



Master of  
Business Administration Program

# KSE MBA ACADEMIC POLICIES

Kyiv School of Economics

2016

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MBA at KSE is governed by a set of academic policies, which are standard academic policies of an MBA program on international level. These policies cover such areas as admission, graduation, as well as the entire educational process.

## **ADMISSION PROCESS**

### ***Applying for Admission***

The admission procedure at KSE's MBA is highly personalized, and there is help available to assist a potential student at every step of his/her application process. The Admissions Committee evaluates candidates to assess the potential they have to master the program and to meaningfully contribute to it, as well as the program's alignment with the candidates' goals. The factors, which are paid attention to during the evaluation process, are as follows: professional work experience, an admission interview, and the previous academic history.

The Admissions Committee consists of: MBA Academic Director, VP of Management Education, MBA Program Manager.

### ***Admission Criteria***

MBA is a professional program, which combines management theory with the practical skills that modern employers need. The objective of the MBA program at KSE is to take a student's career to the next level with an efficient blend of academic experience and practical skills. Therefore, prior to enrolling in the MBA program, it is required to have two years or more of relevant work experience.

Therefore, the requirements for admission to the MBA program are as follows:

- At least two years of relevant work experience.

- Undergraduate degree (2.00 minimum GPA) or equivalent of “C” grade average from an accredited university with stronger academic performance during the last two years of undergraduate education.
- High level of performance during the Admissions Personal Interview. The Admissions Interview covers such areas as professional goals of a candidate, the goals of MBA pursuits, etc.
- Demonstrated leadership, academic and professional potential.
- English Proficiency: KSE English Placement Test (minimum score of 60%), or TOEFL iBT (required score – 90).
- Successfully passed admission Mathematical and Logical test (minimum score of 60%). Applicants with result of Mathematical test lower minimum score are recommended to attend preparation classes. Applicants, with the results of the Logical test below the required level do not pass an introductory interview.

### ***Work Experience***

Only post-baccalaureate work experience is counted as work experience. It is counted from the beginning of work experience after receiving the undergraduate degree until the time a potential student enters the MBA program. Full-time management experience (direct responsibility for organizational assets, management of people, projects, processes, data, finances, etc.) is desired. At the same time, work experience does not have to be business-based, but it should demonstrated leadership growth and career progression. Work experience may include other areas such as teaching, military service, etc.

Exceptions for outstanding applicants without the two years of work experience may be made if the potential candidate demonstrates exceptionally high performance in all other required fields.

### ***List of the Documents Required for Admission***

- Application form;
- Official transcripts and diplomas (Bachelor Degree and/or Master Degree);
- Copy of passport and tax ID;
- Proof of fully paid tuition;
- CV.

### ***MBA Entry Interview***

Strong performance during Entry Interview is a “must.” During the entry interview, a potential student needs to be able to talk about his/her leadership and managerial accomplishments. By the time of entry interview, such an individual has to have some accomplishments which demonstrate his/her leadership potential. KSE’s MBA looks for MBA student candidates who will be valuable addition to the classroom experience of the class as well as potential leaders for their current organizations and future careers.

### ***MBA Entry Exams***

Applicants must provide proof of English proficiency by submitting a TOEFL score (or an equivalent English test) or by taking an English placement test at KSE to begin study in the degree curriculum. The International faculty teaches classes with the understanding that students have the required English proficiency. Students take an entry Math/Logic and English tests as a part of the entry procedure.

### ***MBA Prerequisite Preparatory Courses***

For candidates with a non-business background, MBA prerequisite preparatory courses offer unique opportunities. For individuals whose primary background is in

the study of law, engineering, computer science, the social or natural sciences, or other non-business field, pursuit of a graduate degree in business is an excellent opportunity to complement their education, improving their chances of promotion as well as broadening and enhancing their employment options. Particularly for students with law or engineering background, for whom many career possibilities exist within the world of business, the lack of background in business administration can be a barrier to many excellent career opportunities. The MBA program at KSE can bridge the gap between knowledge of law, engineering, and other non-business backgrounds, and its application to business situations.

There is a pre-requisite Math class which students are expected to take if needed to improve their program performance.

There is also a pre-requisite English language class conducted for this purpose.

Students are expected to take these classes simultaneously with taking regular MBA courses if their entry exam performance is below the required minimum level.

