



INTERNATIONAL UNIVERSITY OF MONACO

ACADEMIC CATALOG 2008-2009

PART I – POLICIES, PROCEDURES AND REGULATIONS

2: 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 last five years. This proof must be in one of the following forms:
 - A minimum TOEFL score of 79 Internet-based test /213 computer-based test/550 paper-based test. The IUM school report code is 9074.
 - A minimum TOEIC score of 785.
 - A minimum IELTS score of 6.0.
 - Award of the Cambridge Certificate of Proficiency, or Certificate of Advanced English 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. Please see the university website for current testing dates. Students who wish to register for a TOEFL testing session may apply to do so at the Education Testing Service (ETS) website at www.ets.org/toefl. IUM also offers TOEFL preparation; see section 12, Intensive English Language Program.

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

Undergraduate Admission Procedures

Application Procedure

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

Applicants must submit a complete undergraduate application file by the deadlines indicated below to be considered for admission.

A complete undergraduate application file consists of:

- A completed **Application Form**: Applicants should answer the questions contained in the application form thoroughly leaving no blank questions. Questions or boxes with no answer should be marked N/A.
- The **Non-Refundable €125 Application Fee**: Applications will not be accepted without the non-refundable €125 application fee.

Payment may be made by check (in EUROS), by credit card (on-site payment in Monaco only), 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. See directions for payment at the end of the Catalog.

- **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, 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.

This proof must be in one of the following forms:

- A minimum TOEFL score of 79 Internet-based test /213 computer-based test/550 paper-based test. The IUM school report code is 9074.
- A minimum TOEIC score of 785.
- A minimum IELTS score of 6.0.
- Award of the Cambridge Certificate of Proficiency, or Certificate of Advanced English 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. Please see the university website for current testing dates. Students who wish to register for a TOEFL testing session may apply to do so at the Education Testing Service (ETS) website at www.ets.org/toefl . IUM also offers TOEFL preparation; see section 12, Intensive English Language Program.

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

- **Two Letters of Recommendation:** Applicants must provide two letters of recommendation from teachers, headmasters, guidance counselors, and/or employers who have observed their performance in an academic and/or professional context.

Recommenders should complete the IUM Letter of Recommendation Form provided in the application package or 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 four (4) passport style and size photographs.
- **Proof of Nationality:** Applicants must provide a photocopy of their passport showing nationality.

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 entry in fall term (September) each year:

Early Action Application Deadline	15 December of the previous year
First Round Application Deadline	1 February
Second Round Application Deadline	1 March
Merit Scholarship Application Deadline	1 March
Final Round Application	1 May
Late Application Deadline	31 July

For entry in winter term (January) each year:

Application Deadline	31 October
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For entry in spring term (April) each year:

Application Deadline	31 January
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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.

The Aggregate Score

Applications are partly evaluated by calculating an Aggregate Score (AS). The AS combines an academic assessment with a background score. The background score is designed to take bias out of the admission process while reflecting the University's mission of recruiting balanced cultural representation in the undergraduate program.

The AS provides a balanced, quantitative measure of the applicant's strengths, weaknesses, achievements, uniqueness, and potential for success in undergraduate study while taking into account the range of factors that make up his or her cultural environment. It is a critical element in the admissions process since it represents an opportunity for the applicants to present themselves in the most positive light.

The AS is calculated using a grid.

The AS assesses the following aspects:

- Interpersonal skills and maturity level.
- Related work or voluntary experience showing commitment to community or chosen career.
- Intellectual abilities and potential as shown by past achievements and referees' evaluation.
- Motivation to study in the chosen field.
- Leadership potential and personal achievements.
- Extra-curricular activities, achievements, and interests.
- Uniqueness of background and contribution to IUM's mission.

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 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 and "Transfer Student" Status

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 50% of the total credits required to graduate from the IUM undergraduate program.

A student is assigned “Transfer Student” status if at least 15 credits are transferred to 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 must be officially translated into English.

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

Transfer students have to follow the regular undergraduate admission procedure.

Undergraduate Exchange Program

The Undergraduate Exchange Program enables undergraduate students from other universities to study at IUM for one term, two consecutive terms, or a full academic year (three 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 Appendix I.

Requirements

Exchange students must enroll in a minimum of four courses (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 Academic Catalog* 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.
- 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 88 Internet-based test /230 computer-based test/570 paper-based test. The 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 of Proficiency, or Certificate of Advanced English with a score of A, B, or C.

Test scores must be no older than two years.

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.

- Four (4) passport style and size **photographs**.
- An **official transcript** from the applicant's home university.
- An **essay** explaining why they want to come to IUM on exchange.
- A **letter of reference** from a professor or an employer.

Application Deadlines

Application deadlines for exchange students 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	20 April
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For exchange in winter term (January) each year:

Application Deadline	20 October of the previous year
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For exchange in spring term (April) each year:

Application Deadline	20 February
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IUM reserves the right to close applications for the undergraduate exchange program at any time.

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 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 the IUM undergraduate program to the following year:

- 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 enrolment fee of €1.500 by the due date indicated in the offer letter.

- The student must confirm their entrance into the IUM undergraduate program in the fall, winter, 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.

3: Graduate Admission Policy, Requirements, and Procedures

General Graduate Admission Policy

IUM seeks responsible students for its graduate programs 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 **all** IUM graduate programs applicants must:

- 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 last five years. This proof must be in one of the following forms:
 - A minimum TOEFL score of 79 Internet-based test /213 computer-based test/550 paper-based test. The IUM school report code is 9074.
 - A minimum TOEIC score of 785.
 - A minimum IELTS score of 6.0.
 - Award of the Cambridge Certificate of Proficiency, or Certificate of Advanced English 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. Please see the university website for current testing dates. Students who wish to register for a TOEFL testing session may apply to do so at the Education Testing Service (ETS) website at www.ets.org/toefl . IUM also offers TOEFL preparation; see section 12, Intensive English Language Program.

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

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 in Luxury Goods and Services, and Master's in Finance

To be eligible for admission to the Master of Science in Luxury Goods and Services, and the Master's in Finance degree programs applicants must:

- Hold a bachelor degree or equivalent with a 3.0 GPA or equivalent.

