsecondary education. The College Board may be contacted at www.collegeboard.com

European Council of International Schools (ECIS)

IUM is a member of ECIS, a non-profit organization dedicated to the advancement of internationalism through education. ECIS may be contacted at www.ecis.org

European Foundation for Management Development (EFMD)

IUM is a member of EFMD, a global organization based in Brussels and recognized as the center of excellence for management education and development in Europe. EFMD may be contacted at www.efmd.be

Institute of International Education (IIE)

IUM is a member of IIE, an association of higher educational institutions for international education policy makers, administrators, and researchers. IIE may be contacted at www.iie.org

NAFSA

IUM is a member of NAFSA, an association of international educators that promotes the exchanges of students and scholars to and from the United States. NAFSA may be contacted at www.nafsa.org

Principles for Responsible Management Organization (PRME)

IUM has adopted the Principles for Responsible Management Education.

As an institution of higher learning involved in the education of current and future managers, IUM is committed to engaging in a continuous process of improvement in the application of the Principles for Responsible Management Education, reporting on progress to all stakeholders, and exchanging effective practices with other academic institutions. IUM understands that its own organizational practices should serve as examples of the values and attitudes it conveys to its students. IUM encourages other academic institutions and associations to adopt and support these Principles. PRME may be contacted at www.unprme.org

Ownership

IUM is a privately held non-commercial corporation (*société anonyme* or S.A.).

In Monaco, the term “S.A.” generally designates corporations that are known more commonly in English as a public limited company.

International University of Monaco (S.A.) is owned by Career Education Corporation, a publicly traded US based educational group.

Governance Structure

IUM is governed by a **Board of Directors**, whose President is Mr. Jeffrey D. AYERS (General Counsel and Corporate Secretary of CEC), the Executive Chairman is Mrs. Catherine LESPINE (CEO of INSEEC Group).

The Board of Directors oversees the overall strategy and votes the budget presented by IUM. It delegates decisions regarding resource allocation and operational matters to the Executive Chairman and the Dean. Academic matters are the responsibility of the Dean who works on this independently with the assistance of IUM Executive Committee.

The **International Advisory Board** (IAB) guides IUM development and strategic positioning. The IAB consists of international leaders issued from academe or the business community. The President of the International Advisory Board is Professor Pierre André Chiappori, a Monegasque by birth, Professor of Economics at Columbia University.

The **Executive Committee**, consisting of the Dean, the Program Directors, the Director of Career Services and Corporate Relations, and the Director of Operations, is charged with implementation of the strategy at the operational and academic levels and may be assisted by external members from the government, the business community and IUM alumni on an ad hoc basis. It assumes responsibility for major projects and innovations and puts in operation the decisions of the Board of Directors and implements recommendations of the International Advisory Board. The Executive Committee also makes recommendations to the Dean regarding programs, academic policies, resources and other matters.

Academic Committees formed by level and by program family (Undergraduate, Master in Finance, Master in Luxury Business, Master in Sport Business, Master in International Management, Master in Marketing, MBA and EMBA programs, Doctoral program) monitor student academic performance, inform curriculum revision and assessment methodology and academic policies, and discuss specific student issues. Each committee consists of professors teaching in the program and the relevant program directors.

The **Library and Resource Committee** discusses the acquisitions policy and resources and databases questions. This committee consists of the Head, Library and Research Services, the Director of Operations, three professors and the Dean.

Instruction is conducted under the direction of program heads responsible for individual academic programs. Each program head is responsible for the day-to-day academic and administrative oversight of his or her program. The program heads report directly to the IUM Dean.

Research is conducted under the direction of the IUM Dean and the Director of Research.

Academic administrators at all levels have specific responsibilities in formulating and implementing academic plans. IUM faculty have general responsibility for contributing to this process.

Commitment to Diversity

IUM prepares students to live and work productively in the global setting, and contribute positively to various populations with diverse social, ethnic, economic, and educational experiences. Curricula are designed to provide an environment in which students can develop the skills and attitudes essential to working with people from a wide range of backgrounds.

Cultural diversity is an IUM hallmark. The University recruits outstanding students and faculty from all over the world – currently counting 75 nationalities in its student body – while faculty (full-time, adjunct, and visiting) hail from more than twenty different countries.

Notice of Equal Opportunity and Nondiscrimination Policies

IUM provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of qualifications and merit without regard to race, color, national origin, religion, gender, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or any other characteristic protected by applicable laws.

This equal opportunity policy applies to all IUM programs and activities including admission, access to treatment, and employment in the University's programs and activities.

IUM does not discriminate on the basis of race, color, national origin, religion, gender, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or any other characteristic protected by applicable laws.

This nondiscrimination policy applies to all IUM programs and activities including admission, access to treatment, and employment in the University's programs and activities.

Right to Change the Handbook of Academic Policies and Procedures and Addenda

The *International University of Monaco Handbook of Academic Policies and Procedures* and its contents are subject to change without notice.

Changes may be made through an *Addendum* where deemed necessary.

IUM reserves the right to change the policies contained in the Handbook. Notice is not required for a new policy to take effect, however IUM will make reasonable attempts to notify students promptly of any policy changes through Website or email postings, mail distributions, or other methods deemed appropriate by the IUM administration.

The Handbook is posted on the IUM Intranet (ATOM - <http://atom.monaco.edu/>).

Students are responsible for staying apprised of changes to the Handbook.

Programs on offer in the academic year 2012-2013

For details on the programs and courses we refer the reader to the university Catalog.

Undergraduate Programs

- Bachelor in Business Administration (**BBA**), a 90 US semester credit programs, equivalent to 180 ECTS
- Bachelor in Communication and Entertainment Management (**BECOM**), a 90 US semester credit program, equivalent to 180 ECTS (in partnership with Sup de Pub, a school of the INSEEC Group)
- Bachelor of Science in Business Administration (**BSBA**), a 120 US semester credit program, equivalent to 240 ECTS

Graduate Programs

Master of Science Programs:

- **Master in Finance**

Specializations:

- Quantitative Trading and Financial Engineering
- Hedge Funds and Private Equity
- Private Banking and International Wealth Management

- **Master in Luxury Management**

Specializations:

- Luxury Goods and Services
- Luxury Hospitality and Event Management
- Luxury Retail Management

- **Master in International Business**

Specializations:

- Global Affairs
- International Trade

- **Master in International Marketing**

Specializations:

- Communication and Brand Strategy
- Digital Marketing

- **Master in Sport Business Management**

- **Master in Sustainable Peace Through Sport** (joint degree with the University for Peace)

Master of Business Administration Programs

- Full-time, residential (**MonacoMBA**)
- Executive, on line (**EMBA**)

Doctoral program

- **Doctorate in Business Administration (DBA)** (in partnership with the University of Nice).

Non-degree programs

- **English as a Second Language**
 - Intensive English preparation
 - TOEFL preparation

Section 1: Undergraduate Admission Policy, Requirements, and Procedures

General Undergraduate Admission Policy

IUM seeks students for its undergraduate programs who demonstrate strong intellectual abilities, diverse backgrounds, a commitment to global citizenship, and a willingness to embrace the IUM mission.

Undergraduate Admission Requirements

To be eligible for admission to IUM undergraduate programs applicants must:

- Hold a secondary school diploma.
- Provide proof of English proficiency if they are non-native speakers of English or have not studied at an institution where English was the official language for at least three of the five years immediately prior to application.

Undergraduate Admission Procedures

Application Procedure

Complete undergraduate applications for admission are reviewed by the Undergraduate Admissions Committee.

Applications are reviewed and accepted on a rolling basis

Applicants must submit a complete undergraduate application file that consists of:

- A Completed On line Application: Applicants should fill out the on line application form available at www.monaco.edu
- Secondary School Transcripts and Diploma: Applicants must provide official transcripts of studies completed in the last two years of secondary school, accompanied by the applicable grading scale. A transcript marked “Issued to Student” is not considered an official transcript.

A copy of the diploma must be provided if the official transcript does not indicate graduation.

Only original documents or notarized copies are accepted. Copies may be notarized by registered notaries, embassies, or IUM staff.

All documents must be in English or French, either as originals or official translations.

In certain cases applications will be accepted if the applicant’s secondary school graduation will occur after the date of submission. Applicants who have not yet received their secondary school diploma because they are awaiting their final results should apply before their final results and accompany their application with an intermediary transcript. Acceptance will be contingent on conferral of the secondary school diploma.

- Proof of English Proficiency: Applicants who are non-native speakers of English or have not studied at an institution where English was the official language for at least three of the five years immediately prior to application must provide proof of English proficiency.

Students who score below the indicated levels may be accepted in the Intensive English track of the undergraduate programs, where in the first year of studies they take a reduced course load completed by intensive English classes.

Acceptable proof of English proficiency is one of the following:

- A minimum TOEFL score of 550 paper-based test/213 computer-based test/79 Internet-based test. The **ETS IUM school report code is 9074**.
- A minimum TOEIC score of 785.
- A minimum IELTS score of 6.0.

These test scores must be no older than two years.

- Award of the Cambridge Certificate, Advanced Level with a score of A, B, or C.
- IUM English Entry Interview

IUM is an official TOEFL test center where students may take the TOEFL examination. Please visit the IUM Website at www.monaco.edu for current test dates.

Students who wish to register for a TOEFL test session may apply to do so at the Education Testing Service (ETS) website at www.ets.org/toefl

Further information on the above tests may be obtained from the IUM Office of Admissions.

- A Letter of Recommendation: Applicants must provide at least one letter of recommendation from teachers, headmasters, guidance counselors, and/or employers who have observed their performance in an academic and/or professional context.

Recommenders should write a letter on official letterhead addressing the recommendation criteria. Recommenders should then place the letter in a sealed envelope signed across the seal, and return them to the applicant or directly to IUM.

All letters of recommendation must be in English or French, either as originals or official translations.

- Photographs: Applicants must provide two (2) passport size photographs.
- Proof of Nationality: Applicants must provide a photocopy of their valid passport showing nationality.

Application Deadlines

Application deadlines for every entry period are shown on the university website.

Applications received after these dates will only be considered if there are spaces left in the entering class. Applicants are encouraged to apply early to ensure their applications receive full consideration.

IUM reserves the right to close applications for the undergraduate program at any time.

Admission Process

The Undergraduate Admissions Committee takes a number of factors into consideration when making its decision including academic results, evidence of motivation, previous accomplishments and honors, and extra-curricular activities. The Committee also considers the applicant's ability to achieve the program objectives and degree requirements.

An applicant may also be evaluated through a personal interview either in person or by phone.

The University does not impose limits on the size of each entering undergraduate class but does take University resources into account when forming each entering class.

Provisional, Conditional, or Probationary Admission

Applicants may be admitted on a **provisional** basis if all original supporting documentation has not been submitted on condition that they will provide these documents by the end of the first term in which they enroll.

Provisionally admitted students who do not provide all required documents by the end of the first term in which they enroll will have their offer of admission withdrawn and will not be registered for the following term.

Applicants may be admitted on a **conditional** basis. This generally requires that the student successfully complete academic courses or other work before being permitted to enrol in the program.

Applicants may be admitted on a **probationary** basis. This generally requires that the student meet certain academic performance criteria in the first term in which they enroll.

The applicant's offer of admission letter will stipulate the conditions of provisional, conditional, or probationary admission.

The student will be notified in writing on removal of provisional, conditional, or probationary status.

Credit Transfer

Students who have earned university credits from other institutions may apply for credit transfer to IUM. They should apply for credit transfer during the admission process.

Only courses from an accredited institution of higher learning relevant to the IUM undergraduate program will be considered for transfer credit; transfer of credits from another institution is based on the comparability of the nature, course content, and credit hours with IUM undergraduate courses.

Only courses in which the student has achieved a grade equivalent to "C" or better will be considered for transfer. Students may transfer a maximum of two thirds of the total credits required to graduate from the IUM undergraduate program.