### ***Registration***

After a potential student has successfully passed Entry Interview, Entry Exams, submitted all the paper work, paid tuition fees, s/he may be registered as an MBA student.

Upon being accepted to the MBA program, a student receives a student ID number.

## GRADUATION

### *MBA Graduation Requirements*

MBA students will be granted an MBA degree upon satisfactory fulfillment of the following requirements:

- Completion of all of the required courses and credit hours required for the degree.
- A min cumulative grade point average of 2.0 (Grade C).

Students are responsible for satisfying the requirements for graduation and for observing the academic regulations of KSE.

Petitions for graduation will be approved by the MBA Academic Office if all degree requirements have been completed before the proposed graduation date and if all required documents have been submitted and fees paid.

A student may be dropped from candidacy for serious academic misbehavior by a decision of the MBA Academic Office.

A student is not eligible to graduate if he/she has an F grade that was not compensated with a higher grade. In the event of an F grade, the student has to take the same course again and pass it with a positive grade. A fee of \$300 for re-taking the course needs to be paid.

Students who at the end of their studies get cumulative GPA of “A-” or higher qualify for a KSE Diploma with Honors.

### *Non-Thesis Degree*

The KSE MBA is a non-thesis degree for which a final oral examination is not required.



## **EDUCATIONAL PROCESS**

### ***Student ID Number***

Upon being admitted into the program, each student gets a student ID number.

### ***Class Attendance***

KSE MBA program seeks to uphold a dynamic classroom environment, where students are actively engaged in the learning process drawing knowledge from in-class instruction as well as from the shared knowledge of the class. Such a community's shared commitment for learning is facilitated by the mandatory class attendance.

A student must be present at no less than 75% of all class meetings.

If a student misses more than 75% of class meetings, s/he will not be allowed to take the Final exam.

The student may be allowed to take the Final exam only after an additional consultation with the course instructor.

### ***Student Absence***

The student is expected to notify the Head of the Academic Affairs Department and his or her instructor of the reason for absence as soon as possible. When the reason for the absence is known well in advance (for example, in cases of participation in students' academic seminars, conferences), the student must request the permission from the instructor well in advance. Where the reason is not known well in advance (for example, in cases of illness or compelling circumstances beyond the student's control), the student must inform the instructor, as soon as the reason develops, if that is feasible or, otherwise, as soon as possible after its development.

### ***Completion of Course Assignments***

All course assignments must be submitted on time. In case of submitting a late assignment, a grade deduction may take place. To avoid grade deduction, students are encouraged to email their completed assignments to the Academic Office/Instructor in case they do not plan to be present during the day of assignment submission.

### ***Missed Exams***

If a student misses a Midterm exam, s/he needs to write it until the end of the course. If a student misses the Final exam, s/he needs to write it not later than two weeks after the end of the course.

The make-up assessment must be held in KSE premises at a time and place mutually agreeable to the instructor and student and in consultation with the Academic Affairs Department.

The content of such an exam is different from the content of the exam that other students wrote earlier.

### ***Incompletes***

An instructor may give an Incomplete (“I”) grade to a student whose course work at the end of a course is missing any assignments which was the result of some unpredicted circumstances (e.g. a student illness). The student is responsible for completing the workload. The student receives a grade for the course only after all the assignments have been submitted.

### ***Change of Grade***

If a student has special circumstances because of which s/he can re-write exam(s) or submit assignments, a change of grade is possible.

The class instructor fill in the special Change of Grade Form and submits it to the Academic Affairs office to be placed in a student file.

#### **CHANGE/REPLACEMENT OF GRADE**

NAME OF STUDENT	
STUDENT NUMBER	
COURSE TITLE	
NAME OF INSTRUCTOR	
SEMESTER WHICH WAS COMPLETED (DATE)	
ORIGINAL GRADE RECORDED	
INFORMATION TO BE CHANGED	
NEW GRADE TO BE RECORDED	
REASON FOR CHANGING	PLEASE SPECIFY
SIGNATURE OF INSTRUCTOR	
DATE	
ANY ADDITIONAL COMMENTS	

### ***Grading***

A grade is a symbol used to impart information to students, and other relevant individuals and institutions with a legitimate need for that information. Grades are the instructor's best assessment of a student's performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills.

