

## GRADUATE PROGRAMS ACADEMIC POLICIES AND PROCEDURES

### Scope

The Graduate Programs Academic Policies and Procedures apply to the executive Master's in Business Administration program for the incoming Cohort '24 joining the program in the Spring Semester 2025 and for the full four semesters of the program.

The Policies and Procedures cover the matters of program enrollment, academic standing, record and integrity, assessment, graduation requirements, program fees and adjustments to the academic process.

### Academic Integrity

All members of the AUBG community are expected to abide by ethical standards both in their conduct and in their exercise of responsibilities toward others. As part of this, the University expects students to understand and adhere to basic standards of honesty and academic integrity. The University defines academic dishonesty as any action or activity intended to achieve academic gain through deceit, misrepresentation, or the inappropriate use of unauthorized materials or assistance. Engaging in academic dishonesty is a severe violation of acceptable academic standards and will be dealt with appropriately. Sanctions for academic dishonesty normally include failure in the course and may include dismissal from the University. Examples of academic dishonesty include:

#### Plagiarism

The term "plagiarism" includes, but is not limited to, the use, by summary, paraphrase or direct quotation, of the published or unpublished work of another person, including those on the internet, without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another agency.

#### Incorrect Reporting of Data

In any project involving the collection of data, students must accurately report the data observed and not intentionally alter or falsify data for any reason.

#### Destruction of Resources or the Work of Others

Students must not destroy or alter either the work of other students or the University's educational resources and materials. These materials include, but are not limited to, computer accounts, papers, textbooks, and course notes.

#### Use of Work in One Course from Another

Students must not represent work completed for one course as original work for another or deliberately disregard course rules and regulations.

### Submitting Similar Work in Multiple Courses

Submitting the same academic work to more than one course without the knowledge of the course instructor constitutes academic dishonesty. This includes not only similar papers, but also any work stemming from the same basic research.

### Cheating

Unless directed by the faculty member, students should neither give nor receive assistance on assignments or examinations. The term "cheating" includes, but is not limited to:

use of any unauthorized assistance in taking quizzes, tests, or examinations;

- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.

Alleged violations of the standards for academic honesty will be referred to the Dean of Faculty and or the Academic Integrity and Appeals Council.

## **Academic Records**

Students' academic records are maintained in the Registrars' Office. Grade reports are sent to an address designated by the student. Considerable care is taken to ensure that all grades on a student's permanent record are accurate. Any student who suspects an error in a semester grade report should contact the professor without delay. AUBG maintains the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Student academic records – including grades and graded material – cannot be released to third parties without the written consent of the student.

## **Academic Standing**

### Good Standing

Good standing requires that an EMBA student meets minimum academic requirements. These requirements are that a student completes each semester with a minimum grade point average of 3.0 and that the student's cumulative grade point average is at least 3.0.

### Probation

An EMBA student is placed on academic probation when his or her academic performance is unsatisfactory and indicates that the student's academic future is in question but does not warrant suspension or dismissal. A student is placed on probation when he or she:

- has a term GPA below 3.0 but a cumulative GPA above 3.0;
- has a cumulative GPA below 3.0 but not low enough to warrant dismissal;
- fails to regain good standing after one semester on academic probation;

An EMBA student who is on probation and found guilty of violating the University's policies on academic honesty and/or not fulfilling the probation status requirements will ordinarily be dismissed.

### Dismissal

An EMBA student may be dismissed when his or her academic performance falls below a CGPA of 3.0 after two consecutive semesters. Academic dismissal separates a student from the University and the student must re-apply to resume the program. Dismissed students will be re-admitted only if the Admissions Committee is convinced that the student is likely to achieve academic success. There is no guarantee of re-admission.

## **Conduct Council**

AUBG views the relationship between students, faculty, and staff as a partnership. These constituencies are seen as working cooperatively to achieve a common goal. The University is conscientious in its efforts to ensure representation of students, faculty, and staff on most of its committees. One of the most important committees at the University is the Conduct Council, whose members include faculty, staff and students. The Council hears alleged cases of violations of the University regulations and discipline. Procedures can be found in the online at [www.aubg.edu](http://www.aubg.edu).