Students in this category must provide official university transcript(s) from all colleges and universities they have attended. A transcript marked "Issued to Student" is not considered an official transcript.

The transcript must be accompanied by the applicable grading scale and course descriptions from the relevant university academic catalog. Documents not in English or French must be officially translated into one of these languages.

Only original documents or notarized copies are accepted. Copies may be notarized by registered notaries, embassies, or IUM staff.

Transfer students follow the usual IUM undergraduate admission procedures.

Undergraduate Exchange Program

The Undergraduate Exchange Program enables undergraduate students from other universities to study at IUM for one or two consecutive terms.

Exchange students may come from institutions that have signed a partnership agreement with IUM or from any other accredited institution.

For a list of IUM partner institutions please see IUM website at www.monaco.edu.

Requirements

Exchange students must enroll in a minimum of 12 credits per term during each term they are at IUM. They may earn credit toward their home institution degree while on exchange but the home institution is solely responsible for deciding if and how transfer credit will be accepted. Exchange students should ascertain these requirements before they apply to the Undergraduate Exchange Program.

Exchange students have the same rights and responsibilities as other IUM students. They are expected to read the *IUM Handbook of Academic Policies and Procedures* and the relative *Addenda* in force during their enrollment, and to participate in orientation and other IUM activities.

Eligibility

To be eligible to apply to the IUM Exchange Program students must possess:

- A minimum Cumulative Grade Point Average (CGPA) of 3.0 or its equivalent at their home institution.
- Submit proof of English proficiency. Applicants who are non-native speakers of English or have not studied at an institution where English was the official language for at least three of the five years immediately prior to application must provide proof of English proficiency.

This proof must be in one of the following forms:

- A minimum TOEFL score of 570 paper-based test/230 computer-based test/88 Internet-based test. **The ETS IUM school report code is 9074.**
- A minimum TOEIC score of 850.
- A minimum IELTS score of 7.0; academic option preferred.
- Award of the Cambridge Certificate, Advanced Level with a score of A, B, or C.

Test scores must be no older than two years.

IUM is an official TOEFL test center where students may sit the TOEFL examination.

Further information on the above tests may be obtained from the IUM Office of Admissions.

Application Procedure

To apply to the IUM Exchange Program students must provide:

- A completed Exchange Application Form.
- The Non-Refundable €200 Exchange Application Fee. Applications will not be considered without the non-refundable €200 application fee. If payment is by wire transfer applicants should enclose a copy of their transfer receipt with the application.

The exchange application fee is waived for students coming from institutions that have signed a partnership agreement with IUM.

- Documentation from the applicant's home institution certifying two years full-time study in English.
- Four (4) passport size photographs.
- An official transcript from the applicant's home university.
- An essay explaining why the applicant wishes to study on exchange at IUM.
- A letter of reference from an instructor or employer.

Application Deadlines

Application deadlines are shown below.

Dates remain the same each year and precede the term for which the applicant is applying for entry.

Applicants should submit their application well in advance of deadlines since the issuance of visas and receipt of documents can take some time.

For exchange in Fall term (September) each year:

Application Deadline 10 May

For exchange in Spring term (January) each year:

Application Deadline 20 October of the previous year

IUM reserves the right to close applications for the undergraduate exchange program at any time.

Exceptions to Undergraduate Admission Policy and Requirements

IUM has a policy and procedure that uses a faculty committee for admitting exceptionally well-qualified undergraduate applicants under an exception to the admissions policy.

This process is as follows:

1. The Office of Admissions requests a meeting of the Faculty Admissions Committee (FAC) to consider an application file that may not fulfill all IUM admissions criteria but, in the Office's opinion, supplies evidence that mitigates this situation.
2. The full application file is presented at an extraordinary meeting of the FAC. (The FAC convenes only in exceptional circumstances such as those above and is not a standing IUM committee.)
3. The FAC comprises the relevant program director, a rotating full time faculty member teaching in the relevant program, and an admissions representative.
4. The FAC considers the application file and notes any missing elements.
5. The admissions representative advocates for the applicant and describes how other aspects of the applicant's experience, background, or education make up for any *lacunae* in the file.
6. The FAC makes a decision on whether to admit the student based on these discussions. In making this decision the FAC considers the breadth and relevance of an applicant's experience to the IUM setting, an applicant's achievements – especially in overcoming adversity, potential to succeed as exhibited in the applicant's essay, and the willingness of the applicant to ensure his or her academic success by taking on extra tutoring as necessary.
7. The FAC's decision is then communicated to the Office of Admissions through its representative.

Deferral of Admission

Applicants who have been admitted into an IUM undergraduate program are permitted to defer their enrollment for a maximum period of one year on condition that they formally accept an offer of admission and pay their first instalment to confirm their enrollment by the due date indicated in that offer.

The following conditions apply if a student is approved to defer enrollment for entry into the IUM undergraduate program to the year following initial application:

- The student must contact the IUM Office of Admissions immediately confirming acceptance of their current offer of admission to the IUM undergraduate program.
- The student must return the completed *Acceptance of Offer Form* and pay the applicable enrollment fee by the due date indicated in the offer letter.
- The student must confirm their entrance into the IUM undergraduate program in fall or spring term in writing no later than the first day of the term of initial acceptance. If the IUM Office of Admissions does not hear from the student by that date, and notwithstanding their fulfillment of the above conditions, the offer of deferral will lapse.

The enrollment fee paid by applicants who have deferred their admission is non-refundable once the applicant has confirmed their decision to defer according to the above conditions.

If an applicant decides that they will not take up a deferred offer of admission after they have agreed to the above conditions, they are not entitled to a refund of the enrollment fee nor will they be permitted to defer again.

Exceptional mitigating circumstances may be taken into account for the refund.

Section 2: Graduate Admission Policy, Requirements, and Procedures

General Graduate Admission Policy

IUM seeks responsible students who demonstrate strong intellectual abilities, diverse backgrounds, a commitment to global citizenship; and who aim to enhance the IUM mission by making a significant contribution to a firm or organization.

Graduate Admission Requirements

To be eligible for admission to IUM graduate programs applicants must fulfil the following general and program-specific requirements.

General Requirements

To be eligible for admission to any IUM graduate programs applicants must:

- Hold a Bachelor's degree or equivalent (3 or 4 year degree) in any field or discipline with a good grade average.
- Provide proof of English proficiency if they are non-native speakers of English or have not studied at an institution where English was the official language for at least three of the five years immediately prior to application.

Program-Specific Requirements

To be eligible for admission to **a specific** IUM graduate program applicants must fulfil the following program-specific requirements **in addition to the general requirements** above.

Master of Science programs, Direct Admission in Term 2

To be eligible for direct admission in Term 2 of a Master of Science program applicants must:

- Hold a 4 year university degree (240 ECTS/120 US credits) with a specialization in the same discipline area of the Master program in which they wish to apply

This is a necessary but not sufficient condition for acceptance. The IUM Admissions Committee will make its decision based on the strength of the candidate's overall academic profile and background.

This option is not available for all programs; applicants must contact the IUM Office of Admission for further information.

Master of Business Administration

To be eligible for admission to the Master of Business Administration applicants must:

- Provide proof of a minimum of three (3) years relevant work experience.
- Provide a GMAT score (the minimum requirement is 500, the **GMAC IUM school report code is GZSXQ68 MBA**) or an equivalent GRE score (the **ETS IUM school report code is 9074**).

Executive Master of Business Administration and Executive Master's in Finance

To be eligible for admission to the Executive Master of Business Administration and the Executive Master's in Finance applicants must:

- Provide proof of a minimum of seven (7) years relevant work experience.

The Doctoral Program

To be eligible for admission to the Doctoral Program applicants must:

- Hold a master's degree or equivalent with a 3.0 grade point average or equivalent.

Graduate Admission Procedures

Application Procedure

Complete graduate applications for admission are reviewed by the Graduate Admissions Committee.

Complete graduate application files are described below.

All Graduate Programs

- A completed online Application Form: Applicants should thoroughly answer all the questions contained in the application form as the full responses will be an important part of the evaluation process.
- University Transcript(s) and Diploma(s): Applicants must provide official transcript(s) from all colleges and universities attended, accompanied by the applicable grading scale. A transcript marked "Issued to Student" is not considered an official transcript.

A copy of the diploma must be provided if the official transcript does not indicate graduation.

Only original documents or notarized copies are accepted. Copies may be notarized by registered notaries, embassies, or IUM staff.

All documents not in English or French must be officially translated into one of these languages.

Applicants who have not yet received their diploma because they are awaiting their final results should apply before their final results where applicable, and accompany their application with an intermediary transcript of grades. Acceptance will be contingent on conferral of the diploma.

- Proof of English Proficiency: Applicants who are non-native speakers of English or have not studied at an institution where English was the official language for at least three of the last five years are required to provide proof of English proficiency.

This proof must be in one of the following forms:

- A minimum TOEFL score of 550 paper-based test/213 computer-based test/79 Internet-based test. **The ETS IUM school report code is 9074.**
- A minimum TOEIC score of 785.
- A minimum IELTS score of 6.0.

These test scores must be no older than two years.

- Award of the Cambridge Certificate, Advanced Level with a score of A, B, or C.
- IUM English Entry Interview

IUM is an official TOEFL test center where students may take the TOEFL examination. Please visit the IUM Website at www.monaco.edu for current test dates.

Students who wish to register for a TOEFL test session may apply to do so at the Education Testing Service (ETS) website at www.ets.org/toefl

Further information on the above tests may be obtained from the IUM Office of Admissions.

- Letters of Recommendation: Applicants must submit the requisite number of letters of recommendation (two letters of recommendation for the Master programs, three letters of recommendation for the Doctoral Program) from instructors and/or employers who have observed their performance in an academic and/or professional context.

Recommenders should write the letter on official letterhead addressing the recommendation criteria. Recommenders should then place the letter in a sealed envelope signed across the seal, and return them to the applicant or directly to IUM.

Letters of recommendation not in English or French must be officially translated into one of these languages.

- Resume: Applicants must provide a current resume including educational and professional information that confirms work experience requirements if applicable.
- Photographs: Applicants must provide two (2) passport size photographs for the Master programs and five (5) for the Doctoral Program.
- Proof of Nationality: Applicants must provide a photocopy of their valid passport.
- Non-Refundable Application Fee when applicable (please refer to our website). Payment may be made by check (in EUROS), online at www.monaco.edu, by credit card (on-site payment in Monaco or online at www.monaco.edu), or by wire transfer. If payment is made by wire transfer applicants should include their name on the transfer order if they are not the account holder and enclose a copy of their transfer receipt with the application.

Master Programs Direct Admission in Term 2 Only

Applicants holding a 240 ECTS/120 US credits university degree with a specialization in the same discipline area of the Master program in which they wish to enroll may apply for Direct Admission to Term 2. They need to provide official university transcripts showing all the courses taken and the grades obtained.

Master of Business Administration Only

Applicants for the Master of Business Administration must provide proof of their Graduate Management Aptitude Test (GMAT) Score or of their Graduate Record Examination (GRE) Score in addition to the materials above.

Applicants may submit their application without a GMAT or a GRE score provided they have registered for a test date (date to be listed on the application form).

Results should be sent directly to IUM by the test center; a photocopy of the GMAT score is not acceptable. The IUM Program Code for GMAT is: GZSXQ68 MBA, for GRE is 9074.

Applicants should note that it takes about six weeks from the test date for the score to be sent.

For further information and to obtain the GMAT Information Bulletin, please visit the GMAC website at www.gmac.com , for GRE please see the ETS website at www.ets.org/gre/

For the Doctoral Program

Applicants must provide a personal statement indicating their motivation and field of interest to pursue a Doctoral Program.

In addition, for their enrollment at the University of Nice Sophia Antipolis (UNS) students will be required to fill out the relevant UNS forms and provide documentation as required by UNS.

Application Deadlines

Application deadlines are shown on the university website for each entry period.