A rich variety of evaluation methods are used, from essays and tests to demonstrations and projects, not all of which lend themselves to numerical evaluations on a 100-point scale. How a numerical scale, if used, translates into

letter grades is left up to the discretion of the individual teacher. The following descriptions of each letter grade:

- **A grade of "A" in a course** indicates exceptional mastery of the course's objectives in both knowledge and skills. While a grade of "A" may not symbolize perfection, it does indicate that the student has demonstrated consistently high standards of commitment, clarity, and application. Typically, the "A" grade further signifies a student's creativity, insight, and breadth of comprehension. Because we all bring to our academic work a variety of developed skills and abilities, as well as interests and talents, students should not expect to earn an "A" in every course they take.
- **A grade of "B" in a course** indicates solid mastery of the course's objectives in both knowledge and skills. Further, the "B" grade indicates a student's facility with analyzing course material and his/her clarity in expressing that facility although he/she may not demonstrate the depth and breadth of comprehension that merits the "A" grade, regardless of the amount of time spent on a specific assignment.
- **A grade of "C" in a course** indicates competent mastery of the course's objectives in both knowledge and skills. A student who earns a "C" should feel reasonably confident about his/her ability to move on to the next course in a sequence within a discipline or about his facility with the course's objectives. For some students, a grade of "C" may represent significant intellectual growth; for others, only modest growth.
- **A grade of "D" in a course is NOT a pass grade for MBA students.** It indicates less than sufficient mastery of the course's objectives in both knowledge and skills.
- **A grade of "F" in a course is NOT a pass grade for MBA students.** It indicates insufficient mastery of the course's objectives in knowledge and skills.

The grade of "D" and "F" are not meant to discourage students about their academic work, but rather to afford them an accurate appraisal of their performance.

GRADE	DESCRIPTION	PERCENTAGE	GPA (4.0 scale)
A	<b>Excellent</b> Indicates exceptional mastery of the course's objectives in both knowledge and skills.	A+ 98-100	4.00
		A 93-97	4.00
		A- 90-92	3.75
B	<b>Good</b> Indicates solid mastery of the course's objectives in both knowledge and skills.	B+ 88-89	3.25
		B 83-87	3.00
		B- 80-82	2.75
C	<b>Average</b> Indicates competent mastery of the course's objectives in both knowledge and skills.	C+ 78-79	2.25
		C 73-77	2.00
		C- 70-72	1.75
D	<b>Poor</b> Indicates less than sufficient mastery of the course's objectives in both knowledge and skills. <b>“D” is NOT a passing grade for MBA Students</b>	D+ 68-69	1.25
		D 63-67	1.00
		D- 60-62	0.75
F	<b>Fail</b> Unsatisfactory performance or failure to meet course requirements.	F 59 and less	0.00
I	<b>Incomplete:</b> Assigned by the instructor when, student is unable to complete the requirements of a course.		
W	<b>Withdraw:</b> Authorized withdrawal within the official drop period.		

Because the five grades described above still include a range of performance levels and because grades need to be seen, in part, as gauges to future achievement, teachers use the plus (+) and minus (-) to further refine their grades, indicating how close a student's performance comes to the adjacent levels.

At the MBA program, the min passing grade in a course is “C”.

### ***Calculating QP (Quality Points) and GPA (Grade Point Average)***

KSE transcripts include a grade-point average, or GPA. The GPA is a number that indicates the average grade received. In calculating the grade-point average, letter grades are converted into a numerical format as follows: A=4, B=3, C=2, D=1, with 1/3 point up or down for pluses and minuses. Marks from courses graded on a pass/fail basis are not considered when calculating grade-point average.

To calculate the GPA for one term:

- Multiply the point value of the letter grade (according to the scale used) by the number of credit hours. The result is the grade points (Quality Points – QP) earned.
- Total the credit hours for the term; total the QPs for the term.
- Divide the total Quality Points by the total credit hours for all terms. The result is the GPA for the term.