Master of Business Administration

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

- Hold a bachelor degree or equivalent with a 3.0 GPA or equivalent.
- Provide proof of a minimum of three years relevant work experience.

- Provide their GMAT score. The IUM school report code is GZSXQ68 MBA.

Executive Master of Business Administration

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

- Hold a bachelor degree or equivalent with a 3.0 GPA or equivalent.
- Provide proof of a minimum of seven 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 (preferably an MBA or equivalent) with a 3.0 GPA or equivalent.

Graduate Admission Procedures

Application Procedure

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

Applicants must submit a complete graduate application file by the deadlines indicated below to be considered for admission.

Complete graduate application files are described below.

All Graduate Programs

- A completed **Application Form**: Applicants should answer the questions contained in the application form thoroughly leaving no blank questions as the answers they provide will be an important part of the evaluation process. Questions or boxes with no answer should be marked N/A.
- **Non-Refundable Application Fee** of €150 for the Doctoral Program; €100 for all other graduate programs: Applications will not be accepted without the non-refundable application fee.

Payment may be made by check (in EUROS), by credit card (on-site payment in Monaco only), 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. Please see payment section in Catalog for payment details.

- **University Transcript(s) and Diploma(s)**: Applicants must provide official transcript(s) of 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 must be officially translated into English.

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 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 79 Internet-based test /213 computer-based test/550 paper-based test. The IUM school report code is 9074.
- A minimum TOEIC score of 785.
- A minimum IELTS score of 6.0.
- Award of the Cambridge Certificate of Proficiency, or Certificate of Advanced English 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. Please see the university website for current testing dates. Students who wish to register for a TOEFL testing session may apply to do so at the Education Testing Service (ETS) website at www.ets.org/toefl . IUM also offers TOEFL preparation; see section 12, Intensive English Language Program.

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 (2) letters of recommendation for the Master of Business Administration, Master of Science in Luxury Goods and Services, and Master's in Finance; three (3) letters of recommendation for the Executive Master of Business Administration, and the Doctoral Program) from professors and/or employers who have observed their performance in an academic and/or professional context.

Recommenders should complete the IUM Letter of Recommendation Form provided in the application package or 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.

Letters of recommendation not in English must be officially translated into English.

- **Resume:** Applicants must provide a current resume including educational and professional information that confirms work experience requirements if applicable.
- **Photographs:** Applicants must provide four (4) passport style and size photographs for the Master of Business Administration, Executive Master of Business Administration, Master of Science in Luxury Goods and Services, and Master's in Finance; five (5) passport style and size photographs for the Doctoral Program.
- **Proof of Nationality:** Applicants must provide a photocopy of their passport title page showing nationality.

Master of Business Administration Only

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

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

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

Applicants should note that it takes six weeks from the test date for the score to be made available to the school.

For further information and to obtain the GMAT Information Bulletin, please visit the GMAC website at www.gmac.com

Information on the GMAT may be obtained from the IUM Office of Admissions.

For the Doctoral Program

Applicants for the Doctoral Program must provide proof of their ability to finance their studies.

This proof can be in the form of a bank letter, photocopies of bank statements or other proof of investments, or a letter of guarantee. Documents provided should prove that the applicant possesses sufficient financial resources to cover tuition and fees.

Application Deadlines

Application deadlines are shown below.

Dates remain the same each year and precede the fall 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.

Doctoral Program, Master of Business Administration, Master of Science in Luxury Goods and Services, and Master's in Finance

Early Action Application Deadline	15 December
First Round Application Deadline	1 February
* Merit Scholarship Application Deadline	1 March
Second Round Application Deadline	1 June
Late Application Deadline	31 July

** Applicants for the Doctoral Program and the Executive Master of Business Administration are not eligible for scholarships.*

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.

Applicants for the Executive Master of Business Administration (EMBA) are admitted before each session on a rolling basis. Applications are due before the pre-session begins, please refer to the EMBA program schedule in this Catalog.

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

Admission Process

The IUM Graduate Admissions Committee takes a number of factors into account when making its decision 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.

Consideration is also given to the applicant's ability to achieve the program objectives and academic standards required, the impact that holding a graduate degree will have on the applicant's professional life, and the unique contribution an applicant may make to the experience of fellow classmates.

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.

Master of Business Administration, Master of Science in Luxury Goods and Services, and Master's in Finance

Applicants are partly evaluated by calculating a Context Aggregate Score (CAS).

The CAS provides a balanced, quantitative measure of the applicant's strengths, weaknesses, achievements, uniqueness, and potential for success in graduate study while taking into account the range of factors that make up his or her cultural environment. It is a critical element in the admissions process since it represents an opportunity for the applicants to present themselves in the most positive light.

The CAS is calculated by multiplying the applicant's grade point average (or equivalent) by 350 (200 for the Master of Business Administration), and then adding a background score out of 1000 (800 for the Master of Business Administration). Moreover, for the Master of Business Administration the GMAT score is added.

The background score is derived by evaluating professional experience, education beyond minimum requirements, cultural heritage, and global leadership potential. It is designed to take bias out of the admission process while reflecting the University's mission of recruiting balanced cultural representation in each graduate program.

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. In this context, they enjoy a status as colleagues rather than "students" in the accepted sense, and IUM and IAE-UNSA faculty will endeavor to treat them in this fashion at all times.

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 to on to full doctoral candidacy. In some cases Doctoral Program students may be asked to audit courses in Frames 1, 2, and 3 in order to ensure they are thoroughly prepared for the writing of their dissertation. This decision will be made during the admissions process.

The candidates' files are evaluated both by the IUM Office of Admissions and by the University of Nice Sophia Antipolis.

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 (such as the Pre-MBA Session) 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 and "Transfer Student" Status

Students are not permitted to transfer credits into IUM graduate programs. IUM does not accept transfer credits into its graduate programs and students cannot be assigned "Transfer Student Status."

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 enrollment 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 following year:

- 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 enrollment fee of €1.900 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 1st** 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.

4: 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. They require that students apply themselves continuously over an extended period of time and in working diligently toward fulfillment of their 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 educates students to conduct themselves professionally and ethically in preparation for their future careers.

Students are expected to conduct themselves in an ethical and professional manner at all times. This includes the faithful discharge 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 that can lead to dismissal from the University.