Applicants should submit their application well in advance of deadlines since the issuance of visas and receipt of documents can take some time.

Applications received after these dates will only be considered if there are spaces left in the entering class. Applicants are encouraged to apply early to ensure they receive full consideration.

IUM reserves the right to close or extend applications for a particular graduate program at any time.

Admission Process

IUM takes a number of factors into account when making admission decisions including academic ability and potential as shown by grades or equivalent tests and examinations; evidence of relevant personal, professional, and educational experience; motivation to study in a chosen field and clearly defined career objectives; leadership potential and personal achievement and interests; and uniqueness and contribution to the IUM mission.

An applicant may also be evaluated through a personal interview either in person or by phone.

The University does not impose limits on the size of each entering graduate class but does take University resources into account when forming each entering class.

The Doctoral Program

The Doctoral Program is targeted at experienced individuals who have excelled in business or can demonstrate strong academic achievement and the potential to perform advanced research. The program is intended to provide graduates with the skills, knowledge, and ability to succeed as academic researchers and teachers, research-oriented practitioners, and high-level consultants.

Applicants to the Doctoral Program will need to demonstrate excellent results in their previous studies.

Program participants are carefully selected according to the doctoral admissions profile and their willingness and suitability to commit to a substantial period of intensive, self-regulated research. It is expected that doctoral students will become integral parts of the IUM campus, and use their time at the University to prepare for a career of advanced research and publishing. The Doctoral Program assumes students are capable of undertaking research at a high level and that their field of specific inquiry will be clearly identified before they move on to full doctoral candidacy. Applicant files are evaluated by both IUM and the University of Nice Sophia. The administrative procedure for enrollment at UNS may vary over time and additional application forms and documents may be required.

Provisional, Conditional, or Probationary Admission

Applicants may be admitted on a **provisional** basis if all original supporting documentation has not been submitted on condition that they will provide these documents by the end of the first term in which they enroll.

Provisionally admitted students who do not provide all required documents by the end of the first term in which they enroll will have their offer of admission withdrawn and will not be registered for the following term.

Applicants may be admitted on a **conditional** basis. This generally requires that the student successfully complete academic courses or other online or pre-session course work before being permitted to enroll in the program.

Applicants may be admitted on a **probationary** basis. This generally requires that the student meet certain academic performance criteria in the first term in which they enroll.

The applicant's offer letter will stipulate the conditions of provisional, conditional, or probationary admission.

The student will be notified in writing on removal of provisional, conditional, or probationary status.

Credit Transfer

Students who have earned graduate university credits from other institutions may apply for credit transfer to IUM. They should apply for credit transfer during the admission process.

Only courses from an accredited institution of higher learning relevant to the IUM graduate program will be considered for transfer credit; transfer of credits from another institution is based on the comparability of the nature, course content, and credit hours with IUM graduate courses.

Only courses in which the student has achieved a grade equivalent to "C" or better will be considered for transfer. Students may transfer a maximum of half of the total credits required to graduate from the IUM graduate program.

Students in this category must provide official university transcript(s) from all colleges and universities they have attended. A transcript marked "Issued to Student" is not considered an official transcript.

The transcript must be accompanied by the applicable grading scale and course descriptions from the relevant university academic catalog. Documents not in English or French must be officially translated into one of these languages.

Only original documents or notarized copies are accepted. Copies may be notarized by registered notaries, embassies, or IUM staff.

Transfer students follow the usual IUM graduate admission procedures.

Graduate Exchange Program

The Graduate Exchange Program enables graduate students from other universities to study at IUM for one or two consecutive terms.

Exchange students may come from institutions that have signed a partnership agreement with IUM or from any other accredited institution.

Requirements

Exchange students must enroll in a minimum of 12 credits per term during each term they are at IUM. They may earn credit toward their home institution degree while on exchange but the home institution is solely responsible for deciding if and how transfer credit will be accepted. Exchange students should ascertain these requirements before they apply to the Graduate Exchange Program.

Exchange students have the same rights and responsibilities as other IUM students. They are expected to read the *IUM Handbook of Academic Policies and Procedures* and the relative *Addenda* in force during their enrollment, and to participate in orientation and other IUM activities.

Eligibility

To be eligible to apply to the IUM Exchange Program students must possess:

- A minimum Cumulative Grade Point Average (CGPA) of 3.0 or its equivalent at their home institution.

- Submit proof of English proficiency. Applicants who are non-native speakers of English or have not studied at an institution where English was the official language for at least three of the five years immediately prior to application must provide proof of English proficiency.

This proof must be in one of the following forms:

- A minimum TOEFL score of 570 paper-based test/230 computer-based test/88 Internet-based test. The **ETS IUM school report code is 9074**.
- A minimum TOEIC score of 850.
- A minimum IELTS score of 7.0; academic option preferred.
- Award of the Cambridge Certificate, Advanced Level with a score of A, B, or C.

Test scores must be no older than two years.

IUM is an official TOEFL test center where students may sit the TOEFL examination. Further information on the above tests may be obtained from the IUM Office of Admissions.

Application Procedure

To apply to the IUM Exchange Program students must provide:

- A completed Exchange Application Form.
- The Non-Refundable €200 Exchange Application Fee. Applications will not be considered without the non-refundable €200 application fee. If payment is by wire transfer applicants should enclose a copy of their transfer receipt with the application.

The exchange application fee is waived for students coming from institutions that have signed a partnership agreement with IUM.

- Documentation from the applicant's home institution certifying two years full-time study in English.
- Four (4) passport size photographs.
- An official transcript from the applicant's home university.
- An essay explaining why the applicant wishes to study on exchange at IUM.
- A letter of reference from an instructor or employer

Exceptions to Graduate Admission Policy and Requirements

IUM has a policy and procedure that uses a faculty committee for admitting exceptionally well-qualified graduate applicants under an exception to the admissions policy.

This process is as follows:

1. The Office of Admissions requests a meeting of the Faculty Admissions Committee (FAC) to consider an application file that may not fulfill all IUM admissions criteria but, in the Office's opinion, supplies evidence that mitigates this situation.
2. The full application file is presented at an extraordinary meeting of the FAC. (The FAC convenes only in exceptional circumstances such as those above and is not a standing IUM committee.)
3. The FAC comprises the relevant program director, a rotating full time faculty member teaching in the relevant program, and an admissions representative.
4. The FAC considers the application file and notes any missing elements.

5. The admissions representative advocates for the applicant and describes how other aspects of the applicant's experience, background, or education make up for any *lacunae* in the file.
6. The FAC makes a decision on whether to admit the student based on these discussions. In making this decision the FAC considers the breadth and relevance of an applicant's experience to the IUM setting, an applicant's achievements – especially in overcoming adversity, potential to succeed as exhibited in the applicant's essay, and the willingness of the applicant to ensure his or her academic success by taking on extra tutoring as necessary.
7. The FAC's decision is then communicated to the Office of Admissions through its representative.

Deferral of Admission

Applicants who have been admitted into an IUM graduate program are permitted to defer their enrollment for one year on condition that they formally accept an offer of admission and pay their enrolment fee by the due date indicated in that offer.

The following conditions apply if a student is approved to defer enrollment for entry into an IUM graduate program to the year following initial application:

- The student must contact the IUM Office of Admissions immediately confirming acceptance of their current offer of admission to an IUM graduate program.
- The student must return the completed *Acceptance of Offer Form* and pay the applicable enrolment fee by the due date indicated in the offer letter.
- The student must confirm their entrance into an IUM graduate program in fall of the following year in writing before September 1 of the year of initial acceptance. If the IUM Office of Admissions does not hear from the student by that date, and notwithstanding their fulfillment of the above conditions, the offer of deferral will lapse.

The enrollment fee paid by applicants who have deferred their admission is non-refundable once the applicant has confirmed their decision to defer according to the above conditions.

If an applicant decides that they will not take up a deferred offer of admission after they have agreed to the above conditions, they are not entitled to a refund of the enrollment fee nor will they be permitted to defer again.

Exceptional mitigating circumstances may be taken into account for the refund.

Section 3: Academic Rules and Regulations

General

The following academic rules and regulations apply to all IUM programs and students unless otherwise stated.

All IUM students are expected to be familiar with University policies and to monitor their own academic progress. They should retain a copy of all official records including grades awarded, degree requirements met, transfer credits accepted, and actions taken on requests for substitutions or exceptions to IUM rules and regulations.

Academic and Professional Standards

IUM is committed to developing positive, competent, and ethical global citizens and professionals who demonstrate high levels of integrity.

All the University's programs are rigorous and demanding, requiring that students apply themselves continuously over an extended period of time, and work diligently toward fulfillment of degree requirements. IUM monitors student academic progress closely; aspects of students' personal adjustment, interpersonal relationships, and behavior in all settings are relevant to this progress.

IUM seeks to ensure that students realize their potential by creating a business-like environment and educating students to conduct themselves professionally and ethically in preparation for future careers. IUM expects students to conduct themselves in an ethical and professional manner at all times. This includes the ethical handling of all responsibilities undertaken during a course of study as well as maintaining respectful relationships with others in and out of class.

Academic Freedom and Responsibility

IUM believes that institutions of higher education exist for the common good; the common good depends on an uninhibited search for truth and its open expression.

Each member of the IUM community is entitled to full academic freedom. Academic freedom is defined as the right to voice one's opinion with dignity and respect for another's point of view; engage in research, scholarship, or other creative work in order to expand knowledge; publish research findings; and teach and learn in an environment of unfettered free inquiry and exposition.

IUM expects academic freedom to be accompanied by academic responsibility. The University community has a responsibility to students, professors, and society at large to preserve an academic climate that encourages humane, fair, and responsible behavior. This behavior should be consistent and without regard for race, color, national origin, religion, gender, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or any other characteristic protected by applicable laws.

Members of the IUM community should strive to be accurate in their statements at all times, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking or acting for the whole when they are speaking or acting for themselves. An individual's conduct should in no way interfere with the rights of others, or create an atmosphere of disrespect or intimidation.

Academic Honesty

General Academic Honesty Policy

IUM fosters and expects the highest standards of academic honesty among its administration, faculty, and students. The University views any form of academic dishonesty as an unacceptable form of conduct subject to disciplinary action. IUM views any violation of its academic honesty policy very seriously. Students who are unwilling or unable to conform to this policy will not be permitted to remain at the University.

Responsibility

Administrators, faculty, and students share the responsibility of enacting the policy above and maintaining standards of academic honesty as follows:

- The IUM administration is responsible for establishing procedures to support and enforce IUM academic standards.
- Students are responsible for maintaining standards of academic performance and classroom behavior.
- Faculty are responsible for promoting honest behavior, and preventing and identifying any breach of IUM academic policy.

Standards of Academic Honesty

Academic dishonesty includes, but is not limited to:

Cheating, plagiarism, or unauthorized collaboration or falsification such as:

- Presenting as one's own work the ideas of another or imitating the language, ideas, thoughts of another author without properly citing and referencing the original sources.
- Falsifying data and citations for a research project or homework.
- Sharing individual homework or research projects with another student.
- Violating any clearly stipulated instructions for homework, tests, examinations, or projects.
- Using unauthorized notes, texts, or other paper or electronic aids during any type of quiz or examination.
- Reading and/or copying from someone else's examination, test, quiz, research paper, homework, computer disk, etc.
- Taking an examination or writing a paper for another person.
- Knowingly disobeying examination and quiz rules.
- Knowingly permitting another student to copy an examination, quiz or any in-course assignment.
- Stealing an examination.
- Turning in the same or very similar paper or project to two courses without consulting with both professors.
- Knowingly making a false statement to any faculty or administrative member.

A student who breaches the above standards is subject to an academic sanction ranging from a 0% grade for a particular assignment or examination to a grade of "F" for the course to dismissal from the University.

Before a formal sanction is issued to a student suspected of committing academic dishonesty, the faculty member, Program Director/Coordinator and student meet to discuss the case and facts surrounding the suspicions. The matter can then be resolved through punitive grading as discussed in the previous paragraph. Records of academic dishonesty remain on student files.