Here is an example:

<b>Course</b>	<b>US Hrs</b>	<b>Grade</b>		<b>Points</b>
Marketing Management	3	B	(3x3.00)	9.0
IT Applications	3	C	(3x2.00)	6.0
Seminars in Business Policy	3	D	(3x0.00)	0.0
International Management	3	C-	(3x1.75)	5.25

Total hrs: 12

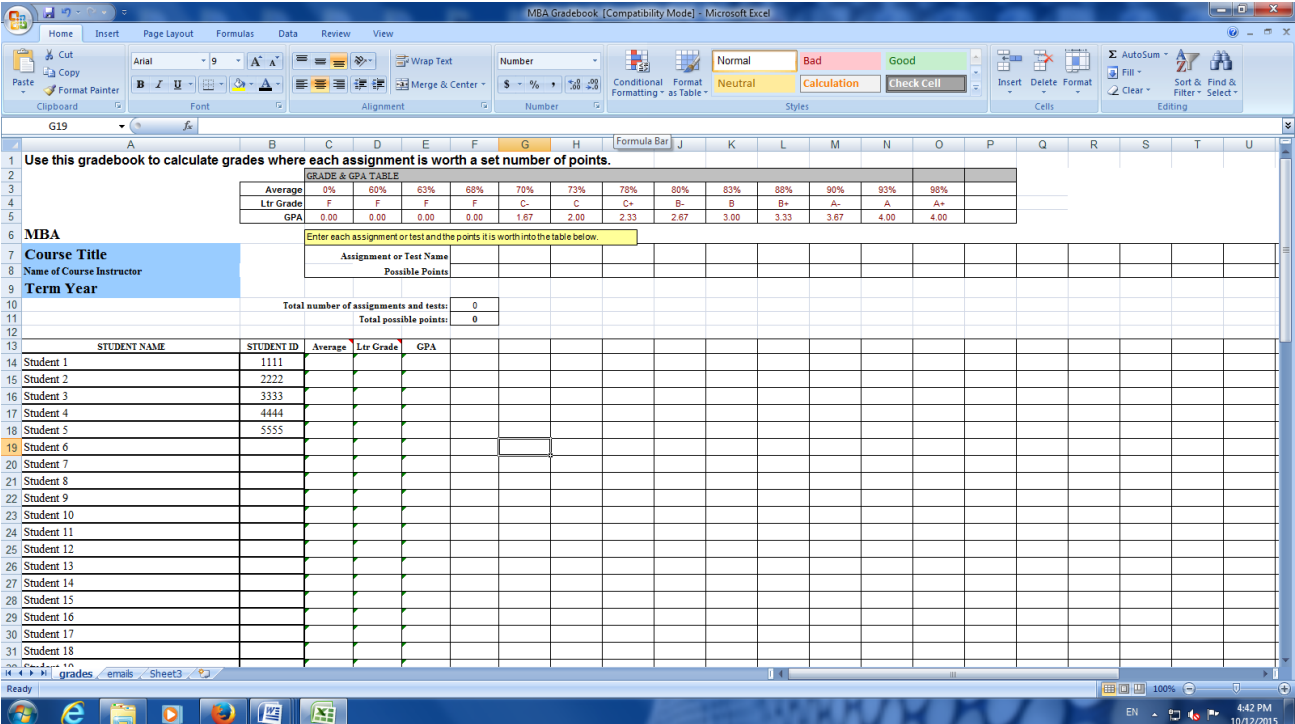
This student's point-hour ratio (GPA) would be 1.69 (20.25 points divided by 12 hours attempted).

**NOTE:** no points are earned for a “D” grade, but the hours are calculated into the point-hour ratio (GPA).

## Gradebooks

Instructors use special gradebooks to fill in the points acquired by students for each assignment. The gradebook automatically calculates the final grade and GPA based on the data. This method standardizes grade-assigning process and minimizes subjectivity in grade-assigning.

Here is a screenshot of a Gradebook:



The screenshot shows an Excel spreadsheet titled "MBA Gradebook [Compatibility Mode] - Microsoft Excel". The spreadsheet is divided into several sections:

- Instructions:** "Use this gradebook to calculate grades where each assignment is worth a set number of points."
- GRADE & GPA TABLE:** A table with columns for Average (0% to 98%), Ltr Grade (F, F-, F, F+, C-, C, C+, B-, B, B+, A-, A, A+), and GPA (0.00 to 4.00).
- Course Information:** Fields for "MBA", "Course Title", "Name of Course Instructor", and "Term Year".
- Assignment Entry Table:** A table with columns for "Assignment or Test Name" and "Possible Points".
- Summary:** Fields for "Total number of assignments and tests" and "Total possible points".
- Student Data Table:** A table with columns for "STUDENT NAME", "STUDENT ID", "Average", "Ltr Grade", and "GPA".

