



**The University of Haifa**

**Faculty of Management**

**The Department of Business Administration**



# **Academic Regulations**

**October 2016**

**\* Subject to the approval of the Graduate School of Management Council and the Graduate  
Studies Authority**

# The University of Haifa - The Department of Business Administration

## Academic Regulations

### 1. General

#### 1.1. Holders of senior position at the University, the Faculty and the School

At the University:	Chairman of the board of governors:	Prof. Alfred Tauber
	President	Prof. Ron Robin
	Rector	Prof. Gustavo Mesch
	Vice President – Management	Mr. Baruch Marzan
	Dean of Graduate Studies	TBA
At the Faculty:	Dean	Prof. Yitzhak Samuel
At the Department:	Head	Prof. Shay Tzafir

#### 1.2. Institutions of the Faculty

##### 1.2.1. The Faculty Council

The Council is the highest academic authority of the **faculty**. The council is headed by the Head of the **Faculty**.

##### 1.2.2. The MA Committee

The MA Committee is an academic authority that operates as an arm of the council. There are four members of the committee. The committee recommends the teaching arrangements and the programs of studies. It also deals with individual students' matters in response to written application by the student. The chairman of the committee is the department's Head or his/her deputy. Two other members are elected by the council. Another faculty member from another department of the Faculty is appointed by the Dean of the Faculty of Management based on the recommendation of the department's Head. Principle type decisions of the

committee require approval of the School Council, and at times such decisions are reviewed by the Dean of Graduate Studies.

### **1.2.3. Admission Committee**

The Admission Committee handles all applications for admission to graduate studies towards the MBA degree, based on the record of studies of each applicant, the GMAT score, his/her command of the English language and the managerial experience of the candidate.

### **1.2.4. The Department's Office**

The School Office is an administrative unit that deals with planning and operation of all aspects of the program of studies in accordance with the guidelines of the MA Committee and the Department's Head.

The **Department's** Office handles all contacts between students and the administrative units of the university. It handles the time table, the examination schedule, certificates and diplomas, interviews and selection process, advice and registration, granting of advance standing, issue of record of studies certificates etc.

## **2. Admission Criteria**

### **2.1. General**

The objective of the MBA program is to prepare the student for managerial roles. The program offers the student the opportunity to acquire essential and broad knowledge in the different fields of business administration. The program assists the students in developing their ability to analyze and plan business activities. It also provides the students with techniques in order to identify managerial problems and issues and arrive at appropriate decisions. The MBA program seeks to develop integrative managerial capabilities.

## **2.2. Ethics**

The studies are based on mutual trust between the university and its students. Students are expected to behave in a manner that honors the university and its students. The University's Code of Ethics is published as part of the University's calendar.

## **2.3. Active Participation in Studies**

### **2.3.1. An MBA Student**

A person is considered as a student of the MBA program only if he/she:

1. Has been admitted to the program in accordance with the admission criteria;
2. The program of studies of the person was approved in accordance with the academic regulations;
3. Has completed the registration procedures per the academic regulations of the Division of Student Management of the University;
4. Has paid tuition fees.

### **2.3.2. Admission Requirements**

The number of students admitted to the MBA program is limited by the school's capacity. Persons can become candidates to the MBA program if they fulfill all of the following:

1. Were awarded at least an undergraduate degree from an accredited university graduating at an average grade of 80 and above.
2. Have at least three years of managerial experience after completion of their undergraduate degree studies. Previous managerial experience is advantage but not required for admission to the Global Green MBA
3. Passed the GMAT / GRE / Internal exam at a minimum score that will be determined by the **Department** .
4. Have a very good command of the English language as determined by appropriate standards.

5. Have submitted on time the application for admission form and supplied all the required documents on time.
6. Passed an interview according to the standards of the Admission Committee
7. The Admission Committee of the **Department's** decided to admit them.