Repeated occurrences of academic dishonesty are referred to the Academic Committee and may lead to suspension or dismissal from the University.

Faculty must report any suspected breach of the IUM general academic honesty policy to the Academic Committee for review.

Coursework Requirements

IUM academic programs require the ability to work independently and to absorb large amounts of information quickly. Students are expected to be computer-literate and proficient in both oral and written English.

To successfully complete coursework students must demonstrate that they can understand, interpret, use, analyze, adapt, and apply knowledge acquired to relevant contexts. Special emphasis is placed on developing student ability to communicate effectively, in full awareness and respect of cultural diversity and difference of opinions.

Thorough preparation is critical to successfully completing an academic program. Students are expected to make a significant learning effort outside the classroom.

Grading and the IUM Grading System

Grading

The IUM grading system takes the following factors into account when awarding individual course grades:

- Preparedness, class participation and attendance.
- Homework.
- Individual and/or group projects.
- In-class presentations.
- Quizzes, tests, and final examinations.

Coursework requirements and the grade breakdown are detailed in each course syllabus. All course requirements must be completed by the stated deadline for a grade to be awarded.

IUM Grading System

IUM uses a grade point average (GPA) to measure student academic standing.

Grade points are assigned to letter grades (“A” through “F”) for each unit of course credit. The GPA represents the weighted average of the grade points obtained in each course by the number of credits of each course. A student’s official transcript shows a GPA for each term and a cumulative GPA (CGPA) for all terms completed.

Grades are reported at the end of each course and posted on the University intranet (ATOM) approximately one week after the end of the course.

Letter Grades

IUM assigns letter grades as described in the table overleaf.

GRADING SYSTEM DESCRIPTION			
Letter Grade	Percentage Points	Grade Points	Quality of Work
A	95-100%	4.0	Outstanding/ excellent performance
A-	90-94%	3.7	
B+	87-89%	3.3	
B	83-86%	3.0	Good work
B-	80-82%	2.7	
C+	77-79%	2.3	
C	73-76%	2.0	Acceptable work
C-	70-72%	1.7	
D+	67-69%	1.3	
D	63-66%	1.0	Poor work.
D-	60-62%	0.7	
F	< 60%	0.0	Fail

Other Symbols

The following symbols may also appear on a student's academic transcript:

Graduate Programs Only

A+ Distinction Grade Above "A": Awarded for outstanding performance with original and innovative ideas. A grade of "A+" carries 4.0 grade points.

All Programs

- I Incomplete: Additional period of time granted to complete course requirements.
- IP In Progress.
- L Audit: No credit granted.
- N Neutralized. Course no longer applicable after a change of program.
- P Pass: Course passed, does not enter in the calculation of the GPA. Credits are awarded according to the course syllabus.
- PL Placed Out of a Course: No credit is awarded for "PL."
- R Repeat: Course repeated. Only the final grade awarded after the course has been repeated will enter into the GPA calculation.
- T Transfer: Credits transferred from another IUM program or institution.
- W Official Withdrawal: Does not enter in the GPA calculation.
- WF Course dropped after official withdrawal deadline: Entered as an "F" in the GPA calculation.
- X Exemption: Exemption given for proven ability.

Incomplete Grade

A student who is unable to complete course requirements during allocated term time because of exceptional and unavoidable circumstances may be assigned a grade of "I" (Incomplete).

If a grade of "I" is awarded the student is granted an additional period of time to complete course requirements.

The additional period is discretionary but cannot exceed one term.

At the end of this period, the instructor will submit a change of grade request in writing to the relevant program director or coordinator. The "I" grade is replaced by a letter grade according to the requirements of the course syllabus. If the work is not complete by the end of the period the I becomes an F.

These rules apply to all IUM courses including internship and thesis courses.

Honors

Undergraduate

Dean's Honor List

A student who earns a term GPA of 3.50 or above while enrolled in a term minimum of 14 credit hours is placed on the Dean's Honors List for that term.

Students with an "I" grade are ineligible for the Dean's Honors List.

Honors at Graduation

A student who graduates with the following CGPA will graduate with honors:

- Cum Laude: CGPA 3.25 through 3.49.
- Magna Cum Laude: CGPA 3.50 through 3.74.
- Summa Cum Laude: CGPA 3.75 and above.

Graduate

Dean's Honor List

There is no Dean's Honors List for graduate programs.

Honors at Graduation

A student who graduates with a CGPA of 3.6 or above will graduate with honors.

Valedictorian

"Valedictorian" of a program is an academic title conferred on the highest-ranked student among those graduating from the University. IUM confers the title of valedictorian based on the highest grade point average. In the case of a numerical tie in grade-point-averages, IUM confers the title "co-valedictorians" in lieu of conferring the title to a single individual.

Grade Review Procedure

Students may appeal a grade or an evaluative comment only during the 14 days following issuance of the grade.

The grade appeal process is described below.

1. The student consults the faculty member who issued the grade for reconsideration. This will be optimally resolved through a consultative process with the faculty member and the program director.

2. If the student wishes to pursue the issue after consultation with the faculty member or if the faculty member is either unavailable or does not respond within 14 days, the student should request in writing from the program director or coordinator an investigation of the grade. The program director may investigate the matter personally.

The individual conducting the investigation should consult the parties involved, gather all pertinent information, and review the relevant facts and report to the program director. The program director will issue a finding in writing at the conclusion of the investigation that either concurs with the faculty member regarding the grade or, provided sufficient justification and documentation, in some instances requires a grade revision.

3. If the student wishes to pursue the issue after consultation with the program director, he/she must within 14 days request in writing further investigation from the Dean, who will review the findings. The final authority rests with the Dean.
4. The result of the review will be summarized in writing and placed in the student academic file. A copy of the report will be given to the student.

The original grade issued remains in effect throughout the entire review and appeal process.

No grade review can be made after a student has graduated and received his or her degree.

Grade Changes

If a grade appeal results in a recommended change of grade, the course instructor will forward a written request of grade change to the Office of the Registrar. Grade changes may only occur during the term following issuance of the grade and with the appropriate approvals. Exceptions may be granted under extenuating circumstances by the Dean.

Academic Transcripts

Students requesting an academic transcript should complete and submit a Transcript Request Form to the Office of the Registrar.

Unofficial academic transcripts and one official academic transcript per term are issued free of charge. Additional official academic transcripts are subject to a fee.

No academic transcripts or other official documents such as school certificates will be issued to any student who is not in good standing with the University.

Course Evaluations

Students are requested to complete and submit course evaluations at the end of each course. These evaluations are an important part of the continuous improvement process and provide valuable feedback to faculty and administration regarding course content, material and delivery. Evaluations are anonymous.

Instructors receive a summary of course evaluations after they have submitted final grades.

Attendance Policy

General Policy

Student attendance is compulsory and is recorded at each class. Students are expected to attend all classes. Absences affect final course grades.

Attendance is taken at the beginning of each class by the instructor using IUM's Presence Online system (POL). Each class starts at the posted hour.

The instructor may refuse entry to students who arrive more than five minutes after the start of the class and/or mark them as absent. Instructors may request that students who are disruptive leave the class.

Undergraduate Attendance Policy

Attendance is compulsory for all courses and examinations. Absences may affect undergraduate final course grades as described below.

For 1-credit courses generally scheduled once a week:

- One (1) bonus percentage point is added to the final course grade (assigned over 100 points) if a student has no absences.
- There is no penalty if a student has up to one (1) absence.
- Three (3) percentage points are subtracted from the final course grade if a student has two (2) absences.
- A student is automatically withdrawn from a class and receives a grade of "WF" for the course if he or she has three (3) absences.

For 2- and 3-credit courses generally scheduled twice a week:

- One (1) bonus percentage point is added to the final course grade (assigned over 100 points) if a student has no absences.
- There is no penalty if a student has up to two (2) absences.
- Three (3) percentage points are subtracted from the final course grade if a student has three (3) absences.
- Seven (7) percentage points are subtracted from the final course grade if a student has four (4) absences.
- A student is automatically withdrawn from a class and receives a grade of "WF" for the course if he or she has five (5) absences.

Excused Absences

Serious and exceptional mitigating circumstances may result in an excused absence. The Director, Undergraduate Program may excuse an absence in these circumstances; instructors are not authorized to excuse an absence.

Attendance at Examinations

Attendance is compulsory for all examinations.

No special arrangements can be made to sit examinations either before or after the set date. A student who does not attend an examination will receive a score of 0% for that examination.

Under extremely serious mitigating circumstances, a student may appeal to the Academic Committee for permission to schedule a make-up examination or to replace the missed examination by another type of assignment. The Academic Committee will decide whether to grant permission and whether a grade penalty is applicable (typically the examination score may not exceed 73%). The Committee's decision is final and may not be appealed.

Make-Up Work

A student who misses a class is responsible for making up any work by the next class as well as completing any assignments and homework assigned for the next class.

The policy for assignments (e.g. quizzes, class projects, class presentations, or homework) missed because of absence is set by individual instructors and stated in the course syllabus.

Graduate Attendance Policy

As the classroom experience is an essential element of IUM graduate education, students are expected to attend all classes and participate actively. Students should refer to each course syllabus for details regarding how professors evaluate attendance.

If a student is consistently absent or late without justifiable cause, the instructor must inform the program director who will refer the matter to the Academic Committee. The Academic Committee may take action including sending the student a written warning. If the behavior persists after a written warning, further disciplinary action from the Academic Committee may be taken, including dismissal from the program.

The IUM Library

General

The IUM library supports students and faculty at IUM and its resources reflect IUM courses and academic interests.

The IUM library print collection has approximately 4,500 volumes of books covering all aspects of management as well as other subjects. The printed stock also comprises a selection of business magazines, peer-reviewed journals, and major newspapers. The library collection also includes CD-ROMs and DVD-ROMs.

The library has access to several electronic databases accessible through the IUM intranet (ATOM) such as Ebrary, an electronic library comprising over 30,000 books in electronic format; Ebsco Business Elite, a gateway to thousands of e-journals; and specialized databases like Marketline and Factiva.

For more information students should visit the IUM library Website at www.monaco.edu/library

Library Hours

Opening hours for the IUM library are set by the IUM Librarian and posted on the library page of the IUM intranet (ATOM), and on a board at the entrance to the IUM library.

Library Rules

The IUM library operates according to rules that may be consulted in the library and on the IUM intranet (ATOM).

Important excerpts from these rules are printed below:

General Conduct in the Library

An individual is not permitted to:

- Behave in the library in such a manner as to interfere with its proper use by others or to cause damage or the risk of damage to any library materials or facilities.
- Smoke or eat, or bring cupped drinks into any part of the library.

- Bring any animal into the library.
- Reserve a seat in any part of the library.
- Offer anything for sale in the library without the permission of the librarian.
- Post any bill, placard, or notice in the library without the permission of the librarian.

An individual on library premises shall comply at all times with any reasonable direction given by a member of the library staff.

An individual who brings any case, bag, parcel or other item into the library shall do so at the individual's own risk. Any personal belongings that are left unattended may be removed by any member of the library staff and stored at their owner's risk. The library is not liable for theft or disappearance of personal belongings.

IUM Library Use

Subject to any exclusion or suspension imposed under these or any other rules, the following persons have the right to use the library:

- IUM students.
- IUM faculty (full-time, part-time, adjunct, and visiting) and staff.
- Members of the IUM Executive Board.
- Any other individual having the permission (which may be given orally, and subject to any conditions or restrictions) of the librarian or of any member of the library staff authorized by the librarian to give permission on his or her behalf.

A person who in the opinion of a member of the library staff is not a member of the IUM community shall, if so requested, give the member his or her name and address and produce (if able to do so) some means of identification.

The IUM librarian may reserve any part or parts of the IUM library for the exclusive use of a restricted category of authorized users such as those offering workshops, scheduled lectures, etc.

