

Academic Regulations – MBA Programs

Expansion and updates of the Academic Regulations for Graduate Degrees

1. The Regulations

- a. These regulations apply to students in the MBA mini-semester programs. In the event of conflict with the general academic regulations for graduate degrees, the MBA regulations will take precedence.
- b. The Dean of Student Affairs is entitled to approve exceptions to these regulations and other Reichman University instructions if a student's personal circumstances warrant it.
- c. In special cases, and with the Dean's consent, the Committee for Student Affairs has the authority to approve exceptions to these regulations in academic matters.

2. Preparatory Studies (*Mechina*)

During the application period for graduate degree studies, the Admissions Committee will notify the candidates if they are required to take preparatory courses in mathematics, statistics, and economics as a prerequisite to their studies. Students who do not meet the prerequisites assigned to them cannot begin their studies in the program.

A passing grade in the preparatory courses is 60.

3. Attendance

- a. Students must attend all sessions scheduled in the program of study and in the assigned classroom. This also applies to study sessions scheduled outside the program's regular days of study.
- b. Students who for unjustifiable reasons do not attend more than one session of a course (that is, miss more than 4 of the course's 24 academic hours), will not be able to complete the course and will have to (re)take it the following year.
- c. Instructors may take attendance in their sessions in whatever manner they see fit.
- d. Students who, cannot participate in one of the sessions for justifiable reasons, must notify the course instructor in writing as soon as possible, together with appropriate explanations and documentation. The student is responsible for making up the material and assignments.

- e. The program head has the authority to stop the studies of a student who has missed a large number of sessions for unjustifiable reasons.

4. Failing a Course

A final course grade of less than 60 is considered as failing the course.

5. Waiving a Passing Grade

- a. Students who receive passing grades on final exams held on the first exam date (*moed Aleph*) and who wish to improve their scores on the course's second exam date (*moed Bet*), can notify the Student Administration no later than 7 days before the exam date.
- b. Students who made the notification in a timely manner, as stated above, and enter the exam room on *moed Bet* date, will be considered as having waived their *moed Aleph* passing grade, and may not retract this waiver.

Students can retract the waiver if they do not appear for the *moed Bet* exam.
- c. **The later grade is binding** and will replace the former grade, even if the later grade is a lower or failing grade.

6. Exemptions

- a. As a rule, given the focus of the MBA program is managerial applications, and as an important element of the program is class interactions, previous studies will not automatically merit exemptions from courses.
- b. Students requesting an exemption based on previous studies will submit a written request to the Program Head, together with previous course's syllabus, up to one month before the start date of the course. The Program Head, in consultation with the course instructor, may approve an exemption from all or some of the course's requirements.
- c. Students who did not receive a full exemption from a course can, with the Program Head's authorization, take an exemption exam. An exemption exam is the exam all the students take at the end of the course. Students who do not pass this exam will have to take the course in full the following year.

The exemption exam's grade will not be included in the student's GPA, and the grade on the transcript will be pass/fail (a passing grade is 60 or higher).

In some cases, students who receive an exemption from a specific course will take another course in its place from the list of courses in the various specializations, subject to the Program Head's requirements. As a rule, when receiving exemptions from more than two courses, students will substitute the exempted course with other elective courses.

- d. Full exemption can only be given to two core courses, and according to the following conditions: From the Contract Law course, students with an LL.B. who have passed the Bar exam and are licensed by the Israel Bar Association; From the Financial Accounting course, students with an Accounting degree who have passed the CPA qualification exams and have a CPA license.

To receive an exemption from the above courses you must have a GPA of at least 75 in your undergraduate degree.

- e. Students who were approved an exemption from a particular course will not be eligible for a tuition discount because of the exemption.

7. Continuity of Studies

Students may take time off from their studies only once, for a period that does not exceed two academic years. Cessation of studies for more than two years will require the student to reapply, meet the current admissions standards of Reichman University and begin their studies over again.

8. Cessation of Studies

Students who wish to cease their studies must immediately notify the Program Coordinator of their decision in writing.

The relevant clauses of Reichman University's Tuition Regulations apply to students who cease their studies.

9. Termination of Studies

Students' studies are terminated by the Committee for Student Affairs. The Committee comprises the Dean of Arison School of Business, Head of the MBA program, and the Deputy Dean. Students' cases will be brought to the Committee in the following cases:

- A student has accumulated 3 failures in courses in different fields of study. 'Failure' refers to the following:
 - f. A final course grade of less than 60 **after the first exam date**. An improved grade on the second exam date does not cancel out the failure.
 - g. Not completing the course assignments and/or missing more than one course session.
 - h. Not showing up to an exam without authorization of the Program Head.

The Committee can, as an exception, permit a student to continue in the program on a probationary basis. In such a case, any additional failure will result in the immediate dismissal of the student. In the event the Program Head authorizes a

student to not enroll in a specific course, this course will not count towards accumulated failures.

- Should a student fail a core course on both exam dates, the Committee is entitled to, as an exception, allow the student to retake the course with the following class, with additional fees. If the student does not pass the exam with the following class, the Committee can recommend terminating the student's studies.
- Students in violation of a disciplinary regulation, as set out in the Disciplinary Regulations below.

10. Resumption of Studies

Students who suspended their studies, according to section 7 above, and wish to resume their studies, will submit a request to resume studies to the Program Coordinator no later than three months prior to the beginning of the semester in which they wish to resume their studies.

11. Eligibility for a Graduate Degree

- a. Students who have successfully fulfilled the academic requirements in all fields of study are eligible for a Graduate Degree.
- b. Reichman University reserves the right to withhold the degree until all financial obligations related to studies are fulfilled, including returning library books and any other items the student loaned from the university.

12. Conferral of *Cum Laude*, *Magna Cum Laude* and *Summa Cum Laude* Degrees

The MBA programs do not award degrees with honors.

Students may request to know their class ranking after they've completed their studies.