## Transfer Credits

In order to transfer credits from another educational institution to KSE, a potential student must provide KSE with the information regarding the learning outcomes of the course, for which the credit transfer is sought. Furthermore, adequate information on certification/accreditation/quality assurance of the HEI from which the credit transfer is sought must be provided by the potential student.

If the HEI possesses nationally/internationally recognized accreditation, and if the learning outcomes are not substantially different from the ones at KSE, credit

transfer may be allowed. In case of rejection of foreign qualification, substantial differences in the learning outcomes have to be substantiated.

### ***Transcript***

An Academic Transcript is an official document detailing a student's academic record for the period of enrolment at KSE. It is a student's complete and permanent academic record, and includes all courses undertaken or attempted and the final letter grade for each course.

Note: The Transcript records all grades successfully and unsuccessfully completed which are calculated in the cumulative GPA.

#### *Contents of an academic transcript:*

- Student name and ID number
- Year of study and program
- Course and unit titles
- Credit points
- Marks and grades - all recorded grades and marks, including any fail grades or courses you discontinued after the official add/drop period.
- Grade point averages (GPA) for each semester and a cumulative GPA for the overall period of study.

The Academic Transcripts only available in hardcopy - we do not have a softcopy option.

#### **Routine**

- Transcripts can be requested in person only by filling out the Transcript Request Form in the Academic Office.
- Provided that all fees are paid, the transcript will be prepared between 3 - 5 working days.



- Official Transcripts are signed by the Academic Director.

Each student receives an academic transcript upon completion of the program. A transcript may be issued upon completion of each semester at a student's request. A student needs to contact the Academic Affairs Office a week ahead of the date the transcript is needed. If transcripts are to be sent directly to the university, the mailing address has to be provided together with the request. The KSE's MBA program uses the A-B-C scale.

Here is how the transcript looks like.

]

Kyiv School of Economics									
Ukraine									
1, <del>Mazepa</del> Street, Kyiv, 01010, Ukraine									
Tel: (38044) 492-80-12									
<a href="http://www.kse.org.ua">www.kse.org.ua</a>									
Academic Transcript									
STUDENT NO:	XXXXXXX					CREDITS EARNED:	15		
FIRST NAME:	John					ECTS CREDITS EARNED:	30		
LAST NAME:	Johnson					GPA:	3.30		
BIRTHDATE:	XXXXXXX								
MAJOR:	MBA								
<u>Grade positioning</u>									
<u>Subject</u>	<u>Mark</u>	<u>Letter Grade</u>	<u>QP</u>	<u>ECTS grade</u>	<u>Credits</u>	<u>Credit earned</u>	<u>ECTS credit</u>	<u>Below</u>	<u>Above or the same</u>
Fall 2015									
Managerial Economics	92	A-	11.25	A	3	3	6	73%	27%
Marketing and Sales MNGMT	83	B	9.00	B	3	3	6	61%	39%
Macroeconomics for Business	98	A+	12.00	A	3	3	6	33%	67%
OPM	91	A-	11.25	A	3	3	6	69%	23%
Quantitative Methods	80	B-	8.25	C	3	3	6	20%	79%
Term GPA :	3.30								
Spring 2016									

### *Student Workload*

Students are provided with the information as to the time that a student of average ability would be expected to put into a course in order to obtain a passing grade. This information is provided by each course instructor in the beginning of a course, during syllabus presentation. This also includes explanation of course assessments. Assessment requirements for each course are clearly defined in the course syllabus.

Generally, students should be able to expect that the time and effort required for each assessable task reflect the contribution of that task to the final grade.

MBA at KSE uses the following EU regulation:

1 credit = 25 hours = 8 in class + 17 outside of class

A student is expected to contribute his/her time effort depending on how many credits the class is worth of.

For example, for a 6-credit course the calculation is as follows:

6 credits =  $8 \times 6$  (in class) +  $17 \times 6$  (outside of class) = 150 hours

### ***Knowledge Assessment***

#### *Completion of Course Assignments*

All course assignments must be submitted on time. In case of submitting a late assignment, a grade deduction may take place. To avoid grade deduction, students are encouraged to email their completed assignments to the Academic Office/Instructor in case they do not plan to be present during the day of assignment submission.