An individual under the age of 14 shall be admitted to the IUM library only if accompanied by an adult who undertakes to be responsible for that individual. If a library staff member considers that the individual's behavior is causing disturbance to others, he or she may require the adult and the individual to leave the IUM library.

Borrowing of Library Materials

An individual shall not do anything intended to hinder others in finding IUM library materials they may wish to use.

An individual shall not remove any IUM library materials from the IUM library other than by borrowing them in accordance with the procedures described below.

Subject to any suspension or exclusion imposed under these or any other rules, library materials may be borrowed by:

- IUM students.
- IUM faculty (full-time, part-time, adjunct, and visiting) and staff.
- Members of the IUM Executive Board.
- Any other individual having the permission (which may be given orally, and subject to any conditions or restrictions) of the librarian or of any member of the library staff authorized by the librarian to give permission on his or her behalf.

- Any library, approved by the librarian for that purpose, to meet a request for an interlibrary loan.

Restricted Borrowing

Special items may be borrowed only in accordance with special arrangements approved by the librarian.

Special items are library materials consisting of items:

- Included in any special display.
- Placed by the librarian in the reserve/short loan collection.
- Temporarily withdrawn for the purposes of maintenance.

Borrowing Procedures

The procedure for borrowing library materials and the conditions on which they are borrowed, including conditions as to the number of items that a borrower may have on loan at any one time and the duration and renewal of loans, shall be prescribed by the librarian.

The current IUM library loan periods are as follows:

- Books, reports, articles, computer disks and CD-ROMs: 21 days (items may be renewed if they are not required by another user).
- Videos, sound tapes and DVD-ROMs: 7 days (items may be renewed if they are not required by another user).
- Back issues of periodicals: 7 days (items may be renewed if they are not required by another user).
- Reserve or short loan items: The number of days is determined by the library staff and the item is to be returned by 09:00 hours on the specified day. Reserve or short loan items cannot be renewed.
- Reference documents: Overnight from 13:00 hours to 09:00 hours the following working day. Reference items cannot be renewed.
- Current periodicals: Not available for loan.

A borrower may be required to return any item to the IUM library by a date earlier than that on which the loan would otherwise expire. If this is the case, the borrower will be informed by or on behalf of the librarian by phone, or by letter issued and sent to the borrower by mail or email.

A borrower who fails to return any item by the date on which it is due (whether by reason of the expiry of the loan or by notice as above) shall be liable to a charge for each day that the item is overdue. The amount of this charge is fixed from time to time by the IUM President on the recommendation of the librarian.

Current charges are as follows:

- €0.20 per day for each normal loan item.
- €0.20 per hour for short loan/reserve/reference items, beginning at 10:00 hours on the specified day until the item is returned.
- The maximum charge for each normal loan item that is overdue is €10.
- The maximum charge for each short loan/reserve/reference item is €20.

Lost and Overdue Items

If a borrower has notified the IUM librarian that an item is lost, or if the overdue charge has reached €10, the borrower shall be liable to pay a sum equal to the cost of replacing the item, as assessed by the IUM librarian to IUM, with an additional processing fee of €10.

The IUM librarian may direct the repayment to the borrower of the whole or part of any sum paid where the borrower has complied with the provisions above and subsequently returned an item to the IUM library.

Damaged Items

Where an item borrowed from the IUM library is damaged otherwise than by fair wear and tear, the individual in whose name it was borrowed shall be liable to pay to IUM on demand an amount equal to the cost of repairing the item.

If the IUM librarian considers it necessary that the item be replaced, the individual in whose name it was borrowed shall be liable for the replacement cost as assessed by the IUM librarian.

Reduction/Waiving of Charges

The librarian has the discretion to reduce or waive any charges, fees, or other amounts that a person is liable to pay under these rules. Any action taken by the librarian under this section to waive any charge, fee, or other amount shall be reported to the President or his delegate.

Library Suspension

The IUM librarian may suspend an individual's right to use the IUM library, to borrow IUM library materials, or both such rights where it appears to the IUM librarian that an individual has contravened or failed to comply with:

- A rule relating to the library.
- A condition or direction relating to the borrowing of library materials.
- That any ium library charge, fee, or other amount for which a person is liable has not been paid.

The IUM librarian shall notify an individual of a suspension in writing mailed to the individual's address as shown in IUM records.

Printing and Photocopying

IUM allows students to use printers and photocopiers located at IUM.

Any regularly registered IUM student can print or copy up to 1,000 black-and-white or 350 color pages per year free of charge.

Additional printing credit can be purchased at a price of €0.01 per black-and-white page and €0.03 per color page. Recharges may be purchased in the Accounting Department on the first floor of the University.

No printing charge credit will be reimbursed.

Section 4: Student Rights and Responsibilities

Code of Conduct

IUM is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, or on any other basis protected by law. Such conduct is unprofessional, unproductive, and illegal.

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability.

All conduct of this nature is expressly prohibited, regardless of whether it violates any law.

It is the responsibility of each employee and each student to conduct him- or herself in a professional manner at all times and to refrain from such harassment.

IUM is further committed to creating an environment that facilitates the academic and personal development of its community members. This encourages the greatest possible degree of freedom of individual choice and expression with the expectation that all members of the IUM community are to reflect integrity, honesty, and respect for others in all their actions.

All members of the IUM community are expected to conduct themselves in an orderly manner on campus and in the surrounding community, to respect and observe the personal rights and property of others, and to meet in full all financial obligations to both the University and the community. They are also expected to comply with all Monegasque laws.

This responsibility includes an obligation to:

- Respect the integrity and property of others by avoiding all forms of violence, intimidation, or conduct that in any way interferes with the rights of others on campus and in the surrounding community.
- Avoid derogatory comments and treat everyone with dignity and respect.
- Respect and preserve the quality of the academic facilities, computer facilities, and public space.
- Value individual differences in style, perspective, and background.
- Participate in setting and communicating goals, objectives, and standards.
- Avoid inappropriate verbal or physical sexual advances.
- Use IUM computer facilities in an ethical and legal manner.

Failure to comply with this code of conduct may subject an individual to disciplinary action and/or dismissal from the University.

Monegasque laws apply to all students in case of misconduct.

Class Attendance and Behavior

Class attendance and active participation are essential for succeeding in IUM courses, and are part of a student's responsibility toward the instructor and his or her classmates.

Class discussions benefit from the variety of perspectives and experiences of all participants. Students contribute to each class in a unique way and so they are therefore requested to attend class on a regular basis.

IUM encourages and monitors active participation in all classes. Students should refrain from disruptive behavior and focus their undivided attention on the class matter while in class.

Cell phones, laptop computers, and other devices must be switched off during classes unless the use of computers is explicitly requested by the instructor. Attendance and participation may affect class grades; please see the attendance policy in Section 3.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision.
- Submission to or rejection of such conduct is used as a basis for an academic decision.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include but are not limited to: Unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures.

IUM prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Grievance Policy

General

The grievance policy provides a fair and efficient method of resolution to alleged violations of IUM policy. A formal grievance should be used when all informal means have been exhausted.

This policy does not apply to grades. Please see the grade review procedure in Section 3 for information on the grade appeal process.

Grievance Procedure

Anyone with a grievance (students, faculty, or staff) may request an individual meeting with the instructor or staff member with whom the incident occurred to discuss the matter.

If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from his supervisor or the program director.

If the previous steps have not solved the grievance within five working days of the incident the aggrieved party must present all the facts of the grievance to the Dean in writing.

The Dean will schedule a Grievance Committee hearing within 5 working days of receipt of the written information. The Committee will consist of the program director or supervisor, the Dean, and one staff or faculty member not involved in the incident in question.

All persons or their representatives involved in the incident must be present at the time of the hearing. All parties involved will have the opportunity to discuss the grievance.

The Grievance Committee will immediately review and conclude the case and will communicate its decision to those involved in the incident within 48 hours. The Committee's decision will be final.

The aggrieved party has one calendar year from the date of the incident to initiate the grievance procedure.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Students who believe they have been subjected to discrimination or harassment in violation of IUM policy should follow the procedure outlined below. This procedure is intended to provide a fair, prompt, and reliable determination about whether the IUM nondiscrimination policy has been violated.

IUM will conduct an investigation for the purpose of determining whether prohibited harassment has occurred promptly after learning of such alleged conduct. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. IUM will take prompt corrective action if an investigation confirms the allegations which may include discipline up to and including immediate dismissal.

No complaints can be made after a student has graduated and received his or her degree.

Students who feel they have been harassed are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic or academic matters with the program director. The complaint should be presented in writing and describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. The person accused of discrimination will be notified of the complaint by the program director in most cases.

The person accused of discrimination will have 14 calendar days to respond to the complaint in writing. The signed written response should be submitted to the program director.

The program director will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney unless otherwise required by Monegasque law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

The program director will determine whether a violation of the IUM non-discrimination policy has occurred. The program director will issue a written determination as promptly as practicable. If the program director determines that the policy has been violated, the program director will also recommend corrective action.

The decision of the program director may be appealed by petitioning the Dean. The written appeal must be made within 20 calendar days of receipt of the determination letter from the program director. The Dean or his designee will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The Dean's decision will be final.

Reporting an Assault

In the event of an assault on campus victims should first call the Monaco Sûreté Publique by dialling 17 or 93-153-015 for immediate help. A complete report of an assault on campus should be made promptly to a campus official, preferably within 48 hours of the occurrence. Faculty, administration, and staff are required to provide immediate support and assistance to the victim.

At the victim's request, the president or any administrator will assist victims in filing criminal charges with the appropriate law enforcement officials.

In the event of an assault against a student or employee occurring off-campus but in Monaco, victims should call the Monaco Sûreté Publique by dialling 17 or 93-153-015 to request police assistance and to report the crime.

IUM will assist law enforcement authorities for the purposes of obtaining, securing, and maintaining evidence in connection with any alleged crime of violence committed on campus.

Other Complaints

Complaints concerning general academic matters can be made to:

Directorate of National Education, Youth, and Sports
Avenue de l'Annonciade
MC 98000 MONACO

Tel.: +377-93-98-83-05

Fax: +377-93-98-85-74

denjs@gouv.mc

Association of MBAs

25 Hosier Lane

London EC1A 9LQ

United Kingdom

Tel.: +44-020-7246-2686

Reporting Health or Safety Hazards

Students should immediately report health or safety hazards, or any accident or injury – no matter how slight – to the relevant IUM staff member.

Alcohol and Other Policies

Alcohol Policy

Alcohol abuse has been shown to have serious negative effects on the body and on the ability to work.

Alcohol consumption, possession, purchase, and delivery are strictly forbidden in and around the University.

An exception to this policy may be made for IUM Student Association-sponsored events authorized and approved in advance by the President, IUM.

Students must also comply with the laws of the Principality of Monaco at all times.

Drug Policy and Drug-Free Workplace

The use of illegal drugs and the abuse of alcohol on the IUM campus or in facilities controlled by IUM are prohibited and are incompatible with the IUM goal of providing a healthy educational environment for students, faculty, staff, and guests.

The use, sale, or distribution of drugs is strictly prohibited, is subject to disciplinary action, and can result in dismissal from the University.

Students must also comply with the laws of the Principality of Monaco at all times.

No Smoking Policy

IUM provides a non-smoking work and study environment. Smoking is not allowed anywhere in the University.

Eating and Drinking

Eating and drinking, with the exception of water, are not allowed in the University outside the cafeteria area. It is a shared responsibility of students, faculty, and staff to maintain a clean and pleasant environment at the University.

Damage to University Property

General Policy

Individuals damaging University property will be charged for the repair. Intentional damage to University property may be subject to disciplinary action and dismissal from the University.

Information Technology: Computing Ethics and Network Responsibilities

Appropriate Use of Computer Facilities and Responsibility of Users

Computers and accounts are owned by IUM and are reserved in priority for students, faculty, and staff who are working on University-related matters. Anything that threatens the University computer system (such as viruses) must be reported to the Director, Campus IT Services. Account holders are not permitted to use another person's account.