It is important for all students to understand that 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:
 - Representing ideas of another or imitating the language, ideas, thoughts of another author and the representation of them as one's original work without providing the sources used.
 - 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 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.
- Stealing an examination.
- Knowingly making a false statement to any faculty or administrative member.

A student who willingly 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.

Records of cheating or plagiarism are kept on a student's file.

Repeated occurrences of academic dishonesty 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 the knowledge acquired to relevant contexts. A special emphasis is placed on developing students' 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: Approximately 30-40 hours per week outside of class for study, class projects, and preparation.

Grading and the IUM Grading System

Grading

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

- Preparedness and class participation.
- Homework.
- Individual or group projects.
- In-class presentations.
- Short quizzes, tests and final examinations.

Coursework requirements and the grade breakdown are detailed in the 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 students' 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 approximately one week after the end of the course.

Letter Grades

IUM assigns letter grades as described in the below table. This grading system has been effective since fall 2007.

GRADING SYSTEM DESCRIPTION

Letter Grade	Percentage Points	Grade Points	Quality of Work
A	95-100%	4.0	Outstanding performance; work shows superior command of the subject.
A-	90-94%	3.7	Very good work showing understanding and mastery of all concepts.
B+	87-89%	3.3	Good work showing understanding and mastery of most concepts.
B	83-86%	3.0	Fairly good work that shows an understanding of the main concepts.
B-	80-82%	2.7	Fairly good work showing understanding of several important concepts.
C+	77-79%	2.3	Uneven understanding of the concepts with occasional lack of clarity.
C	73-76%	2.0	Work that barely meets modest expectations for the class.
C-	70-72%	1.7	Work that is below modest expectations for the class.
D+	67-69%	1.3	Poor performance with lack of understanding of several important concepts.
D	63-66%	1.0	Work that is marginally above the minimum expectations for the class.
D-	60-62%	0.7	Work that barely meets the minimum expectations for the class.
F	< 60%	0.0	Work does not meet the minimum expectations for the class.

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 allowed to complete course requirements.
- L Audit: No credit awarded.
- 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 given according to course syllabus.
- PL Placed Out of a Course: No credit is awarded for "PL."
- R Repeat: Course repeated. Only the final grade obtained 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: Counts as an "F" in the GPA calculation.
- X Exemption: Exemption 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 given an additional period of time to complete course requirements. The additional period is discretionary but cannot exceed two terms.

At the end of this period of time the “I” grade is replaced by a letter grade according to the requirements of the course syllabus. The instructor will submit a Change of Grade form to the relevant program director with a copy of the agreement attached.

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 Honor List for that term.

Students with an “I” grade are ineligible for the Dean’s Honor 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

Honors at Graduation

A student who graduates with a CGPA of 3.7 or above will graduate with honors.

Grade Review Procedure

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

The grade or evaluative comment appeal process is a 4-step process as described below.

Step 1

The student consults the faculty member who issued the grade or evaluative comment for reconsideration of the grade or the record. This will be optimally resolved through a consultative process with the faculty member and approved by the program director and the Vice Dean, Academic Affairs.

Step 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 an investigation of the grade or evaluative comment. 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 evaluative comment, or in some instances requires the faculty member to revise the grade or evaluative comment.

Step 3

If the student wishes to pursue the issue after consultation with the program director he/she must request in writing further investigation from the Vice Dean, Academic Affairs within 14 days. The

Vice Dean, Academic Affairs will review the findings and either agree with the ruling or elect to investigate further. The final authority rests with the Vice Dean, Academic Affairs.

If the faculty member involved is the program chair, then the vice president should be approached. If the faculty member involved is the Vice President, then the President should be approached.

Step 4

The result of the review will be summarized in writing by the campus official responsible for the final decision and placed in the student academic file. A copy of the report will be given to the student. If the student believes the evaluative comment to be inaccurate, misleading, or in violation of the privacy or other rights of the student, the student may insert a written statement in the record.

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

No grade appeals 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 completed Change of Grade Form to the Office of the Registrar. Grade changes may only occur during the semester following issuance of the grade or evaluative comment and with the appropriate approvals. Exceptions may be granted under extenuating circumstances by the Vice Dean, Academic Affairs.

Academic Transcripts

Students requesting an academic transcript should do so in writing 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. Please see the fees schedule in the Catalog.

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 important feedback to both faculty and administration. Evaluations are anonymous.

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

Attendance Policy

General Policy

Student attendance is compulsory and is taken at each class. Students are expected to attend all classes. Absences may 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 has the right to refuse entry to students who arrive more than five minutes after the start of the class and to request that students who are disruptive leave the class.

Undergraduate Attendance Policy

Absences affect undergraduate final course grades as described below.

For 1-credit courses generally scheduled once a week:

- One bonus 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 absence.
- Three (3) percentage points are subtracted from the final course grade if a student has two absences.
- The student is automatically withdrawn from the class and receives a grade of “WF” for the course if he or she has three absences.

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

- One bonus 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 absences.
- Three (3) percentage points are subtracted from the final course grade if a student has three absences.
- Seven (7) percentage points are subtracted from the final course grade if a student has four absences.
- The student is automatically withdrawn from the class and receives a grade of “WF” for the course if he or she has five absences.

For the course ITMM 1001 (which meets three times a week) the incremental penalties begin at the fourth absence and a student is automatically withdrawn at the sixth absence.

Excused Absences

Serious and exceptional mitigating circumstances may result in an excused absence. The Director, Undergraduate Programs 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.

Although make-up examinations are not normally permitted, extremely serious mitigating circumstances may be reviewed by the Academic Committee. The Academic Committee may give permission to schedule a make-up examination or to replace the missed examination by another type of assignment.

The Academic Committee will decide 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.

Late Arrivals and Early Departures

A student who is up to five minutes late can be admitted to class but will be marked late by the instructor in the attendance records. A student who is more than five minutes late can be refused admission to class by the instructor and marked absent.

Graduate Attendance Policy

If a student is consistently absent or late without justifiable cause, the instructor will inform the relevant program director.

The program director may refer the matter to the Academic Committee. The Academic Committee may take action including sending the student a written warning.

The student may be required to leave the program if the behavior persists after a written warning.

Library

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

The library print collection has approximately 4500 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 includes also CD-ROMs and DVD-ROMs.