## **Attendance, Participation, and Absence**

### Class Attendance

Students are expected to attend classes regularly. Specific attendance policies are determined by individual professors. No faculty member is required to excuse a student from class regardless of the reason. A student may be administratively withdrawn from the course by the faculty for failure to attend the first week of classes or for missing two weekends of classes. The faculty member must inform the student in writing when this occurs.

### Leave of Absence

After beginning the program, students are expected to enroll each regular semester until they graduate, withdraw from the University, or take an approved leave of absence. Unless students withdraw from the University or obtain an approved leave of absence, they are liable for all normal academic fees associated with enrollment.

A leave of absence permits a student to re-enter the program at the appropriate point for the following cohort – generally one year later. The student must clear all financial and other obligations to the University. Applications received after the deadlines will be subject to a late leave of absence fee and may be rejected by the University if deemed detrimental to the program.

Students on leaves of absence must confirm to the Registrars their intention to return to the University at the end of the leave. This is usually done by contacting the program assistant in the Elieff Center.

In exceptional circumstances, a student may request a leave of absence for the remainder of a semester in progress. When such an exception is granted, the student leaving the University prior to the end of the seventh week of the semester will be dropped from all enrolled courses. Those withdrawing after that date will receive grades of "W" in each of their enrolled courses.

#### Religious Holidays

AUBG takes no position on religious holidays. Students who plan to be absent for a religious holiday should discuss the matter with their professors.

#### Unscheduled Class Meetings

The published course schedule will indicate all recurring course meeting times. In extraordinary circumstances, alternative class sessions may be held outside of the normal class schedule to accommodate unforeseen circumstances after reasonable consultation with the students in the class.

#### Class Recordings

Students consent to AUBG recording their image and voice during classes. AUBG will not use class recordings outside of Canvas or Zoom without the permission of the attendees.

#### Intellectual Property

Class recordings and other intellectual material posted on Canvas or Zoom are the instructor's property unless indicated otherwise.

The Academic Integrity and Appeals Council can suspend or dismiss students who make class recordings or other intellectual property available outside of Canvas or Zoom.

### **Assessment of academic performance**

#### Final Exams

Most courses have a final exam or project due at the end of the term. A student who misses a final examination for a legitimate reason should make the necessary arrangements with the professor to make up the examination. The decision to allow the make-up is at the discretion of the faculty member.

#### Bulgarian State Exams

All students are required to sit for the Bulgarian State Exam or to do a portfolio project at the conclusion of their last semester in the program, just prior to graduation. The choice belongs to the student.

## Grading

### Grading System

The following scale has been adopted by AUBG:

|              |    |   |                                                |   |   |      |    |   |      |
|--------------|----|---|------------------------------------------------|---|---|------|----|---|------|
| Excellent    |    |   |                                                | A | = | 4.00 | A- | = | 3.67 |
| Good         | B+ | = | 3.33                                           | B | = | 3.00 | B- | = | 2.67 |
| Satisfactory | C+ | = | 2.33                                           | C | = | 2.00 | C- | = | 1.67 |
| Poor         | D+ | = | 1.33                                           | D | = | 1.00 |    |   |      |
| Passed       | P  | = | degree credit, not included in GPA computation |   |   |      |    |   |      |
| Failure      | F  | = | .00                                            | X | = | .00  | U  | = | .00  |

These scores will be calculated cumulatively at the end of every semester and at any other time when new grades are reported. These grades form the student's GPA.

### Grade Point Average

Dividing total quality points by GPA hours yields the grade point average (GPA), which is carried to two decimal points. The quality points for each course equal the number of credit hours taken multiplied by the numerical value of the letter grade. GPA hours are the sum of the credit hours associated with course taken at AUBG in which grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, X, and U have been earned. When an individual course is repeated, only the new quality points are considered in determining the cumulative grade point average.

### Failing Grades

F, Failed; U, Unsatisfactory performance in a pass/fail course; where any grade lower than a C- is considered unsatisfactory (counts in GPA); X, student dismissed from class for failure to adhere to written rules (counts in GPA). This is the usual grade assigned when a student is dismissed from a course for academic dishonesty.