In accordance with the rules and regulations of the Authority of Graduate Studies of the University of Haifa, applicants who graduated from universities outside of Israel, or at Israeli extensions of foreign universities who operate with the official permission of the Israeli Commission for Higher Education, are required to pass successfully the GRE test.

### **2.3.3. Use of Personal Computers**

MBA students must possess basic skill and knowledge in operating personal computers and good command of basic tools such as spreadsheet, word processor, statistics tools and PowerPoint prior to the start of one program. Different courses require the use of personal computers, and a modem that enables the student to use the University library. Many courses also use course web sites. Each student is required to possess or at least have free access to a personal computer a communications modem. Students receive user i.d. numbers that can be used in order to connect to the university computer, to electronic mail facilities and to the internet.

### **2.3.4. Tuition Fees**

Each student must pay tuition fees according the university regulations in full and on time.

### **2.3.5. Supplementary Learning Material – The Class Committee**

Each cohort of students is supported by several members of the class who operate as a volunteer representative of the class in order to facilitate the study process. The class committee collects money from all class members in order to acquire

supplementary material, books, printed material, computer programs and other necessary items.

## **2.4. Language**

### **The Program in Hebrew**

#### **2.4.1. Command of the English language**

Each MBA student must be able to demonstrate good command of English in reading, comprehension, writing, oral presentation and in conversation. Some of the courses in the program may be offered in English. The extent of the student command will be examined.

#### **2.4.2. Hebrew**

Good command of Hebrew is a basic requirement. Students who don't possess a Hebrew matriculation certificate or who graduated from a foreign university must demonstrate sufficient fluency in Hebrew. Sufficiency is examined by an examination prior to the beginning of the school year. The grade in this examination is not part of the overall grade point average of the student in the MBA program. This paragraph is not valid for the program in English.

### **The International programs**

Each student in the International MBA programs must demonstrate very good command of the English language that includes good comprehension and ability to express oneself orally and in a written manner in English. Classes in this program are conducted entirely in the English language.

## **3. The Structure of the MBA Studies**

### **3.1. General**

The MBA program contains:

(a) Basic courses; (b) Core courses; (c) Specialized courses; (d) Integrative courses.

Courses are related and interrelated, and they are offered as a sequence that is based on pedagogic considerations.

### **3.2. Organization**

The courses are offered in a sequence of about seven periods. Each period consists of eight weeks and one additional week for examinations or submission of projects. Courses in the program are in three categories: short, medium and long courses. A short course is based on a single standardized class unit (SCU) that extends over 75 minutes of net teaching time per week. A medium course is based on two SCU's per week, while a long course consists of three SCU's per week or equivalent. In each period there are three or four courses. Some courses are offered in a different format in order to provide for flexibility in the program. These are taught during a concentrated week or two.

### **3.3. Days and Hours of classes**

Classes are normally conducted on Mondays / Thursdays – afternoon and evening, depending on the program and on Fridays until 14:00. Concentrated week courses are taught during all work days of a particular week.

### **3.4. Studies requirements**

The MBA program requires all students to fulfill the requirements of all courses in the program.

### **3.5. Advanced Standing and Exemptions**

#### **3.5.1. Advanced standing based on parallel graduate studies**

A student may apply for an advanced standing for courses taken as a graduate student at another graduate School or Faculty of Business under the following conditions:

- a. The application was submitted to the School's Office before the commencement of studies
- b. Each of the courses is equivalent to a course taught at the School
- c. The courses were taken in a recognized academic institution.
- d. The student successfully completed and received a passing grade in the courses for which an advanced standing is requested.

The maximum number of advanced standing for such courses is 8 courses. If the request to grant advanced standing is approved by the Teaching Committee, the SCU's of the courses will be included in the students' program of studies.

### **3.5.2. Exemption for Courses Taken at an Undergraduate Program.**

In some cases, exemptions will be given for courses taken at the undergraduate studies provided that these courses were taken within a particular specialization of the student (e.g., Accounting, Economics Statistics etc.). The maximum number of exemptions is one course. The grades obtained by the student on courses for which he/she were exempt will not appear in the student's grades sheet of the MBA program. Exemption requests must be submitted to the Teaching Committee of the School prior to the beginning of the program of studies. Exemptions will only be granted for courses that are deemed equivalent to MBA courses.