In addition, the library has access to several electronic databases accessible through the intranet, 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

The usual hours during which the library will be open shall be prescribed by the librarian and posted on the library page of the intranet and on a board at the entrance to the library. Extended opening hours are usually applied during exam weeks; details will be posted on the university intranet.

Normal Opening Hours:

Monday - Thursday: 08:30 – 20:00
Friday: 08:30 – 18:00

Vacation Period:

Morning: 09:00 – 12:00
Afternoon: 14:00 – 17:00

Library Rules

The IUM library is regulated by a set of rules that can be consulted in the library and on the university intranet. Excerpts of such rules are printed below:

General Conduct in the Library

A person shall not 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.

A person shall not:

- smoke, eat or drink in any part of the library;

- bring any animal into the library;
- offer anything for sale in the library without the permission of the librarian; or
- post any bill, placard or notice in the library without such permission.

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

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

No person may reserve a seat in any part of the library.

Persons who may use IUM Library

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

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

A person who, in the opinion of a member of the staff of the library, is not a member of the University 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 librarian may reserve any part or parts of the library for the exclusive use of a restricted category of authorized users; e.g., for dedicated to workshops, scheduled lectures, etc.

A child who has not attained the age of 14 years shall be admitted to the library only if accompanied by an adult who undertakes to be responsible for the child, and if a member of the staff of the library considers that the child's behavior is causing disturbance to others, he or she may require the adult and the child to leave the library.

Borrowing of Library Materials

A person shall not remove any library materials from the library otherwise than by borrowing them in accordance with the procedures prescribed below, and shall not do anything intended to hinder others in finding materials they may wish to use.

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

- by any student of the University;
- by any member of faculty (full-time, part-time, adjunct and visiting) and staff of the University;
- by any member of the IUM Executive Board;
- by any other person having the permission of the librarian;
- by any library, approved by the librarian for that purpose, to meet a request for an interlibrary loan.

Restricted Borrowing (special items)

Library materials consisting of:

- items included in any special display;
- items placed by the librarian in the Reserve/Short Loan Collection; and
- items temporarily withdrawn for the purposes of maintenance,

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

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 such as are prescribed by the librarian.

The current loan periods are as follows:

Books, reports, articles, computer disks and CD-ROMs: (items may be renewed if they are not required by another user);	21 days
Videos, sound tapes and DVD-ROMs: (items may be renewed if they are not required by another user);	7 days
Back issues of periodicals: (items may be renewed if they are not required by another user);	7 days
Reserve/Short Loan items:	number of days as determined by the library staff and item to be returned by 09:00 hours on the specified day; 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 library by a date earlier than that on which the loan would otherwise expire by notice, addressed to the borrower by mail, email or phone, issued by or on behalf of the librarian.

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 the giving of a notice under) shall be liable to a charge for each day that the item is overdue of an amount from time to time fixed by the President on the recommendation of the librarian.

The current charges are as follows:

- **50 cents Euro per day** for each item;
- for Short Loan/Reserve/Reference items the charge will be **50 cents Euro per hour**, starting at 10:00 hours on the specified day to when the item is returned.

The maximum charge for each normal loan item that is overdue shall be 30 Euro. Overdue loans of items in the Short Loan/Reserve/Reference will be 80 Euro.

Lost and Overdue Items

If the borrower has notified the librarian that the item is lost, or if the charge has reached 30 Euro, the borrower shall be liable to pay to the University a sum equal to the cost of replacing the item, as assessed by the librarian, together with a processing fee of 20 Euro.

The librarian has discretion to 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 Library.

Damaged Items

Where an item borrowed from the library is damaged otherwise than by fair wear and tear, the person in whose name it was borrowed shall be liable to pay to the University on demand an amount equal to the cost of repairing the item or, if the Librarian considers it necessary that the item be replaced, the replacement cost as assessed by the librarian.

Reduction/Waiving of Charges

The librarian has the discretion to reduce or waive any charges, fees or other amounts that a person has become 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

Where it appears to the librarian that a person has contravened or failed to comply with:

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

the librarian may suspend that person's right to use the library or to borrow library materials, or both such rights.

On imposing a suspension on any person, the librarian shall notify that person of the suspension by a notice posted to the person's address shown on the University records.

IUM Bookstore

The IUM bookstore stocks all important books for the courses taught at the university. Students may purchase their textbooks and case studies at the IUM bookstore.

Printing and Photocopying

The university allows students to use printers and photocopiers located in the IUM facilities. Any regularly registered student can print or copy up to 1000 black and white pages or 350 color pages per year free of charge.

Additional printing credit can be purchased at a price of 5 cents per black and white page and 15 cents per color page. Recharges can be bought in the accounting department. No credit can be reimbursed.

5: 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 the 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. 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 of the Catalog for more details.

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 suggestible 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 section Grade Review Procedure of the Catalog 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 relevant Vice Dean in writing.

The Vice 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 Vice 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. However, no complaints can be made after a student has graduated and received his or her degree.

Complaints can be made to:

The Association of MBAs, 25 Hosier Lane, London, EC1A 9LQ, United Kingdom. Tel: + 44 (0) 20 7246 2686.

Monaco Ministry of Education.

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 Vice Dean, Academic Affairs. 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 Vice Dean, Academic Affairs 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 Vice Dean, Academic Affairs.

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

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

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 immediately.

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 rule can be made for Student Association-sponsored events for which prior authorization has been given by the President. Students must also comply with the laws of the Principality of Monaco.

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.

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 of 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 at www.monaco.edu on the IUM Website.

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 given direct permission to do so.
- Copy or redistribute software or other information which 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 University community is responsible for keeping the rooms and University area 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.

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 need to provide evidence of sufficient health insurance coverage. 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 have 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. Students may also seek additional or specific academic advising from other faculty member and from the Vice Dean, Academic Affairs.

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 facing personal problems that may interfere with a positive educational experience. Dr. An-siau is available on appointment and may 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 provides accommodations to qualified students with disabilities. IUM staff will assist qualified students with disabilities in acquiring reasonable and appropriate accommodations, and in supporting their success at IUM.

Students who believe they are in need of accommodations should contact their program director to define appropriate accommodations. Complaints will be handled in accordance with IUM's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

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 where confidentiality concerning student records is critical.

