

**ΟΙΚΟΝΟΜΙΚΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΑΘΗΝΩΝ**



ATHENS UNIVERSITY
OF ECONOMICS
AND BUSINESS

ΣΧΟΛΗ
ΔΙΟΙΚΗΣΗΣ
ΕΠΙΧΕΙΡΗΣΕΩΝ
SCHOOL OF
BUSINESS

ΔΙΑΤΜΗΜΑΤΙΚΟ ΜΕΤΑΠΤΥΧΙΑΚΟ
MBA INTERNATIONAL

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ACADEMIC RULES & REGULATIONS



February 2017

INTRODUCTORY

The MBA International Program of the Athens University of Economics & Business (AUEB) is a leading international program in Business Administration, fully accredited by the Association of MBAs (AMBA). The program is offered by the Business Departments of AUEB (Department of Management Science & Technology, Department of Business Administration, Department of Accounting and Finance, Department of Marketing and Communication). It comprises of: a) the Full Time (F) Program and b) the Part Time Executive (E) Program. During or after their courses, students undertake an Immersion or an Integrated Project. Both programs lead to the degree MBA International.

Every academic year is divided into 5 academic terms. Each term is composed of 7 teaching weeks plus one week of exams, as follows approximately: Fall term: September – October; Winter 1 term: November – January; Winter 2 term: January – March, Spring term: March – May; Summer term: May – July. In addition, an optional preparatory period of 2-3 weeks takes place before the Fall term. The exact dates of the beginning and of the end of every term are announced at the beginning of the academic year.

The Program offers the participants the possibility of selecting one of the following majors: Finance, Marketing & Strategy, International Business, Innovation & Entrepreneurship, and Technology, Logistics and Operations.

The Program is administered by the Program Committee, according to the regulations of graduate studies of the University. The Program Committee consists of 11 faculty members from all Business Departments, and is headed by the Program Director. The Program Committee is assisted by the Admissions Office, the International Affairs Office, the Career Office, and the Secretariat of the Program. The Program can be delivered in locations outside Athens, if the circumstances require so.

1. ENROLLMENT

Participants accepted to the Program must hold a first degree from a recognized Greek or foreign University, Technological Educational Institution or Business School.

Participants are accepted in the program according to a number of criteria that include: prior work experience, academic performance, GMAT test result above 550 (mandatory only for the participants in the Full Time program), and individual characteristics.

Accepted participants holding a first degree from a foreign University, must apply to the Greek Center for Recognition of Foreign Universities (DOATAP) for the “Certificate of University Recognition”, prior to their official registration to the Program.

Applicants apply for admission to the program and to their major of interest by submitting a complete application form together with all the required documents, as described in the Call for Applications, and on the program’s website.

Candidates who have been accepted to the Program and have fulfilled all the typical requirements, register to it and to the major of their choice, prior to the beginning of the academic year during the dates specified by the Secretariat of the Program.

2. CREDITS & COURSES REQUIREMENTS

During their studies participants must gather, in total, 42 credits (90 ECTS), from core, elective courses and the Immersion/Integrated Project. To successfully complete the

coursework of the Program Part Time students are required to complete 42 credits, as follows: 24 credits from core courses, 2 credits from the Personal Skills Development (PSD) courses, 2 credits from the Integrated Project and the remaining 14 credits from elective courses. To successfully complete the coursework of the Program Full Time students are required to complete 42 credits, as follows: 24 credits from core courses, 2 credits from the Personal Skills Development (PSD) courses, 4 credits from the Immersion Project and the remaining 12 credits from elective courses.

Course requirements typically include individual and team-based exercises, assignments and case studies, class participation, business games, final project, and/or written final exam. The requirements for each course are presented in the course syllabus and by the instructor at the beginning of the course, along with the assessment methodology against these requirements. Intermediate assignments are to be returned by the faculty to the students, with grades and comments that will assist the student to better understand their progress.

3. SCHEDULING AND REGISTRATION FOR COURSES

Courses offered by the program are divided into full courses and mini courses. Full courses normally meet 7 times during the 7-week academic period, and account for 28 contact hours. Mini courses normally meet 5 times during the 7-week period and account for 15 contact hours. Full courses count for 2 academic credits, while mini courses count for 1 academic credit.