Access to a personal account is subject to accepting the conditions of the IUM Charter for the Appropriate Use of Computer Facilities. Violation of any restriction stated in the IUM Charter for the Appropriate Use of Computer Facilities will be sanctioned.

Access to IUM computing and networking resources is a privilege and not a right. These resources are for the general benefit of the IUM community and are continually updated and maintained to provide an environment that is consistent with IUM's educational goals.

It is important that all members of the IUM community be aware of their individual obligations and what constitutes proper use and behavior since the way in which each individual uses these resources may impact the work of other members of the community and beyond.

The Computing Ethics and Network Responsibilities are published by the University to ensure individuals meet their obligations concerning computer use. IUM reserves the right to modify these policies. While all attempts will be made to keep users apprised of any changes, it is the user's responsibility to remain aware of current regulations.

These regulations are kept current and can be found on the IUM Website at www.monaco.edu

IUM computer and network users should respect the privacy of others and use computing resources in a manner that is consistent with IUM instructional and research objectives. Online behavior – sometimes illegal or unethical – that can create problems in a networked computing environment is described below. IUM computer users are governed by applicable laws, and University policies, and standards of conduct. Violations of these rules or any disruptive situation (in which a person's behavior or behavior generated on machines, accounts, or file space under that individual's control creates a disruption of service to clients) may result in the suspension of access and services to the responsible parties and disciplinary action.

Staff may monitor a suspected individual's computer files and activities when there is reason to believe that illegal activities or significant rule infractions have occurred or are continuing. The University may request the assistance of a law enforcement agency where necessary.

Rules Governing the Use of IUM Computer Facilities

Break-Ins and Tampering

Students are not permitted to:

- Attempt to gain access to computer systems on or off campus for which they have not been granted access.
- Deliberately attempt to disrupt the performance of a computer system or a network on or off-campus.
- Attempt to “break” system security.
- Reconfigure computer systems to make them unusable for others.
- Attempt to destroy or alter data or programs belonging to other users.
- Modify computing network services or wiring or extend those beyond the area of their intended use. This applies to all network wiring, hardware, and cluster and in-room jacks.

Theft – Including Licensure and Copyright Violations

Virtually all information in computer files is copyrighted by the copyright laws of most nations.

Students are not permitted to:

- Copy a file unless they have been granted direct permission to do so.
- Copy or redistribute software or other information that is copyrighted.
- Attempt to override copy protection on commercial software.

The ability to find and read information on computer systems does not mean that the information is in the public domain. Having the ability to read does not necessarily grant the right to copy or redistribute. In the case of certain information on the Internet, the ability to read does not mean that permission to read has been lawfully granted. Certain information is licensed to be read by the IUM community though this does not grant the right to redistribute this information.

The terms of the Berne copyright conference state that virtually all material fixed in a tangible medium including photos, text (printed and electronic), music, software, and broadcast performance is copyrighted. This is true whether or not copyright was registered, and whether or not the material was published prior to the Berne accords.

Educational fair use exemptions for copyright protection may not protect redistribution of copyrighted material beyond, or even within, IUM property. The University therefore urges all authors and artists using IUM computing networks to either (a) use only original graphics, sound, and text; or (b) provide written notification of licensure or copyright agreement with the copyright holder in such case as the work is by other than oneself, whenever such work is to be shared with others outside the classroom context.

University rules governing attribution require that all users of IUM computing networks acknowledge any use of ideas or other materials produced by others (in textual, pictorial, auditory, or other forms) through a note clearly identifying both the source and the nature and extent of indebtedness.

It is the user’s responsibility to know and understand these ethics and responsibilities. If at any point a user feels he or she may be in violation or know of a violation, they should contact the IT Help Desk.

Eavesdropping and Violations of Privacy

Students are not permitted to:

- Read or access another person's file unless they have been given direct permission to do so.
- Retransmit IUM-specific or commercially obtained network resources outside the University community. Examples include commercial information services available from the IUM Library and private student-related information.

Individual Responsibility and Archiving

Information stored by individuals on network servers including email is the responsibility of the individual assigned and using that filespace.

Computer services provide backup for the e-mail and file servers only to the extent needed to restore services in case of a network failure.

Periodic removal of excess and/or inactive files and accounts may be performed to preserve available resources for current users.

Forging, Password Sharing, and Password Theft

Students should never give their password to anyone.

Students are not permitted to:

- Attempt to impersonate another individual by sending forged information such as email, including spam (bulk unsolicited mail).
- Seek to determine another person's password through cracking, decryption, interception, or other means.

Annoyance and Harassment

IUM has written standards of conduct which seek to preclude annoyance and harassment by members of the IUM community.

Students are not permitted to:

- Use computing to violate IUM's standards and code of conduct.
- Distribute electronic chain letters.

Negligence and Misuse – Including Private Business

Having access to computing privileges such as an email account, IUM network connection, login, or assigned shared file space means that users have general responsibility for all computing activity that takes place from those accounts, connections, or file spaces.

Access to the IUM computing network and the Internet is limited to members of the IUM community. Individuals within the IUM community are not permitted to provide access to the campus network to those outside this community.

Use of IUM computing facilities is intended to be consistent with the educational mission of the University; this does not preclude personal nor even commercial uses. Users should refer to the appropriate documents to review IUM's limitations on the community's use of computing facilities for commercial purposes.

Users should report any suspected illegal or unethical activity to the Director, Campus IT Services.

Fire Regulations

Each member of the IUM community is responsible for keeping all University space free of fire hazards and becoming familiar with fire equipment and fire exits.

In case of fire:

- Sound the nearest fire alarm.

- Whenever a fire alarm is sounded, evacuate the University immediately.
- Whenever possible, shut the windows and close the doors.
- Walk quickly and do not run.
- Take the stairs and do not use the elevators.

If possible, inform a staff member and/or call the fire department. The fire department's emergency telephone number is 18 (first dial "0" from a staff telephone). This number can be dialed free of charge from any telephone without the use of a telephone card.

One may also dial 93-30-19-45.

The emergency police telephone number is 112 (mobile phone) or 17 (first dial "0" from a staff telephone). These numbers can be dialed free of charge as indicated without the use of a telephone card.

Medical Responsibility and Risks

When enrolling at IUM, the student accepts full financial responsibility for all medical treatment and care and/or disability costs for any illness and/or injury incurred while on campus or at an IUM-affiliated site.

Students must adhere to standard health policies at their respective facilities while on practicum or internship.

The student understands that neither IUM nor the affiliated practicum or internship facilities carry medical insurance coverage for IUM students. IUM will not accept responsibility for medical or other costs incurred by sick or injured students while on an IUM location, or on practicum or internship.

Health Insurance, Health and Immunization

Students are required to provide evidence of sufficient health insurance coverage valid for their period of study at IUM.

Optional health insurance is available to IUM students. Students should refer to the *Student Guide to Life in Monaco* or contact the Student Services Department for more information.

Liability Insurance

All students involved in a practicum or internship must possess liability insurance.

Counseling

Academic Counseling

Program directors are responsible for educational counseling of students.

They can assist students in their academic pathway and advise those having academic difficulties in appraising and modifying their present behavior as it affects academic performance.

Other Counseling

Other IUM counseling includes:

- Career Counseling: The Office of Career Services and Corporate Relations assists students in developing effective decision-making strategies in their job choices, and in assessing career interests and aptitudes.
- Personal Counseling: Personal counseling is available on campus free of charge to students encountering personal problems that may interfere with a positive educational experience. Dr. David Ansiau is available to provide this service by appointment and can be contacted at dansiau@monaco.edu

Learning Difficulties

General Policy

IUM allows students with a documented learning difficulty an additional 20% of time to complete in-class examinations. They are also permitted to use a laptop to write exams. The University will provide the laptop computer in this case; students are not permitted to use their own laptop for examination purposes.

In order to benefit from this policy, students should provide the program director with an original document not less than two years old from a professional such as a doctor, psychologist, or speech therapist that describes the learning difficulty.

Disability Services

General Policy

IUM is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of IUM services, programs, and activities in compliance with Monegasque laws and statutes.

IUM makes every effort to accommodate qualified students with disabilities and in supporting their success at IUM.

Students who believe they need disability-based accommodations should contact their program director who will take appropriate action. If students have a concern or complaint in this regard, they should contact their program director. Complaints will be handled in accordance with IUM's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Please see earlier in this section for this procedure.

Disclosure of Student Information

General

IUM generally makes every effort to keep student information confidential.

This is especially so in the case of the Office of the Registrar.

Students who do not wish their academic, financial, or personal records to be disclosed to parents or IUM personnel should inform the Office of the Registrar in writing.

If no such written notification is provided, it is understood that the University can disclose information to parents and IUM personnel on request.

Procedure to Inspect Education Records

Students have the right to inspect and review their education records. A student who wishes to inspect and review his or her records should submit a written request to the Office of the Registrar. The request should identify as precisely as possible the records the student wishes to inspect.

If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request is made. The student will be notified of the time and place where the records may be inspected. IUM may require the presence of a University staff member during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records.

Those limitations include but are not limited to the following:

- Financial information submitted by parents.
- Confidential letters and recommendations placed in their files to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.
- The term "education record" does not include certain types of records such as records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of those who made the records, and are not accessible or revealed to any other individual except a substitute.
- When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him or her personally.

Disclosure of Educational Records

IUM generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

- To IUM officials who have been determined by the University to have legitimate educational interests in the records. An IUM official is:
 - A person employed by IUM in an administrative, supervisory, academic or research, or support staff position.
 - A person employed by or under contract to IUM to perform specific tasks, such as an auditor, consultant, attorney, a person on the Executive Board, or a student serving on an official committee.
 - Any IUM staff member who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for IUM and has a legitimate educational interest.
- To organizations conducting certain studies for or on behalf of the University.
- To accrediting commissions, licensing, or regulatory bodies to carry out their functions.
- To parents or guardians of a dependent student, for tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate parties in health or safety emergencies.

- To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the University against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The University, in such instances, may only disclose the name of the perpetrator – not the name of any other student, including a victim or witness – without the prior written consent of the other student(s)).
- To a parent or guardian regarding the student's violation of any law or of any IUM rules or policy governing the use or possession of alcohol or a controlled substance if the University determines that the student has committed a disciplinary violation with respect to that use or possession.

Directory Information

Directory information is personally identifiable information which may be disclosed without the student's consent.

IUM designates the following information as directory information:

- Student's name.
- Address: Local, email, and Website.
- Local telephone number.
- Date and place of birth.
- Program of study.
- Participation in officially recognized activities.
- Dates of attendance.
- Degrees and certificates awarded.
- Most recent previously attended school.
- Photograph of the student.
- Enrollment status (i.e. enrolled, continuing, future enrolled student, re-entry, leave of absence, etc.).

Notice of these categories and of the right of an individual in attendance at IUM to request that his/her directory information be kept confidential will be given to the student annually.

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to IUM officials with legitimate educational interests and disclosures of directory information (or other exceptions

described in the applicable regulations), IUM will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

Correction of Educational Records

Students have the right to request that records which they believe are inaccurate, misleading, or in violation of their privacy rights be corrected. The procedures for the correction of records appear below.

- A student must request the Office of the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
- IUM may either amend the record or decide not to amend the record. If the University decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- On request, IUM will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of IUM. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
- IUM will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
- If, as a result of the hearing, IUM decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly and (b) inform the student of the amendment in writing.
- If, as a result of the hearing, IUM decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the University.
- If a statement is placed in the education records of a student as indicated above IUM will (a) maintain the statement with the contested part of the record for as long as the record is maintained and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

Student Right to File Complaint

A student has the right to file a complaint with the relevant Monegasque authority. The name and address of the appropriate governmental office is:

Directorate of National Education, Youth, and Sports
Avenue de l'Annonciade
MC 98000 MONACO

Tel.: +377-93-98-83-05

Fax: +377-93-98-85-74

denjs@gouv.mc

Sanctions and Applicable Laws

IUM seeks to uphold all applicable laws in all of its actions. Insofar as permitted by these laws, IUM will apply sanctions that could lead to a student being fined, suspended, or expelled; or an employee being disciplined, suspended, or dismissed for violation of the IUM standards of conduct. Students and employees may also be referred for prosecution; laws of the Principality of Monaco apply.