Students who do not wish their academic, financial, or personal records to be disclosed to parents or tutors 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 tutors upon their 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 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, or 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, reentry, 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.

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.

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. The laws of the Principality of Monaco apply.

6: Financial Policies and Assistance

General Policy

IUM offers financial assistance as described in this section according to merit, need, and student profile.

IUM does not discriminate on the basis of color, religion, sexual orientation, disability, medical condition, marital status, or on any other basis protected by law in assessing scholarship applications. In some cases scholarship conditions stipulate that race, gender, age, and national origin be taken into account when considering applications.

The amounts and availability of scholarships vary, and IUM cannot guarantee that all the scholarships described in this section will be offered every year.

Full directions on how to apply for scholarships can be found on the IUM Website at www.monaco.edu

IUM does not offer US financial aid.

Country-Specific Information

Austria

IUM is recognized by the Bundesministerium für Wissenschaft und Verkehr as a foreign institution of higher education. This recognition permits Austrian students to apply for financial aid to attend IUM.

The Bundesministerium für Wissenschaft und Verkehr may be contacted:

Minoritenplatz 5
1014 Vienna
Austria

Tel.: +43-01-531-200

Website: www.bmbwk.gv.at

Canada

IUM meets the criteria for Canada Student Loans Program assistance.

The Canadian Minister of Education and Training accepts applications from IUM students for funding from the Manitoba Student Financial Assistance Program (i.e. federal Canada Student Loans, provincial Manitoba Student Loans, and Manitoba Study Assistance).

IUM's Canada Student Loan Institution Code is QPHW.

The Minister of Education of Quebec recognizes IUM for funding through its Loan and Scholarship Program.

IUM's Quebec Student Loan Institution Code is 09-231A.

The Office of Aide Financière aux Études in Quebec may be contacted at:

1035 rue de la Chevrotière, 21e étage
Québec (Quebec) G1R 5A5
Canada

Tel.: +1-418-643-3750

Fax: +1-418-644-1715

Denmark

Danish students may receive financial support from the Danish State Education Grant and Loan Scheme Authority (Sustyrelsen) to study at IUM.

Sustyrelsen may be contacted at:

Denasvej 30
1780 Kobenhavn V
Denmark

Tel.: +45-3326-8666

Email: su@su.dk

Website: www.su.dk

Finland

Finnish students may receive financial support to study at IUM from the Finnish Kelan Opintotukikeskus.

The Finnish Kelan Opintotukikeskus may be contacted at:

PL 228
40101 Jyväskylä
Finland

Tel.: + 358-20-434-6770

Website: www.kela.fi

Sweden

Swedish students may receive student loans from the Swedish National Board for Student Loans (CSN) to study at IUM.

CSN may be contacted at:

Box 7856
103-99 Stockholm
Sweden

Tel.: +46-0771-276-000

Website: www.csn.se

Housing Subsidy

Students of any nationality who live and pay rent in France may, under certain conditions, receive a housing subsidy from the French Government. Students should consult the *Student Guide to Life in Monaco* or contact the Office of International Services for more information.

Scholarships

Undergraduate Scholarships

The University may grant undergraduate scholarships based on merit and financial need.

IUM Undergraduate Merit-Based Scholarship

The IUM Undergraduate Merit-Based Scholarship is awarded to applicants who show outstanding academic achievement, extraordinary leadership potential, and the potential to make a significant contribution to IUM's mission.

An applicant's letters of recommendation, essay, and country of origin also carry great weight in considering a scholarship application; students must demonstrate extraordinary leadership potential in past activities and a commitment to international education in their essay and letters. Preference may be given to applicants who demonstrate the greatest financial need.

New students who have achieved a cumulative GPA or equivalent of at least 3.5 in their secondary school studies may apply for an undergraduate merit-based scholarship. Applicants will be considered for a scholarship award only after receipt of a complete application for admission accompanied by payment of the application fee, and a completed Scholarship Application Form.

Six scholarships in the amount of €6,000 each (€2,000 each year up to three years) will be awarded to be applied to the applicant's undergraduate tuition. The yearly award will be credited in three equal installments if recipients make installment payments during the academic year.

Students must maintain a cumulative GPA of at least 3.0 and full-time student status during the period covered by the scholarship to retain the scholarship.

A completed Application for Admission and Scholarship Application Form must be received by the IUM Office of Admissions before March 1 each year for award in the following fall term.

The Clelia Haji-Ioannou Foundation Scholarship

The Clelia Haji-Ioannou Scholarship has been pledged in order to offer financial support to new undergraduate female students at IUM. Applicants should demonstrate a high level of academic achievement and the potential to make a significant contribution to IUM's mission.

New students who are female and who have achieved a cumulative GPA or equivalent of at least 3.20 in their secondary school studies may apply for the Clelia Haji-Ioannou Scholarship. The applicant is expected to demonstrate a high level of maturity and motivation to achieve academic success at IUM. Applicants will be considered for a scholarship award only after receipt of a complete application for admission accompanied by payment of the application fee, and a completed Merit-Based Scholarship Application Form.

Four scholarships in the amount of €5,000 will be awarded to be applied to the applicant's undergraduate yearly tuition. This is renewable each year.

Students must maintain a cumulative GPA of at least 3.20 and full-time student status during the period covered by the scholarship to retain the scholarship.

A completed Application for Admission and Scholarship Application Form must be received by the IUM Office of Admissions before June 1 each year for award in the following fall term.

IUM Undergraduate Work Scholarships

A limited number of IUM Undergraduate Work Scholarships are made available to undergraduate students each term.

To be eligible for an IUM Undergraduate Work Scholarship the student must have:

- Completed at least one term of study at IUM.
- A cumulative GPA of at least 2.5.

An IUM Undergraduate Work Scholarship exchanges 45 hours of student work for a tuition waiver of one credit. For 45 hours work, tuition for one credit is waived; for 90 hours work, tuition for two credits is waived; for 135 hours work, tuition for three credits is waived; and so on.

Students must maintain a cumulative GPA of at least 2.5 to remain eligible for an IUM Undergraduate Work Scholarship.