The course scheduling for every period is announced at the beginning of the academic year. However, small changes might have to take place and are then announced timely. For purposes of efficiency as well as effectiveness, courses of the Part Time track may be combined with those of the Full Time track. All courses are taught in the English Language.

Within two months of the start of the academic year, every participant is required to register for the elective courses that he/she wishes to attend during the program. Elective courses are offered subject to a minimum and a maximum number of participants. These limits may be altered only by a decision of the Program Committee. Changing the registered courses needs the prior approval of the Program Director, and can only take place before the start of the period in which the concerned course is given.

Registration for courses takes place online by every participant, on the program's Administration website. Every participant has access to this website through his/her own user name and password. Through this site, a participant can see the list of available courses, their schedule, the list of courses in his/her major, the faculty teaching every course, and a short course description. Participants are encouraged to register early for the courses they wish to take, as it will not be possible to register in a course once the maximum number of participants allowed has been reached. Each student is responsible to make the correct course choices and to check the curriculum during his/her studies so that he/she has the right credits & courses (for the major as well) to graduate.

The Program Committee reserves the right to change the curriculum and the course schedule, as well as the courses' prerequisites. The Program Committee also reserves the right a) not to offer an elective course or a major if there is teaching disability or inadequate demand for the elective or major, or b) to offer new courses, if this contributes towards the goals of the program.

4. QUALIFYING FOR A MAJOR

A participant indicates the major he/she intends to follow on his/her application form. During each academic year the student may change his/her major with the approval of the Program Director. To qualify for a major, a student needs to take at least 8 elective credits from the designated courses of the major. A student is free to choose the remaining credits (after fulfilling the major requirements) with any other course(s) offered in the program, and within the limits of availability.

5. COURSE WAIVING

A Part Time student with a previous Masters Degree, who has attended a similar course elsewhere at the Masters level in the last five (5) years, may submit evidence to the Program Director in order to have one core course waived. Only one core course (2 credits) might be waived. Waiving cannot be applied for elective courses.

6. PERSONAL SKILLS DEVELOPMENT PROGRAM

Every student follows a “Personal Skills Development (PSD) Program”, which takes place throughout the academic year. This personalized coaching and development program assists him/her to develop and improve his/her personal skills, such as communications, teamwork, leadership, stress management, negotiations, etc.

The PSD Program includes a number of activities, such as lectures, assignments, cases, role playing, presentations, coaching. The program counts for 2 credits.

7. IMMERSION PROJECT / INTEGRATED PROJECT

After having successfully completed the course requirements, **Full Time** students must undertake an **Immersion Project**, which counts for four (4) credits. The Immersion Project can be fulfilled through one of the following options: 1) Field Study Project (FSP); 2) International Internship; 3) Entrepreneurial Project; 4) CSR Action; or 5) Personal Project.

FSPs are company-sponsored consulting-type projects which are conducted in teams of 3-4 students during the period July-October. Sponsoring organizations pay an FSP fee (plus VAT) to the Program. FSPs are governed by an agreement signed with the sponsoring organization indicating the topic and scope of the project, the team working on the project (students, faculty supervisor, company liaison), the financial terms, issues of confidentiality, timetable of the project and the deliverables.

Students are responsible for indicating their interests and taking necessary contacts for identifying their Immersion Project in close collaboration with the Career Office, the Immersion Project Coordinator and faculty members. Students within the International Fellowship Program or other scholarship programs might be required to undertake the Immersion Project in collaboration with or under conditions defined by their sponsor.

After having successfully completed course requirements of at least eight of the ten teaching terms, **Part-Time** students must undertake an **Integrated Project**, which counts for two (2) credits. Students will work in teams of 3-4 on a timely business problem that reflects their knowledge and career development goals. The problem should be discussed

and analyzed in an integrated manner between theory and practice on the one hand, and from different professional perspectives on the other.

Both the Immersion Project and the Integrated Project concern real-life problems or business opportunities that organizations face. In dealing with the issues, students put the knowledge and skills obtained during the courses and the MBA program into practical use.