Arbitration Agreement and Acceptance of Handbook

The student and IUM agree that any dispute or claim between the student and IUM (or any company affiliated with IUM, or any of its officers, directors, trustees, employees, or agents) arising out of or relating to an enrollment agreement between the student and IUM or, absent such agreement, the student's enrollment or attendance at IUM, whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or IUM's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

The student agrees that enrollment at IUM means acceptance of the rules, regulations, and policies of the Handbook.

Section 5: Academic Policies and Procedures

General Enrollment and Registration Policy

Enrollment Status

Students are considered in **full-time status** when they have registered in at least 12 credits per term at the undergraduate level and in the program-specific number of credits required per term at the graduate level.

There are exceptions in the terms in which the student undertakes a required internship, capstone project or thesis.

Auditors (non-degree students)

Students who wish to enroll in courses without completing IUM admission application requirements may enroll as Auditors (non-degree students).

In order to enroll, non-degree students must fill out the Auditor application form and pay the corresponding application fee and the auditor's per credit tuition rate. They are ineligible for financial assistance or scholarships.

The number of auditors in any class will be limited. IUM reserves the right to limit courses for which a non-degree student may register, as well as to assess the suitability of a non-degree student for any course.

Individuals who have previously enrolled at IUM but are not in attendance currently, or who previously have been denied regular admission, must petition the appropriate program director in order to register as an auditor.

Registering as an auditor in no way guarantees or implies admission to any IUM degree program.

Undergraduate Enrollment Policy

Definition of Credits

IUM's undergraduate programs operate on the US semester credit system.

The minimum requirement for one (1) credit is 15 classroom hours, 30 hours of laboratory, or 45 hours of practicum.

One US semester credit is considered equivalent to two (2) European ECTS credits.

Definition of Student Levels

Undergraduate student level is defined below. All credits are US semester credits unless otherwise stated.

- A freshman is a student who has earned 0-29 credits.
- A sophomore is a student who has earned 30-59 credits.
- A junior is a student who has earned 60-89 credits.
- A senior is a student who has earned at least 90 credits.

(we note that the BBA and BECOM programs are 90-credit programs while the BSBA is a 120-credit program).

Course Load

The minimum course load for a full-time undergraduate student is 12 credits per term.

The normal course load is 15-18 credits per term depending on student level.

There are exceptions in the terms during which the student undertakes the required internship or completes the final research project and the business simulation.

Please refer to the undergraduate program outlines for more details.

Students on academic probation may be required to take a reduced course load.

Courses in Excess of Graduation Requirements

Undergraduate students in good academic standing may take up to 15 credits in excess of their graduation requirements with the written approval of the Director, Undergraduate Program. This approval should be secured at the time of course registration.

At registration the student must declare whether he or she is taking the additional course to earn credits or as an auditor. If the student takes the additional course to earn credits the course final grade is included in the GPA calculation. If the student takes the additional course as an auditor the course grade is shown as an "L" on the student's academic transcript and does not affect the GPA calculation.

No extra tuition payment is required to take undergraduate courses in excess of graduation requirements.

Course Repeats

A course repeat is defined as retaking a course in which a grade different from "PL," "X," or "W" was awarded. Course repeats may affect a student's academic progress.

Students repeat a course if:

- They are required to do so because they have failed a course.
- They choose to repeat a course they have passed in the hope of improving their GPA.

In the event that the failed course is no longer offered the Director, Undergraduate Program may authorize the failed course to be replaced by another course.

When a student repeats and successfully completes a course, the initial grade becomes an "R" and is no longer computed in the GPA. The new grade awarded is used to determine the GPA even if it is lower than the original grade.

Students are permitted to repeat a course a maximum of two times although the Academic Committee may consider exceptional cases.

Students pay the current auditor tuition for each repeated course.

Change of Program

A student who wishes to change from one undergraduate program to another may request to do so by filling the Change of Program form that can be obtained from the Office of the Registrar. Any change of program is subject to approval of the Program Director.

Satisfactory Academic Progress

Maximum Time to Completion

Undergraduate students must complete their degree within a maximum time period.

IUM uses the number of attempted credits to calculate the maximum time period. Attempted credits are defined as credits for which a student has incurred a financial obligation including course repeats, incomplete courses, withdrawals, and course exemptions.

Students must complete their program of study in no more than one-and-one-half times the credit hours required for graduation (i.e. no more than 135 attempted credits for a 90-credit program and no more than 180 attempted credits for a 120-credit degree program).

If a student is unable to complete the program within the maximum time period, he or she will not be eligible to receive the degree. These students are eligible only for a Certificate of Completion.

A student must complete all program requirements within eight years of initial enrollment in that program.

Academic Standing

A student enrolled in the undergraduate program must maintain a minimum CGPA of 2.0 to be in good academic standing.

At the end of each term the Academic Standing Committee reviews the transcripts of all undergraduate students whose term or CGPA is below 2.0.

Academic Warning and Probation

A student with a term GPA less than 2.0 but a CGPA of 2.0 or above will be placed on academic warning.

A student with a CGPA less than 2.0 will be placed on academic probation.

A student on academic probation may be:

Permitted to continue in a full-time program with a reduced credit load.

Suspended from classes for up to two terms.

Dismissed from the University.

All students on academic warning or academic probation must regularly confer with the Director, Undergraduate Program.

Suspension and Dismissal

Any student who does not meet the minimum undergraduate academic achievement requirements stated above will be suspended or dismissed from the University by decision of the Undergraduate Academic Committee.

Notification of suspension or dismissal will be provided or sent to the student in writing.

Appeals and Reinstatement

A student may appeal academic suspension or dismissal by submitting a letter explaining the mitigating circumstances that caused his or her GPA to fall below minimum standards to the Director, Undergraduate Program. All requests for reinstatement after academic suspension must be submitted in writing to the Director, Undergraduate Program.

The Director, Undergraduate Program will determine whether a probationary reinstatement is appropriate or if the original decision is warranted.

Students may only request to be reinstated after academic suspension once their suspension has elapsed.

Students who wish to be reinstated after academic dismissal must reapply for admission no less than one year after the date of dismissal.

A student may appeal at any time concerning the above matters to the Undergraduate Academic Committee who may consider mitigating circumstances when making their decision.

Satisfactory Academic Progress – Transfer Credit

The satisfactory academic progress policy stated and described above also applies in the case of students transferring credits earned at another institution into an IUM degree program except that the maximum time period to completion is reduced to the number of credits remaining to graduate at IUM multiplied by one-and-a-half.

All grades linked to credits transferred from another institution will affect satisfactory academic progress as stated and described above.

Satisfactory Academic Progress – Change of Program

The satisfactory academic progress policy stated and described above also applies in the case of students changing program.

Leave of Absence

Students may apply for a leave of absence in writing to the Director, Undergraduate Program.

Students may be granted a leave of absence for a maximum of three terms. The time spent on a leave of absence is not considered part of the maximum time to completion for the degree.

Course Withdrawal

General Policy

Students who wish to withdraw from a course must submit a Course Withdrawal Form to the Director, Undergraduate Program.

The general refund policy applies. Course withdrawals may affect a student's academic progress.

Course Withdrawal and Grades

If a student withdraws from a course after the first week of classes in a term and no later than the end of the sixth week the course is assigned the symbol of "W" on the student's academic transcript. This "W" is not used to compute the student's GPA.

If a student withdraws from a course after the sixth week of classes in a term the course is assigned the symbol of "WF" on the student's academic transcript. This "WF" counts as an "F" and is used to compute the student's GPA.

Program Withdrawal

General Policy

IUM defines two types of program withdrawal:

1. Administrative program withdrawal.
2. Voluntary program withdrawal.

Administrative Program Withdrawal

Students who do not register in any course for two consecutive terms and have not petitioned for a leave of absence will be automatically withdrawn from their IUM academic program.

Students who have been dismissed are automatically withdrawn from their IUM academic program.

Voluntary Program Withdrawal

Students who do not wish to continue their studies in an IUM academic program are required to notify the Director, Undergraduate Program in writing of their intention to voluntarily withdraw from the program.

In the case of a voluntary program withdrawal the student is also automatically withdrawn from the courses in which he or she is currently registered.

The general refund policy applies.

Reinstatement

Students who have been withdrawn from a program for no longer than three terms may apply in writing to the Director, Undergraduate Program for reinstatement. They will be required to pay the current application fee.

Students who have been withdrawn from a program for more than three terms must submit a new application application for admission.

Graduate Enrollment Policy

Definition of Credits

IUM's graduate programs operate on a quarter credit system. The number of credits awarded for each course is calculated according to the number of contact hours for that course; one quarter-credit is assigned for 10 contact hours.

Definition of Student Levels

There are no graduate student levels.

Course Load

Graduate programs follow a lock-step format and so course loads are set for each program.

The course load and sequence for each program is detailed in the program outlines.

Graduate program course load is not affected by academic probation.

Courses in Excess of Graduation Requirements

Graduate students may take up to 12 credits in excess of their graduation requirements in other IUM programs.

Students who wish to take additional classes must obtain the written approval of both their program director and the program director overseeing the course they wish to attend. Authorization will depend on the student's academic profile, on space availability in the course, and on scheduling feasibility.

At registration the student must declare whether he or she is taking the additional course to earn credits or as an auditor. If the student takes the additional course to earn credits the course final grade is included in the GPA calculation. If the student takes the additional course as an auditor the course grade is shown as an "L" on the student's academic transcript and does not affect the GPA calculation.

Graduate students pay a non-refundable course registration fee of 150 Euros for each additional course taken in excess of graduation requirements.

Course Repeat Policy

If a graduate student does not successfully complete a course, the program director will refer his/her case to the relevant Academic Committee who shall decide upon one of several options as outlined below.

- If the student has attended and participated actively throughout the course and is close to passing, a retake of the final exam or resubmission of the final project may be proposed by the Academic Committee in conjunction with the professor. The extra work must be completed within 2 weeks of notice of the Committee's decision and often a cap is placed on the maximum grade that can be earned for the retake.
- If the student has not attended and participated actively throughout and/or is not close to passing, the student must retake the course at IUM in the following academic year. If the course is not retaken the student is not eligible to graduate with the IUM degree but may receive a certificate of completion for those courses successfully completed.
- The student may be suspended from the program if the Academic Committee deems the student will be unable to successfully complete the program.

Graduate students are permitted to repeat a course a maximum of one time, and a maximum of two courses may be repeated, although the Academic Committee may consider exceptional cases. In the event that the failed course is no longer offered in the following academic year, the program director may authorize the failed course to be replaced by another course.

Graduate students may not choose to repeat a course they have passed in the hope of improving their GPA. When a student repeats and successfully completes a course; the initial F becomes an "R" and is no longer computed in the GPA. The new grade awarded is used to determine the GPA.

Students pay the current auditor tuition for each repeated course.

Change of Program

Graduate students enrolled in one graduate program may apply in writing to change to another program to their current program director and the program director of the program to which they wish to change.

Transfer Credits

Transfer credits from accredited institutions other than IUM may be considered. Only graduate level courses in which the student obtained a grade of "C" or equivalent or better can be considered. Only credits are transferred, not grades.

Transfer credits may also be granted from one IUM graduate program to another IUM graduate program.

Satisfactory Academic Progress

Maximum Time to Completion

- Master of Business Administration

Students must complete the Master of Business Administration within 24 months from the date of enrolment. If a student does not complete the MonacoMBA in 24 months he or she will not be eligible to receive the degree. These students are eligible only for a Certificate of Completion for those courses successfully completed.