A student may apply for an IUM Undergraduate Work Scholarship by submitting a completed Work Scholarship Application Form to the Vice Dean, Academic Affairs at least one week prior to the beginning of each term. The applications are reviewed at the beginning of each term by the Undergraduate Academic Committee who makes the final decision. The decision is based on merit and scholarship availability in each given term. Information about the Undergraduate Work Scholarships available each term as well as the Work Scholarship Application Form are posted on the university intranet.

Graduate Scholarships

The University may grant graduate scholarships based on merit and financial need.

Applicants for the Doctoral Program, Executive Master of Business Administration, and the Executive Master's in Finance are not eligible for scholarships.

IUM Graduate Merit-Based Scholarship

The IUM Graduate Merit-Based Scholarship is awarded to applicants who show outstanding academic achievement, extraordinary leadership potential, and the potential to make a significant contribution to IUM's mission.

An applicant's letters of recommendation, essay, and country of origin also carry great weight in considering a scholarship application; students must demonstrate extraordinary leadership potential in past activities and a commitment to international education in their essay and letters. Preference may be given to applicants who demonstrate the greatest financial need.

Applicants who have achieved a cumulative GPA or equivalent of at least 3.5 in their previous studies may apply for a Graduate Merit-Based Scholarship. Applicants will be considered for a scholarship award only after receipt of a complete application for admission accompanied by payment of the application fee, and a completed Merit-Based Scholarship Application Form.

Scholarships for each graduate program are listed below.

- MonacoMBA: Five scholarships in the amount of €5,000 each will be awarded to be applied to the applicant's tuition.
- Master in Luxury Goods and Services: Two scholarships in the amount of €3,000 each will be awarded to be applied to the applicant's tuition.
- Master's in Finance: Six scholarships in the amount of €3,000 each will be awarded to be applied to the applicant's tuition.

In all cases, the yearly award will be credited in three equal installments if recipients make installment payments during the academic year.

A completed Application for Admission and Scholarship Application Form must be received by the IUM Office of Admissions before March 1 each year for award in the following fall term.

Students must maintain a cumulative GPA of at least 3.0 and full-time student status during the period covered by the scholarship to retain the scholarship.

The Diana Scott Scholarship

The Diana Scott Scholarship has been established in memory of Ms. Diana Scott, an extraordinary woman and dear friend of the University. Mr. Vivian Scott, Diana's husband, has pledged a scholarship for MonacoMBA students who demonstrate a commitment to the human resources and recruitment consulting professions.

Applicants should present solid academic and career credentials and be currently working in or towards a career in human resources management. They should demonstrate a strong commitment to the human resources profession and be involved in mentorship activities such as service to a campus, community, or charitable organization. Preference will be given to applicants who are female, UK nationals, aged between the ages of 26 and 35, and who demonstrate financial need.

One scholarship in the amount of €10,000 will be awarded to be applied to the applicant's tuition.

The yearly award will be credited in three equal installments if recipients make installment payments during the academic year.

A completed Application for Admission and Scholarship Application Form must be received by the IUM Office of Admissions before March 1 each year for award in the following fall term.

Students must maintain a cumulative GPA of at least 3.0 and full-time student status during the period covered by the scholarship to retain the scholarship.

University of International Business and Economics (Beijing)/IUM Joint Program Scholarship

The University of International Business and Economics/IUM (UIBE/IUM) Joint Program Scholarship has been pledged in order to offer financial support to students who have been accepted into the Master of Science in Luxury Goods and Services (MLUX) joint program and the Master's in Finance (MFIN) joint program between IUM and the University of International Business and Economics (UIBE) in Beijing, People's Republic of China.

Applicants must be enrolled in the joint Master Program at UIBE and be accepted into the IUM MLUX or MFIN programs. Applicants will be considered for a scholarship award only after receipt of a complete application for admission accompanied by payment of the application fee.

Eight scholarships in the amount of €6,000 each will be awarded to be applied to the applicant's tuition.

The yearly award will be credited in three equal installments if recipients make installment payments during the academic year.

A completed Application for Admission and Scholarship Application Form must be received by the IUM Office of Admissions before March 1 each year for award in the following fall term.

Students must maintain a cumulative GPA of at least 3.0 and full-time student status during the period covered by the scholarship to retain the scholarship.

The IUM/Savannah College of Art and Design Graduate Program Scholarship

The IUM/Savannah College of Art and Design (IUM/SCAD) Graduate Program Scholarship has been pledged in order to offer financial support to SCAD alumni who have applied and been accepted into the MLUX Program at the International University of Monaco (IUM).

An applicant's letters of recommendation and essay also carry great weight in considering a scholarship application; students must demonstrate extraordinary leadership potential in past activities and a

commitment to international education in the area of luxury goods and services management in their essay and letters. Preference may be given to applicants who demonstrate the greatest financial need.

Applicants who have achieved a cumulative GPA or equivalent of at least 3.5 in their SCAD coursework may apply for the IUM/SCAD Graduate Program Scholarship. Applicants will be considered for a scholarship award only after receipt of a complete application for admission accompanied by payment of the application fee, and a completed Scholarship Application Form.

Three scholarships in the amount of €6,000 each will be awarded to be applied to the applicant's tuition.

The yearly award will be credited in three equal installments if recipients make installment payments during the academic year.

A completed Application for Admission and Scholarship Application Form must be received by the IUM Office of Admissions before March 1 each year for award in the following fall term.

Students must maintain a cumulative GPA of at least 3.0 and full-time student status during the period covered by the scholarship to retain the scholarship.

7: Academic Policies and Procedures

General Enrollment and Registration Policy

IUM enrollment policy recognizes the following types of student registration status:

- Full-Time
- Part-time
- Student-at-Large (non-degree seeking, see definition below)
- Auditor

Enrollment Status

Full-Time and Part Time Status

Students are assigned full-time status when they have registered in 12 credits per term at the undergraduate level¹ and the program-specific number of credits required per term at the graduate level.

Students lose their full-time status if they fall below these registration levels and are then considered part-time students.

Auditors

Currently enrolled IUM students in good academic and financial standing may audit one course per term to a maximum of three courses per academic year.

Students wishing to audit a course must indicate their choice explicitly when they register for that course. Their request to audit a course must be approved by the relevant program director and instructor.

Students may only audit courses that are not part of the core curriculum of the program in which they are enrolled.