8. EXCHANGE PROGRAMS / STUDY VISITS

Participants of the program are encouraged to participate in international exchange programs or study visits in order to attend specialized courses or seminars of their interest. These exchanges take place with international Universities or Business Schools with which AUEB's MBA International Program has signed agreements for exchange or study trips. Information on the opportunities available can be provided by the program secretariat.

The credits taken by a participant for a course at one of these corresponding institutions may count towards the credits of AUEB's MBA International program, after approval by the Program Director. In case the students, in terms of the exchange, attend a course which does not correspond to a course in the curriculum of MBA International the course is being transcribed as 'Exchange course: Title'. Students interested in participating in one of these exchange programs or study trips, should express their interest to the secretariat office at the start of each academic year, indicating the institution, the period of the visit, and the courses or seminars they are interested in attending. Exchange visits typically take place in the last terms of the program.

9. FOREIGN LANGUAGE REQUIREMENTS

All Program participants must have knowledge of two (2) languages (mother tongue and English) before entering the program (entry requirement). The International Full Time students participating to the Program, must have knowledge of three languages (mother tongue, English and one more). The Greek Language course offered within the program can be used towards the fulfillment of this requirement.

10. COURSE ATTENDANCE

Students receive all the material (bulk packages, lecture notes etc.) that pertains to a course at the beginning of the corresponding term in which the course is taught.

Course attendance is obligatory, and students have to actively participate in all course activities, tutorials, labs, etc. Class attendance and active participation constitute part of the overall student performance assessment. If a student misses more than 3 class sessions in a full course, or more than 1 session in a mini course he/she has to take that course again the next time it is offered.

If a student does not take the scheduled exams at the end of a term, he/she can take the exam during the September re-examination period. If the same exam is not taken even in the September re-examination period the course has to be attended again.

11. STUDENT ACTIVITIES

While in the program, participants are encouraged to get involved in extra curricular activities of the program that can include: clubs related to the Majors, social responsibility

club, athletic clubs, newsletter club, FSP club, marketing club, sailing club, football club, etc.

12. GRADING SCALES

At the end of every academic term, students receive a final grade for each course. The grading scale is as follows:

8.51 – 10.00	= excellent (honors)
6.51 – 8.50	= very good
5.00 – 6.50	= good
0 – 4.99	= fail (F)
INC	= incomplete course (INC)

The average final grade is computed taking into account the number of credits for each course. Hence, the grades in the two-credit courses are weighted twice while in the one-credit courses are weighted once. The Immersion project grade is weighted four times and the Integrated Project is weighted twice.

13. INCOMPLETE COURSES

The “INC” grade is given when the student has not completed all the course requirements satisfactorily. In such a case the student must complete all requirements that fall short of the satisfaction of the instructor within the September re-examination period. Failure to complete the course requirements within the agreed time frame automatically implies that the student has failed the specific course. No student is allowed to have more than one (1) incomplete course during any academic term, unless special permission is granted by the Program Director. Incomplete courses are shown on the official transcript of the student.

14. FAILURE GRADE

An “F” grade is given when the student’s total performance in the course does not qualify for a passing grade. Students with an F grade have to take the course exam during the September re-examination period, and/or complete all other course requirement by the same date.

If a student accumulates the “F” grade in more than three (3) courses at any point in the duration of the Program, he/she is automatically disqualified and cannot continue the Program.

If the student passes the course during the re-examination, the grade he/she will receive cannot be greater than the lowest grade of the students that have already passed the specific course in the normal term. If the student fails the re-examination then he/she must re-register for the course. If a student fails a course he/she has already attended twice, he/she is automatically disqualified and cannot continue the Program.

Once a passing grade has been obtained by a student, it cannot be modified by any means.

15. ACADEMIC ETHICS

Students are expected to distinguish themselves for their ethos, integrity and immaculate behavior during their studies in the Program. Specifically, plagiarism, violating the

principles of the scientific ethics, and any kind of cheating or counterfeiting of facts is forbidden. Moreover, an anti plagiarism software will be used on random cases of students' projects. Every incident of this kind will be directly reported to the Program Director and will be evaluated by the Program Committee. Depending on the seriousness of the situation, penalties may vary from a simple warning to expulsion from the Program.