### Incomplete Grades

A grade of "I" is given under extraordinary circumstances in which a student's inability to submit required work prevents a faculty member from assigning an ordinary letter grade. Incompletes are given only at the discretion of the individual professor until the beginning of the last week of classes. After the beginning of the last week of classes, a grade of "I" requires the permission of both the professor and the Dean of Faculty. A proposed contract will be signed between the student and the professor explaining the rationale for the "I" grade and detailing what the student must do to complete the course. This proposed contract will include a deadline for completion of the incomplete work. The proposed contract must be approved by the appropriate Department Chair, who may suggest a revision of the contract or may reject the application entirely. In all cases, students must complete all outstanding course

requirements by the end of the second weekend of classes of the following semester. Instructors must submit grades no later than the third weekend of classes of the following semester. Incomplete courses that have not been completed by the third weekend of classes of the following semester will automatically be assigned a grade of "F".

### Grade Changes

If a student suspects that an error has been made in recording a final course grade, he or she should immediately contact the professor involved. If an error has been made, the faculty member will complete a form indicating both the correction and the reason for the error. Upon approval of the Business Department Chair and the Dean of Faculty, the Registrars will make the correction. All requests for grade changes must be made no later than the second weekend of classes of the semester following that in which the original grade was assigned. After the third weekend of classes of the following semester, all grades are final.

### Repeating a Course

When an EMBA student repeats a course taken for credit, this is generally done by taking the course when it is offered again to the subsequent cohort. Both the original grade and the new grade will be used in all computations of the student's cumulative GPA. The EMBA student may normally repeat no more than two courses, each of them only once, regardless of the grade received. Both grades will be recorded and will appear on the official transcript.

## **Graduation Requirements**

In order to graduate a student must have completed 49 academic credits, distributed as follows:

- Successfully completed all 15 core courses (3 credits each), two electives (1 credit each), the International Business Trip (1 credit) and the Social Entrepreneurship Project course (1 credit) with successful defense of the master's project; or
- Successfully completed all 15 core courses (3 credits each), three electives (1 credit each), and the International Business Trip (1 credit). In this case the student must take and successfully pass the relevant state exams;
- If a student cannot attend the International Business trip, with the approval of the Academic Director of the Graduate Programs, the student can substitute it with an additional elective course (1 credit);
- Earned a cumulative grade point average of at least 3.00;
- Satisfied all current financial obligations to the University.

A student may participate in the Commencement Exercises if he or she satisfies all of the above requirements or can do so with no more than four credit hours of additional coursework.

### Transcripts

Official transcripts may be requested at the Registrars' Office. Transcripts cost \$8 each.

## **Withdrawal from the Program**

Withdrawal from the program is a very serious step and terminates a student's relationship with the University. Readmission is only possible through re-application. An application to withdraw from the University is available from the EMBA Office.

## **Program Tuition & Fees**

The following fees are effective from January 2025.

### Application Fee

The application fee for the EMBA program is 70 Euro and is non-refundable.

### Enrollment Confirmation Deposit

The enrollment confirmation deposit for the EMBA program is 200 Euro and is non-refundable.

### Tuition Fee

The tuition fee for the EMBA program is 17,900 Euro and covers tuition, study materials, participation in Leadership seminars and networking events, and access to the AUBG library – electronic and traditional. The total amount can be paid in four equal installments of 4,475 Euro.

The BUS 5080 International Business Trip is included in the tuition fee and is a mandatory academic activity.

Transportation, accommodation, and food for international students are not covered. However, AUBG undertakes to support students who do not reside in Sofia in arranging suitable accommodation and convenient travel to and from Sofia during the course of the program.

### Payment Deadlines

Fees must be paid on schedule prior to the beginning of each semester.

### Late Payment Fee

Students who pay their semester tuition fee after the relevant deadline are subject to a late payment fee of 100 Euro.

### Graduation Fee

The graduation fee must be paid prior to participation in the commencement and prior to the release of the final transcript and/or diploma. This fee is based on the costs of the graduation ceremony and is 70 Euro.

### Refund Policy

If an EMBA student withdraws or takes a leave of absence from the University during the semester, the student remains responsible for tuition according to the following schedule:

- First week of classes, billed for 40% of the net tuition, prorated for the term
- After the first week of classes, students are billed for 100% of net tuition, for the term.
- The nonparticipation for legitimate reasons to the International Business Trip cannot constitute a claim for partial refund.

Approved: 15 December 2024