#### *Midterms/Finals/Quizzes*

KSE requires conducting a Midterm exam at the middle of the course and a Final examination at the end of the course. However, KSE also encourages instructors to prepare more graded assignments over the duration of the course. These include quizzes, projects, presentations, take-home assignments, etc. This will aid students to learn the course material better and will also aid in the final grading.

- All tests, exams and/or quizzes are supposed to be proctored. It is expected that instructors will proctor their own examinations, however if there is a need, please notify the Academic Office for the need of additional assistance.

- Examinations are supposed to objectively represent the material covered in the course and need to be graded and returned or posted in a timely matter.
- All examinations are supposed to be designed to distinguish between knowledge levels of students.
- Faculty should provide a copy of their examinations to the Academic Office.
- Grade changes must be approved by the Academic Office, and processed officially. A completed grade change form must be submitted no later than the end of the second week following the assignment of the grade.

#### Final Examinations – Scheduling and Grading Policies

- The scheduling of final examinations is done by the course instructor in consultation with the Academic Office, and is usually completed by the last week of the course.
- The schedule will include the auditorium and time for all final examinations.
- Faculty can choose at their discretion how to conduct final examinations, i.e. material for final examination can be cumulative.
- Students who want to change a final examination time must receive approval from the course instructor.
- Final grades are usually provided to the Academic Office no later than two (2) weeks after the final class.

#### Types of Examination/Test Questions

As it has been stated earlier, to graduate from MBA program, students must complete a full range of compulsory and core courses. Each course has at least two major tests – midterm test and final test – as well as different assignments during the semester, such as quizzes, group presentations, and papers. The major purpose of *examinations* is to certify a student's achievement in a course. Each *examination* is *aligned* with the defined learning outcomes of each course and objectively

measures of essential knowledge, skills and abilities of the students. Examinations utilized at KSE's MBA program generally are of the following types:

- Multiple choice questions (MCQs); a series of answers where only one of the offered answers is correct.
- True/false (T/F) questions; offer only two opposing answers. T/F questions can effectively diagnose a learner's level of understanding of complex concepts but can be subject to guesswork.
- Matching items: two lists of terms are provided and the learner is asked to match terms from one list with terms on another list.
- Short answer or structured response questions; formed similarly to MCQs but without the offered answers. Learners have to write an answer into the free space provided for it, emphasis is placed on assessing the ability of a learner to produce an appropriate response, not just identify the correct alternative. Learners must know the correct answer to complete structured response questions.
- Extended answers or essays; emphasis is on testing integration and development of hypotheses.
- Team presentations.

### *Academic Integrity*

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

- **Plagiarism** — submitting all or a part of another's work as one's own in an academic exercise such as an examination, a computer program, or a written assignment.
- **Cheating** — using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.

- **Facilitating Academic Dishonesty** — helping another commit an act of dishonesty, such as disseminating information on upcoming exams.
- **Fabrication** — altering or transmitting, without authorization, academic information or records.

Principles of academic integrity require that every student:

- Properly acknowledge and cite all use of the ideas, words or results of others.
- Make sure that all work submitted as his/her work in an academic activity is produced without the aid of unsanctioned collaboration or unsanctioned materials.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference.

Compliance with these principles is necessary in order to insure that:

- Every student is given proper credits for her/his ideas, words, results and other academic accomplishments.
- All academic work done by a student is fairly evaluated and no student has an inappropriate advantage over others.
- The academic and ethical development of all students is fostered.
- The reputation of the University for integrity in teaching and research is maintained and enhanced.

Failure to adhere to these principles of academic integrity threatens both the reputation of KSE and the value of the degree awarded to its students.

### ***Review of Examination Materials/Appeal Policy***

Students have an opportunity to review papers, examinations and assignments after they have been graded by the professor/ instructor. In case of final examination, this review is to be in the presence of the instructor/ professor or the Academic Affairs Department staff. Students have a right to review within three days after the grades are communicated or assignments are distributed (day of posting is counted as a day). In the event a student requests an appeal of an examination or course grade, the appeal must be made in writing to the examining and grading faculty and the Head of the Academic Affairs Department within three days of the posting of the examination or course grades. An appeal must:

- Be in writing;
- Refer to a specific question or problem;
- Contain an argument on which the student bases his/her appeal.