Applications for advanced standing and for exemptions will be evaluated by the MA Committee of the School and its recommendations is transferred to the Authority for Graduate Studies of the University.

## **3.6. Consultation and Registration to Courses**

### **3.6.1. Studies Form**

In each academic year students will submit studies form that lists all the courses the student is scheduled to take during the said academic year.

### **3.6.2. Cancellation**

If any course is cancelled, the Office of the School will delete the course from the personal studies form. In such cases the course might be replaced with another course that will be added in the Form.

### **3.6.3. Double registration**

A student who has completed all the requirements of a course may not register to the course again as part of his/her program of studies.

### **3.6.4. External Courses**

A student who obtained exemptions from courses may take up to three “external courses” (courses that are offered by another academic unit of the university at its graduate program) provided that the student received written approval signed by the chair of the Teaching Committee to do so, as well as from the academic unit of the university that offers the course. These courses will be part of the student’s record of studies and the grades obtained will count towards the average grade of studies towards the MBA degree.

## **4. Students’ Study Duties**

### **4.1. Attendance**

Students must attend all classes, workshops, seminars and tutorial sessions. Non attendance nullifies the student right to be examined and obtain a final grade in the course.

### **4.2. Duration of the Program**

The international programs contains five - seven consecutive periods of classes.. A student is not allowed to progress at a pace that is slower than the standard pace of the cohort of students.

### **4.3. Prerequisites**

Registration to courses is predicated upon fulfillment of course prerequisites. A student who has not fulfilled the prerequisites for a particular course loses the right to register to subsequent courses, and will not be able to complete the entire sequence of courses within the stated duration. Such students will have to wait until the next time the “blocked course” is offered. Waiting may last several periods. In such cases an adjustment of the tuition fee might be required.

#### **4.4. Storing of Course Credits**

A student may suspend his/her program of studies for a period of up to two years. In such cases, credit for courses that were successfully completed is stored for a period of up to two years. An application for storing credit of completed courses must be submitted to the Teaching Committee of the School for approval. A student whose request to store courses was granted may reactivate the record and continue his studies only in subsequent cohorts. The stored credits will be appropriately recorded in the student’s Studies Form.

#### **4.5. Limitation of Courses (elective courses)**

**4.5.1.** Opening of each course is conditional upon having an appropriate number of students interested in taking the course. In principle, the School will not open courses for which the number of students is insufficient. The Head of School will advise the students in case such a course is cancelled.

**4.5.2.** At times the number of students who may register for a particular course will be limited at the discretion of the instructor. In such cases the right to register for the course will be determined by the average grades attained by students up to that particular period of studies. In case the course does have a prerequisite course, the grade obtained on that prerequisite course(s) might also be taken into consideration in determining the right to register to the course.

#### **4.6. Examinations and Grades**

##### **4.6.1. Participation**

Students are required to fulfill all course requirements in each course during the period where the course is conducted. In order to fulfill the requirements, students

must attend all sessions and actively participate in the discussions, submit all assignments and projects, and pass all examinations that determine the final grade in each course.

#### **4.6.2. Passing Grade**

Students must obtain a minimum grade of 65 in order to pass a course. The instructor may determine the final grade in the course on the basis of one or more examinations and/or on the basis of other written assignments (project, seminar work etc.).

#### **4.6.3. Information**

During the first session in each course the instructor will inform students, in addition to the course syllabus, how the final grade in the course is determined. The grades of the final examination are submitted to School Office within seven days of the completion of the examination. In special cases the School Head may grant an extension of the deadline for submitting date and submitting the final grades. In all cases, posting the grades will be coordinated in a manner that will not prevent a student from taking courses for which the said course is a prerequisite. The grade list will be posted on the School Bulletin Board, and will not reveal the student's name.