Students are not permitted to audit Doctoral Program courses.

Audited courses are not assigned academic credit or grade points and are indicated as “L” on a student’s academic transcript. They do not affect a student’s GPA.

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

Auditors pay the regular tuition fee for the courses they audit. Please see the fees schedule in the section Tuition and Fees of the Catalog.

¹ There are two exceptions at the undergraduate level: in the term during which the student carries out the required Internship (4 credits) and in the last term of study when the student completes the Final Research Project and the Business Simulation that carry in total 8 credits. Please refer to the BSBA program outline for more details.

Student-at-Large Status

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

There is no limit to the number of courses students-at-large may take in an academic year.

Students-at-large pay an application fee and the standard per course tuition rate. Please see the fees schedule in the section Tuition and Fees of this Catalog. They are ineligible for financial assistance or scholarships.

Applicants for student-at-large status must provide transcripts for the highest degree attained. Students-at-large have grades recorded and receive credit for the courses they attend. They are required to satisfy all academic requirements for the courses they take including prerequisites.

Students-at-large may be permitted to apply up to nine credits earned as students-at-large to an IUM degree program on acceptance to the program, unless otherwise approved by the program director.

Students-at-large planning to formally apply for admission to an IUM degree program should have their intended course selection approved by the appropriate program director to ensure their relevance and later applicability to the program.

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

IUM graduates may register for continued coursework as students-at-large.

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

Admission to Degree-Seeking Status

Registering as a student-at-large 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 credit is 15 classroom hours, 30 hours of laboratory, or 45 hours of practicum.

One US semester credit is considered equivalent to two 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.

A student taking the normal full-time course load over three terms will move from one level to the next during the same academic year.

Course Load

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

The normal course load is between 14-16 credits per term depending on student level, with two exceptions: in the term during which the student carries out the required Internship (4 credits) and in the last term of study when the student completes the Final Research Project and the Business Simulation that carry in total 8 credits. Please refer to the BSBA program outline for more details.

A student with a CGPA of 3.0 or above and who has completed at least one term at IUM may be permitted to register for a maximum of 18 credits per term with the written approval of the Director, Undergraduate Programs. This does not include TRNG courses or courses taken as an auditor.

Students on academic probation may have to take a reduced course load (see Academic Probation section below).

Courses in Excess of Graduation Requirements

Students may take up to 15 credits in excess of their graduation requirements. The grades obtained in these courses are included in the GPA calculation. Students need to seek the authorization of the Undergraduate Program Director to take courses in excess of their graduation requirements at the moment of registration.

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 Undergraduate Programs Director 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 must pay the current tuition for each repeated course; see the section Tuition and Fees of the Catalog.

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 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 an 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. IUM minimum undergraduate academic achievement requirements are described below.

A student who has:

- Attempted 25% of the maximum program length (1.5 times the program length expressed in credits) must have completed at least 55% of the credits attempted and have obtained a minimum CGPA of 1.7.
- Attempted 50% of the maximum program length (1.5 times the program length expressed in credits) must have completed at least 60% of the credits attempted and have obtained a minimum CGPA of 1.8.
- Reached the maximum program length (who has attempted 1.5 times the total number of credits in the program) must have a minimum CGPA of 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 confer with the Director, Undergraduate Programs.

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 given 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 Programs. The Director, Undergraduate Programs 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. Requests for reinstatement after academic suspension must be submitted in writing to the Director, Undergraduate Programs.

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 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.

Leave of Absence

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

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.

Withdrawal: Course Withdrawal

General Policy

Students who wish to withdraw from a course must notify in writing the Director, Undergraduate Programs. The general refund policy applies (please refer to the Refund section this catalog).

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.

Withdrawal: Program Withdrawal

General Policy

IUM accepts two types of program withdrawal: Administrative program withdrawal and 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 academic program. Students who have been dismissed are automatically withdrawn from the program.

Voluntary Program Withdrawal

Student who do not wish to continue their studies in the program need to notify in writing the Director, Undergraduate Programs of their intention to do so. In the case of a program withdrawal the

student is also automatically withdrawn from the courses in which he or she is currently registered. The general refund policy applies (please refer to the Refund section this catalog).

Reinstatement

Students who have been withdrawn from a program for no longer than three terms may apply in writing to the Director, Undergraduate Programs 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 for admission.

Graduate Enrollment Policy

Definition of Credits

IUM's graduate programs operate on a US 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, 20 hours of laboratory, or 30 hours of practicum.

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. These course loads do not vary.

The normal course load and sequence for each program is detailed in the program specific sections of the Catalog.

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 and on space availability in the course.

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 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 registration fee for each additional course taken in excess of graduation requirements. Please see the section Tuition and fees of this Catalog.

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.

A graduate student who does not successfully complete a course may be permitted to repeat it in the following academic year by decision of the Graduate Academic Committee.

This does not apply to the Doctoral Program.

Graduate students may not 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 program director 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 one time although the Graduate Academic Committee may consider exceptional cases.

Students must pay the current tuition for each repeated course; see the section Tuition and Fees of the Catalog.

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 institutions other than IUM are not accepted into IUM graduate programs.

Transfer credits may be granted only 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 MonacoMBA program in 22 months from the date of first enrolment. Students must complete all course requirements within 22 months of first enrolment.

If a student fails a course he or she may not be allowed to repeat it and may be withdrawn from the program.

If a student does not complete the MonacoMBA in 22 months he or she will not be eligible to receive the degree. These students are eligible only for a Certificate of Completion.

- Executive Master of Business Administration.

Students must complete the program in 30 months from the date of first enrolment. Students must complete all course requirements within 30 months of first enrolment.

In exceptional cases, students may defer a module twice only in the entire program. This must occur in the first 15 months. Students are not permitted to defer individual courses.

Students who wish to defer a module must make a written request to the program director explaining the circumstances surrounding their request. Requests to defer a module are subject to approval by the program director.

If a student fails a course he or she may be permitted to repeat it when the course is next offered provided it falls within 30 months of the student's first enrolment. Students who wish to repeat a course must make a written request to the program director. Requests to repeat a course are subject to approval by the program director.

If a student does not complete the program within 30 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.

- Master in Luxury Goods and Services, Master's in Finance

Students must complete the program in 24 months from the date of first enrolment. Students must complete all course requirements within 24 months of first enrolment.