The examining and grading faculty should respond to the appeal within five days. In the event that the appeal is resolved between the student and the examining and grading faculty, that fact will be made known to the Head of the Academic Affairs Department. In the event that the appeal is not resolved between student and the examining and grading faculty, that fact will be made known to the Head of the Academic Affairs Department and the Academic Director. An Appeal Committee of the Academic Director, KSE Director and a faculty member other than course instructor will have the final responsibility for resolution of the disputed appeal. In the event the Academic Director is not in Kyiv, he will designate a faculty member to represent him.

The Appeal Committee, in five days, from its creation makes the decision, either:

- Give/not to give the student possibility to retake the examination in the defined time period (but not later than two weeks after the examination session ending);

- Check the work of the student to ensure the correctness of grading. If grade considered inaccurate, every member of the Appeal Committee grades the student's work and final grade considered as the mean of their grades.

The decision of the Appeal Committee is the ultimate result and can not be reconsidered.

### ***Student-Faculty Relations***

The Kyiv School of Economics fosters an atmosphere of mutual respect among students and faculty, and expects conduct worthy of such respect. KSE faculty tend to be open and informal in their relations with students, typically regarding their students as social equals and partners in the task of learning. Professors' expectations and evaluations regarding academic performance, however, are demanding and purely professional. Faculty also expect students to take initiative and participate actively in the classroom, interacting with the professor and with one another. Faculty have an obligation to make clear what they expect of students, to articulate the criteria for evaluation of performance, and to explain the reasons for the grades they give; however, final authority in grading rests with the faculty member, and students are expected to accept and respect that authority. Faculty will typically be generous with their time in helping students learn, but they are busy people and will not want to waste their time.

All KSE faculty hold regular office hours, and students are encouraged to use this opportunity to meet with faculty as an aid in mastering course material and to expand their understanding of the professional role of economists. Visiting faculty anticipate that office hours will be used by students to ask questions to help them better to understand the topics covered in lectures and home-works.

### ***Teaching Evaluations***

Teaching evaluations at KSE are conducted each mini-term the week before the final exams. The purpose of such evaluation is to help the faculty and staff in deciding upon and implementing improvements to the course of study and

instructor's performance. We expect all students to fill out the evaluation forms every term. Evaluations are anonymous and faculty members can view the results only after grades have been recorded. Evaluations are not public and are confidential.

### ***Disenrollment***

Student may be subject to the KSE's Faculty Meeting decision on disenrollment for the following reasons:

- For not meeting the "C" requirement and failure to reach this level by the set timeframe;
- For receiving 3 failing grades;
- For missing classes without proper reason and/ or documentation for the whole mini-term;
- For academic dishonesty, unethical behavior and violation of the set policies of the Kyiv School of Economics.

Student can also be disenrolled upon his/her personal request. Such requests are approved by the Academic Director.

Students who are dropped from the KSE due to the unsatisfactory performance or upon personal request are not eligible for automatic readmission. Instead, they must go through the entire admission process, just as if it were the first time and, if admitted, can study in the KSE only on self-financed basis, beginning studies from the very beginning.

When a student leaves the Kyiv School of Economics for one of the above reasons, he/she is obliged to do the following within one week after disenrollment:

- 1) Return all textbooks received to the KSE Library;
- 2) Return all student ID cards;
- 3) Complete the roundabout list



4) Coordinate the financial support issues with the KSE Administrative Department.

### *Academic Vacation*

Academic vacation is a one-year deferral from studies. The final decision whether to grant academic vacation to student or not and under which financial conditions belongs to the KSE Director. Students can request an academic vacation for the three following reasons:

- Serious health disability
- Short-term study at another educational institution/ program
- Serious family constraints

For all of the above reasons, students must submit all relevant documentation and a request letter to the KSE Academic Affairs Department, as well as regulate their financial conditions with the KSE Administrative Department. To return from academic vacation, the student should submit a letter to the KSE Academic Affairs Department requesting reenrollment.

In special cases, at the discretion of the KSE Director, the duration of the academic vacation can be extended for one more year. Requests for the extension of the academic vacation for one more year by the deferred tuition students can be approved only with the condition of payment of all outstanding tuition amount.