#### **4.6.4. End of Period Examinations**

End of period examinations are conducted during the week that follows the eight week study period. Exact time table for the examinations will be communicated to the students at the beginning of each period. There's only one final examination in each course with no make-up examinations. It is the student's responsibility to ascertain that his grade appears on the bulletin board and recorded in his record of studies.

#### **4.6.5. Discontinuation of Studies**

A student who has not fulfilled all the course requirements, failed to write the final examination or attained a grade that is lower than 65 will not be permitted to continue his studies towards the MBA degree. The student will have to retake the

course in full the next time the course is being offered. The student's courses will be stored.

#### **4.6.6. Projects and Written Reports**

Written project reports must be submitted no later than one week after the last class session of the course. The instructor will submit the grades within three weeks after projects submitted. It is the student's responsibility to ascertain that his grade appears on the bulletin board and recorded in his record of studies.

#### **4.7. Entitlement to the MBA Degree**

Students who have successfully completed their studies are granted the degree of Master of Business Administration (MBA). The degree is granted subject to the following cumulative conditions:

- a. The student has successfully completed his studies in accordance with the requirements of the School and of the Authority of Graduate Studies both relative to the number of SCU and course composition.
- b. The student fulfilled the following requirements:
  1. Attained a passing grade in all courses (65 and higher);
  2. Attained an overall grade point average of 76;
  3. Has cleared all of his obligations to the university;
  4. Has approved in writing his final grades.
- c. After the student's entitlement to the degree is approved, the grades cannot be changed.

#### **4.8. Graduation with Excellence**

Granting the degree with distinction is determined by the Authority for Graduate Studies in accordance with procedures approved by the Permanent Committee of the University of Haifa.

## **5. Examinations Procedures**

### **5.1. Procedures for the student**

#### **5.1.1. Entitlement**

A student is entitled to participate in an examination only if the course appears in his Studies Form, and if he has fulfilled all course requirements. The student must show a valid student card. It is mandatory to arrive on time to the examination venue and adhere to the university examination procedures.

#### **5.1.2. Failure**

In case a student attained a grade that is lower than the minimum passing grade in a course he must attain a passing grade the following time the course is offered. The student must fulfill all the requirements in that course. A second failure in that course will prevent a continuation in the MBA program. In case a student failed in two courses the Teaching Committee will consider whether or not the student may continue his studies towards the MBA degree.

#### **5.1.3. Excess Grades**

An “excess grade” is a grade obtained by a student either in an elective course or in a course taken outside of the Graduate School of Business, and the SCU’s of this course are not required for completion of the minimum SCU’s for the program. In such cases students may request that the grades in these courses not be counted towards the final grade of the program.

### **5.2. Weighing the Grades**

#### **5.2.1. Weighing**

Each grade is weighed by the SCU of the course. The Periodic Average is a weighted average of the grades in all courses taken during that period. The final weighted average

grade in the program will comprise 20% of the final project (consisting of three courses), and 80% of all other courses in the program.

#### **5.2.2. Non-inclusion**

Grades not included in the final weighted average are Excess Grades (see 5.1.3) and grades on courses determined by the School's Teaching Committee.

### **5.3. Grade Petitions**

#### **5.3.1. Rights**

Students have the right to petition a grade within seven days from the day the grade was posted on the bulletin board.

#### **5.3.2. Procedure**

. The student will review the exam in the presence of the instructor or his assistant, and will submit a petition in writing.

#### **5.3.3. Response**

The instructor, or anyone authorized by him, will respond to the petition within seven days. The grade included in the response will be the final registered grade in the course. This grade may be higher or lower than the original grade.

#### **5.3.4. Non Eligibility**

The MA Committee is entitled to waive the right to petition the grades in a particular course.

### **CLARIFICATION**

**The use of gender in the language of this document applies both to male and female students and instructors.**

**The Rules and Regulations that apply to all graduate students at the University of Haifa apply also to the students of the Graduate School of Management.**