If a student fails a course he or she may be permitted to repeat it when the course is next offered provided it falls within 24 months of the student's first enrolment. Students who wish to repeat a course must make a written request to the program director. Requests to repeat a course are subject to approval by the program director.

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.

- Doctoral Program

Students must complete the Doctoral Program in three years from the date of first enrolment.

If a student fails a course he or she will be withdrawn from the program.

If a student does not complete the Doctoral Program in three years from the date of first enrolment he or she will not be eligible to receive the degree.

Academic Standing

A student enrolled in a graduate program must maintain a minimum term and CGPA of 2.7 to be in good academic standing.

At the end of each term the Graduate Academic Standing Committee reviews the transcripts of all graduate students whose term or CGPA is below 2.7.

IUM minimum graduate academic achievement requirements are described below.

Academic Warning and Probation

A student with a term GPA below 2.7 in any term is placed on academic probation.

Students on academic probation are issued a warning letter and must confer with the relevant program director.

A student on probation may be:

- Permitted to continue in a full-time program, possibly with a reduced credit load.
- Suspended from classes for up to two terms.
- Dismissed from the University.

Suspension and Dismissal

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

In certain, cases, a student who fails a course may not be allowed to continue in the program by decision of the Graduate Academic Committee or may be required to repeat the course in the following academic year. This does not apply to the Doctoral 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 Academic Committee.

Notification of suspension or dismissal will be given in writing.

Appeals and Reinstatement

Students may request to be reinstated after academic suspension by requesting reinstatement in writing to the relevant program director. They will only be considered for reinstatement to the University once their suspension has elapsed.

Students who wish to be reinstated at the University after academic dismissal must reapply for admission.

The Graduate Academic Committee may consider mitigating circumstances when making their decision.

When the presence of mitigating circumstances causes the student's grade point average to fall below minimum standards, a letter from the student requesting reinstatement may be submitted to the relevant program director for review.

A student may appeal at any time to the Academic Committee.

The relevant program director will determine whether a probationary reinstatement is necessary or if the decision is warranted.

Leave of Absence

Students may apply for a leave of absence in writing to 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 in writing the Program Director. 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 a written notification of withdrawal to the Program Director. Refunds are calculated from the day of receipt of written notice. The general refund policy applies (please refer to the Refund section this catalog).

Students who wish to be reinstated at the University after a withdrawal must reapply for admission.

Course Registration

Undergraduate Courses

All undergraduate core courses are usually offered every term. However, IUM reserves the right to cancel any undergraduate core course if there is insufficient demand for the course in a given term.

Undergraduate elective courses are sometimes only offered once or twice per academic year. IUM reserves the right to cancel any undergraduate elective course if there is insufficient demand for the course. Students should contact the program director for details on course offerings.

All course registrations, and course add or drops must be approved by the undergraduate program director. The program director may waive the pre-requisite requirement(s) for a course.

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 the fees schedule in the Tuition and Fees section of the Catalog.

Registration Deadlines

Registration deadlines for undergraduate students for the academic year 2008-09 are:

Fall Term 2008	30 June, 2008
Winter Term 2009	14 November, 2008
Spring Term 2009	6 March, 2009
Fall Term 2009	30 June, 2009

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 by the relevant graduate program director.

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

8: Student Services and Student Life

International Services Office

The IUM International Services Office (ISO) assists students on initial arrival and with visas, residency permits, and housing.

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 always available to field student questions, listen to concerns, and intercede where possible. Students should consult the *Student Guide to Life in Monaco* 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

A New Student Orientation and Integration is held each year to ensure students have a smooth introduction to life at IUM and to facilitate the success of their educational experience.

The 2008 New Student Orientation and Integration is scheduled for September 10-12, 2008. It is compulsory and all students are required to attend.

Office of Student Services

The Office of Student Services oversees general student life at IUM and is responsible for:

- Organizing social events, including student trips.
- The IUM Sport Program.
- Overseeing the IUM Student Association.
- Coordinating the Alumni Network

The Student Association

The primary purpose of the IUM Student Association is to represent student concerns, facilitate communication, and assist the faculty and administration in promoting the welfare of the campus.

Through participation on various campus committees, student government often influences IUM policy making. Student government is also responsible for organizing social gatherings and events, 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) and representatives from each grade level. Only students in good academic standing are eligible

for these positions. A student association executive member who falls in academic probationary status may be requested by the relevant Academic Committee to resign.

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.
- Listing service for part-time, full-time and summer employment.
- Career/employer reference library.

Alumni Association

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

IUM alumni work in a variety of corporate, non-profit, or self-employment settings. They are now serving as bank managers, corporate chief executive officers, accountants, sales managers, computer systems managers, financial analysts, educators, retail buyers, marketing managers, business consultants, and family business managers. In addition to small and medium-sized companies, IUM graduates are presently employed at international organizations.

As a small University, students develop close relationships with each other, faculty, and staff during their stay in Monaco. Some of these relationships will last a lifetime. IUM encourages alumni to stay actively involved through mentoring, recruiting, and advising. Our alumni also serve as a vital link to the business community. Local alumni can attend events sponsored by IUM, and are sometimes asked to serve as panelists, and discussion leaders. The Alumni network is coordinated by the Office of Student Services.

For further information, please send us an email at info@monaco.edu or give us a call at +377 97 986 986.

Investment Club

IUM students launched the Investment Club (IC) in 2007. The IC is supported by the IUM President and Dean.

The main objectives of the IC are to permit students to:

- Acquire knowledge about investment, financial markets, and trading. The IC is an opportunity to strengthen students' theoretical and practical knowledge of financial markets. The IC introduces students to trading tools and all the knowledge that will improve their investment decision making.
- Acquire experience in investment. The IC is a real project: Research and simulations are carried out to define the best investment strategies. Each student will work in a team with analysts to make professional analyses. Then, if the IC proves to be successful, it will raise money through institutions and sponsors.
- Organize conferences and other types of investment-related events. Conferences are a major objective of the IC. Maybe the most important link with professionals, conferences of high quality will be organized through the IC.
- Create networks between student and professionals and students and other students. The IC is open to all students; undergraduate and graduate students share their knowledge and bring their own vision of the market.