- Executive Master of Business Administration

Students must complete the program in 48 months from the date of first enrolment.

If a student does not complete the program within 48 months from the date of enrolment he or she will not be eligible to receive the degree. These students are eligible only for a Certificate of Completion.

- All other Master's Programs:

Students must complete the program within 24 months from the date of first enrolment.

If a student does not complete the program within 24 months from the date of enrolment he or she will not be eligible to receive the degree. These students are eligible only for a Certificate of Completion for those courses successfully completed.

- Doctoral Program:

Students must complete the program within 8 years from the date of first enrolment.

If a student does not complete the program within 8 years from the date of enrolment he or she will not be eligible to receive the degree.

Academic Standing and Graduation Requirements

A student enrolled in a graduate program must maintain a minimum term or CGPA of 2.3 to be in good academic standing. At the end of each term the program director reviews the transcripts of all graduate students and shall issue, through the Registrar, a note of academic warning to any student with a term or CGPA less than 2.3 and a letter of academic probation to any student with a term or CGPA below 2.0.

In order to graduate from an IUM graduate program, students must successfully complete all courses in the program **and** have a minimum CGPA of 2.0. If a student does not meet both of these requirements, the student is not eligible to receive the degree.

Academic Warning, Probation and Dismissal

A student with a term or CGPA below 2.3 is placed on academic warning.

A student with a term or CGPA below 2.0 in any term is placed on academic probation.

Students on academic probation are issued a letter of probation from the program director through the registrar and must confer with the relevant program director regularly throughout the following term to monitor progress. A term GPA below 2.0 for two terms leads to dismissal from the program. A CGPA below 1.7 after the second term leads to dismissal from the program.

If a student does not satisfy the requirements described in the warning or probation letter, he/she will be dismissed from the program.

Any student who does not meet the minimum graduate academic achievement requirements stated above will be suspended or dismissed from the University by the Graduate Academic Committee. Notification of dismissal will be sent to the student in writing by the Graduate Academic Committee via the Registrar's office.

Appeals and Reinstatement

A student may appeal dismissal in writing to the relevant Graduate Academic Committee.

The Graduate Academic Committee will determine whether a probationary reinstatement is applicable or if the dismissal is warranted. The Graduate Academic Committee may consider mitigating circumstances when making their decision. The final decision must be validated by the Dean.

Students who wish to be reinstated at the University after academic dismissal must reapply for admission no less than one year after the date of dismissal.

Leave of Absence

Students may apply for a leave of absence in writing to the the relevant program director.

Students may be granted a leave of absence for a maximum of one calendar year. The time spent on a leave of absence is not considered part of the maximum time period to complete the degree.

Withdrawal

Course Withdrawal

Students may withdraw from a course by notifying the relevant program director in writing. Graduate students may only withdraw from elective courses. If the course is officially withdrawn within the first week of the term, it appears on the academic transcript as “W”. If the course is dropped later, it appears on the academic transcript as “WF,” and is calculated as an “F” in the GPA.

Course withdrawals can affect students’ academic progress toward a degree.

Program Withdrawal

A student who wishes to withdraw from a program must submit written notification of withdrawal to the relevant program director, who will inform the Office of the Registrar.

Reinstatement

Students who wish to be reinstated to an IUM graduate program after a withdrawal are required to reapply for admission.

Program and Course Registration

General

All program and course registrations, and course add or drops must be approved by the relevant undergraduate or graduate program director.

Students may add or drop courses in the first three days of term without academic or financial penalty. After this deadline students are not permitted to register for a course in that term.

It is important that students register within registration deadlines. Students who do not register on or before the registration deadlines must pay a late registration fee. Please see Section 13.

Registration Deadlines

Course Registration: Undergraduate Courses

Students may add or drop courses, including elective courses, in the first three days of term without academic or financial penalty. After this deadline students are not permitted to register for a course in that term.

All course registrations, and course add or drops must be approved by the Director, Undergraduate Program who may also waive the pre-requisite requirement(s) for a course.

Undergraduate elective courses are sometimes only offered once or twice per academic year. Students should contact the Director, Undergraduate Program for details on course offerings

IUM reserves the right to cancel any undergraduate course if there is insufficient demand for the course in a given term.

Graduate Courses

Graduate students are automatically registered in their required courses.

Students must submit their course selection for graduate elective courses to the relevant program director in writing by the end of fall term. IUM reserves the right to cancel any graduate elective course if there is insufficient demand for the course.

Students may add or drop graduate elective courses until the end of the first week of classes on approval of the relevant graduate program director.

All course registration, and course adds or drops must be approved by the relevant graduate program director.

Section 6: Student Services and Student Life

General

The University publishes the *Student Guide* available on the university intranet which is designed to help students navigate their way through their time at IUM. Much of the information students will need throughout their course of study is contained in this document and they should retain a copy for future reference.

Inevitably, students will encounter situations that are not covered in the Guide. In that case they are invited to seek advice from the appropriate University staff.

International Services

The IUM International Services officer (ISO) assists students on initial arrival and with visas, residency permits, student cards, and housing. It also operates the IUM Boutique.

The ISO offers a documentation guidance program, arrival support, and a housing service to assist IUM students.

The ISO seeks to ensure that every IUM student receives the support necessary for him or her to have a fruitful educational experience while at the University.

The ISO is available to field student questions, listen to concerns, and intercede where possible. Students should consult the *Student Guide* to learn how the ISO can assist students.

The ISO cannot, however, be responsible for obtaining housing, visas, or residence permits. This is the direct responsibility of IUM students.

Finally, neither the ISO nor IUM will assist students in applying for or securing visas, work permits, or housing after graduation.

Orientation

Program-specific orientations and general new student integration are held each year to ensure students have a smooth introduction to life at IUM and to facilitate the success of their educational experience.

Attendance at these events is compulsory.

The Student Association

The primary purpose of the IUM Student Association is to organize extra-curricular activities like sports, social gatherings and events for current students as well as to represent student concerns, facilitate communication with the faculty and administration.

Student government is also responsible for providing confidential advice relating to IUM matters to students requesting such assistance, assisting with orientation, and selecting student representation for committees.

The IUM Student Association is a dynamic group that works to enhance student life at the University by fostering a close relationship with the student body, the university management, and the local community.

The Association is comprised of four executive members (president, vice president, secretary, treasurer) elected for one year and representatives from each grade level. Only students in good academic standing are eligible for these positions.

Office of Career Services and Corporate Relations

The Office of Career Services and Corporate Relations provides students and graduates with career counseling, and information about career opportunities.

The Office provides:

- Career planning workshops.
- Job-hunting seminars.
- Individual coaching.
- Résumé review.
- Interview assistance.
- Assessment programs.
- Internship placement.
- Listing service for part-time, full-time, and summer employment.
- Career and employer reference library.

Alumni

IUM alumni are an integral part of the IUM family, providing great motivation to both former and current students.

Student in their last year of studies in a degree program pay the *IUM for Life* fee. This fee gives them access to the alumni website, career offers and career advice, networking opportunities, conferences (including direct web-retransmission of Monaco-based IUM conferences), permanent access to our library on line database resources, and more services that are being developed year after year. These fees allow IUM to implement new tools for example a new alumni network management platform. They also partially sponsor merit-based scholarships for returning alumni.

IUM alumni work in a variety of corporate, non-profit, or self-employment settings. They hold positions such as bank manager, corporate chief executive, accountant, sales manager, computer systems manager, financial analyst, educator, marketing manages, business consultants, and family business manages. IUM graduates are presently employed at international organizations; and large, medium, and small firms.

IUM students develop close relationships with each other, faculty, and staff during their stay in Monaco. Some of these relationships last a lifetime – alumni serve as a vital link to the business community and IUM encourages alumni to stay actively involved in University life through mentoring, recruiting, advising, and serving as panelists and discussion leaders at events sponsored by IUM.

For further information, please email alumni@monaco.edu.

Section 7: Payments, Refunds and Financial Aid

For current applicable tuition and fees we refer the reader to IUM website at www.monaco.edu

Annual tuition is payable in several installments as detailed in the invoice that will be sent to accepted candidates.

Enrollment in a program is validated only when the payment of the first installment is received.

Refund policy

Application Fee:

Non-refundable

First installment of tuition and fees (corresponding to the enrollment fee) refund schedule:

For withdrawal up to:

- 7 months prior to program start date* 75% refund
- 5 months prior to program start date* 50% refund
- 3 months prior to program start date* 25% refund

For withdrawal less than 3 months before the program start date* No refund

*this is the program start date indicated on the Certificate of Admission sent to the student

Further installments of tuition and fees refund schedule (graduate and undergraduate degree programs, auditors):

- Withdrawal from the program before the start date
or within the first week of the term: 100% refund
- Withdrawal within the second week of the term 75% refund
- Withdrawal from the first day of the third week No refund

Tuition refund schedule (non-degree programs)

- Withdrawal up to 2 weeks before the program start date 100% refund
- Withdrawal up to the day before the program start date 50% refund
- Withdrawal on or after the first day of class No refund

Study Abroad/ Exchange Enrollment Fee

- Withdrawal before the program start date €50 refund
- Withdrawal on or after the first day of class No refund

Late payment penalties

A 1.5% per month penalty rate applies automatically if tuition and fees instalments are not received within the payment deadlines stated in the student invoice.

Withdrawals must be notified in writing (e-mail is accepted) by the student to the Bursar and Registrar's Office at registrar@monaco.edu. Withdrawals are calculated from the date of receipt of written notice and made within two 45 days of that date. Refunds will be made by wire transfer only to the person or organization that paid tuition. No cash refunds over 100 Euros are possible. If no written notification of withdrawal is provided, no refund can be made.

Accident or sudden and serious illness may be the basis for partial credit of tuition, even when the normal withdrawal dates have passed. This credit is not refundable, but it may be used toward future terms tuition.

Exceptional mitigating circumstances may be taken into account for the refund.

Financial Aid

IUM Scholarships

IUM offers a number of scholarships to assist students in funding their studies. In addition, some of the best financing options available to prospective students may also be found in their country of origin or residence.

While some students receive aid from the University in the form of scholarships and awards, through sources in their home countries, or through sponsorship by their company, most use personal savings or take out loans in order to finance their tuition and living expenses while at IUM.

To help assess the financial obligations required to attend IUM candidates must first acquaint themselves with the program tuition and fees and an estimate of living expenses (please refer to our website for applicable amounts). While the Office of Admissions will do its best to assist candidates in meeting their financial needs, the responsibility of financing their degree ultimately lies with the student

List of IUM Scholarships:

IUM Undergraduate Merit-based Scholarship

IUM Graduate Merit-based Scholarship

The IUM Undergraduate and Graduate Merit-based scholarship will be awarded to applicants who show outstanding academic achievement, extraordinary leadership potential, and a significant contribution to the mission of the University.

IUM Alumni Scholarship

To qualify for this merit-based scholarship applicants must have graduated or be about to graduate from an IUM degree program.

IMPACT Scholarship (reserved to MBA and EMBA applicants)

The IMPACT Scholarship is designed to offer financial support to high potential individuals who seek to apply their MBA or Executive MBA experience to grow businesses and inspire entrepreneurial initiatives in their home country.

The IUM Monegasque Scholarship (reserved to Monegasque nationals)

The scholarship will be awarded to applicants who hold a Monegasque passport and possess a demonstrated high level of academic or personal achievement and support the mission of the University.

Students who wish to apply for a scholarship should submit a completed Scholarship Application Form available on IUM website at www.monaco.edu after they have applied for admission.

The Scholarship Committee reviews applications on a regular basis; therefore candidates are invited to apply as soon as possible. For any program intake the latest scholarship application deadline is 12 weeks prior to the start of the program.

Scholarship recipients will have their scholarship amount deducted from the total tuition due for their program. The amounts and dates of the adjusted instalments are reflected in the invoice sent to the student. In case of non respect of such deadlines late payment penalties will apply.