16. TUITION FEES

The tuition fees for the Program are decided each year by the Program Committee, in accordance to the guidelines provided by the University Senate. Tuition fees are announced before the start of the Program. For the academic year 2016-2017, the tuition fees of the MBA International program amount to 12.000 euros and a reduction of the fees is neither foreseen nor would it be allowed. Students from non-EU countries have to pay an additional registration fee of 1.500 euros. Cost of books is estimated to an additional 1.000 euros. Tuition fees do not cover books or other educational material.

All candidates who have been accepted to the program are required to pre-register and make an advance, non-refundable deposit within two weeks from acceptance in order to secure their placement in the Program. The amount of this deposit is equal to 4.000 euros.

The remaining amount is paid at the following dates:

Full Time students:

Second installment of 4.000 euros is due on December 31st

Third installment of 4.000 euros is due on March 31st

Part Time students:

Second installment of 2.000 euros is due on January 31st (Year 1)

Third installment of 2.000 euros is due on May 31st (Year 1)

Fourth installment of 2.000 euros is due on October 30th (Year 2)

Fifth installment of 2.000 euros is due on January 31st (Year 2)

Any delay of more than 15 days in the payment of an installment could cause the student's suspension from attending the courses and his/her further registration on the Program. Students are required to provide proof of their bank deposits to the Program Secretariat within 2 days of the deposit.

International students will have to make their own housing arrangements for the duration of their stay. The International Affairs Office can assist the students by providing a list of available apartments, as well as possibilities for sharing an apartment with fellow students.

If a student interrupts his/her studies or is asked to interrupt the Program due to unsatisfactory performance or non-compliance to the regulations, the tuition fees paid are non-refundable.

17. TRANSCRIPT OF GRADES / CERTIFICATIONS

Students, who have fulfilled all the typical requirements for the program, may receive upon request a detailed statement of their grades for all the courses they attended during the completed terms as well as a certificate of studies. If the students are sponsored by a company, a copy of their transcript can be provided to the sponsor, upon request.

18. CONDITIONS FOR SCHOLARSHIP CONTINUATION

Participants of the Full Time program who receive financial aid (partial or full scholarship, or fellowship) must achieve an average grade of 7.50 or higher and satisfactorily perform the duties associated with their assistantship; otherwise the financial aid is discontinued.

19. CONFERMENT OF THE MBA INTERNATIONAL DEGREE

All students who have successfully fulfilled the Program's requirements will be invited to participate in the graduation ceremony and receive the MBA degree. It must be noted again that students holding a first degree from a foreign university must have submitted the "recognition of equivalence" statement issued by DOATAP, prior to the date of the graduation ceremony.

Students who have achieved an average grade between 8.51 and 10.00 will receive the MBA degree with "Honors". The student who has achieved the highest average grade will receive his/her degree with "Highest Honors".

20. CONTRIBUTION TO CONTINUOUS IMPROVEMENT

The MBA International Program of AUEB bases its continued success on the commitment of its faculty and students. Both students and faculty are expected to contribute, each one in his/her own capacity, towards the greatest possible improvement of the Program.

Students are encouraged to contribute by making constructive criticism, proposals, and suggestions for improvement on any aspect of the program (including the curriculum, the course content, the teaching effectiveness, the secretariat support, the infrastructure, etc.). Teaching faculty are requested to offer their best in a modern and competitive academic environment, to maintain the highest standards of teaching, to offer sound advice and service, and to maintain an open attitude towards proposals for the Program's improvement.

Finally, members of the administration should offer their best in delivering excellent quality services in the areas of their responsibility, providing assistance and support to faculty and students, and maintaining high standards in the program.

The program is accredited by the Association of MBAs, and it is of paramount importance that all stakeholders make every effort to maintain the accreditation status of the program.

21. UPDATES TO THE PRESENT ACADEMIC RULES & REGULATIONS

All students must abide by the rules and regulations put-forth in this document. Furthermore they must accept any changes or modifications to the Academic Rules & Regulations approved by the Program Committee during their participation in the Program.