



# GHU

GLOBAL HUMANISTIC UNIVERSITY

## **COURSE REGULATIONS**

### **GLOBAL HUMANISTIC UNIVERSITY (GHU)**

**CUSTOM MASTER OF BUSINESS ADMINISTRATION (MBA)**

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## STUDY REGULATIONS

**Master degrees** normally tend to focus on knowledge–deepening courses, with the possible orientations either in a vertical direction where students go in–depth in a subject area from the first cycle, or horizontally/intra–disciplinary meaning that students add new subject areas of business, or finally going diverse, which means including courses and topics not directly linked to business, for instance psychology or engineering. Master programs normally contain substantial thesis component, usually involving empirical research. The aim of the GHU Master program is to equip students with in-depth knowledge and understanding of their professional field, informed by current and emerging practice, scholarship and research including a critical awareness of current issues and developments in their subject areas and their profession. Students will be provided with the opportunity to develop their ability to apply research to professional situations, both practical and theoretical, and to effectively employ and critically evaluate a range of subject-specific techniques and research methods applicable to their professional activities in management and leadership positions. The Program is on level 7 *European Qualifications Framework*.

The requirements are Bachelor's degree or above in a relevant subject, or candidates with other relevant qualifications and a minimum of five years' relevant work experience may also be considered for admission. Those without formal qualifications need to demonstrate relevant work experience and the ability to study at postgraduate level. Final admission is granted by the Global Humanistic University (GHU) Admissions unit. The regulations are published on the website.

## 1. GENERAL

### 1.1. SCOPE

These course regulations apply to all validated study programs offered by the Global Humanistic University (GHU) except for the doctoral programs, to which different regulations apply.

### 1.2. AIMS OF THE PROGRAMS

1.2.1. Master degrees normally tend to focus on knowledge–deepening courses, with the possible orientations either in a vertical direction where students go in–depth in a subject area from the first cycle, or horizontally/intra–disciplinary, meaning that students add new subject areas of business, or finally going diverse, which means including courses and topics not directly linked to business, for instance psychology or engineering. Master programs normally contain a substantial thesis component, usually involving empirical research. The aim of the GHU Master of Business Administration (MBA) program is to equip students with in-depth knowledge and understanding of their professional field, informed by current and emerging practice, scholarship and research, including a critical awareness of current issues and developments in their subject areas and in their profession. Students create their own customized MBA program specifically tailored to their needs. There are no specific obligatory courses. All courses can be selected randomly and at the student’s own discretion. The **Custom MBA** is the ideal study program for the students to acquire the exact skills they need to advance their professional career. Students will be provided with the opportunity to develop their ability to apply research to professional situations, both practical and theoretical, and to effectively employ and critically evaluate a range of subject-specific techniques and research methods applicable to their professional activities in management and leadership positions. The program is on level 7 of the *European Qualifications Framework*.

1.2.2. The assessments on the programs are designed to provide students with the opportunity to demonstrate achievement of the intended learning outcomes including expertise and skills relevant to their professional career goals.

1.2.3. The programs prepare students for a wide range of careers in the areas of business, government, public administration, law, finance and the media. However, the qualifications awarded do not guarantee automatic access to jobs in these sectors or promotion (e.g. to senior civil service positions) for those in employment.

### 1.3. REQUIREMENTS FOR ADMISSION TO THE PROGRAMS

- Bachelor's degree or above in a relevant subject, or
- Candidates with other relevant qualifications and a minimum of five years' relevant work experience may also be considered for admission. Those without formal qualifications need to demonstrate relevant work experience and the ability to study at postgraduate level.

Final admission is granted by the Global Humanistic University (GHU) Admissions unit.

### 1.4. FINAL QUALIFICATION

The Global Humanistic University will confer the following academic title to students who successfully complete their study program:

#### MASTER OF BUSINESS ADMINISTRATION (MBA)

### 1.5. CURRICULUM, DURATION

#### 1.5.1.



- 1.5.2. The MBA programs are delivered online, via the GHU-website, a 24-hour access online learning system. There are no fixed entry points and students can enroll into the study programs at any time during the year.
- 1.5.3. Students create their own customized MBA program specifically tailored to their needs. There are no specific obligatory courses. All courses can be selected randomly and at the student's own discretion. The **Custom MBA** is the ideal study program for the students to acquire the exact skills they need to advance their professional career.
- 1.5.4. Students can enroll into their program at any time during the year. The individual starting date will be confirmed as the official date of enrolment/registration.
- 1.5.5. If students are only interested in one or two courses, they can register and complete the courses to broaden their knowledge and acquire certain skills.

For each completed course you will receive a certificate, the **CAS (Certificate of Advance Studies)** after passing each course examination and another certificate, the **DAS (Diploma of Advanced Studies)** after successfully completing three courses and the relevant examinations.

If you then feel like studying further and broaden your knowledge, you can then complete another three courses and receive the official MBA diploma (**Master of Business Administration**).

If you then want to apply for the **extensive MBA at the highest level** in order to be able to enter a doctoral program at a later stage, you will have to complete another three courses and redact a master thesis.

- 1.5.6. Students may apply for credit transfer for studies undertaken elsewhere (provided their previous studies were at an appropriate level). A maximum of 30 ECTS credit transfer can be awarded towards the MBA program. Credit transfer will reduce the number of courses students need to complete for their award, however, the minimum duration of study cannot be reduced by credit transfer.

## 2. ASSESSMENTS

### 2.1. ASSESSMENT AIMS

- 2.1.1. The assessments are designed with the aim to provide all students with the opportunity to demonstrate achievement of the course and program learning outcomes.
- 2.1.2. The overall assessment strategy aims to ensure an appropriate balance between formative and summative assessment in order to maximize students' learning and research outcomes. To cater to a range of learning styles, summative assessment methods include case study analyses, written examinations, coursework, essay, report, presentation or viva voce, field project (a number of them based on case studies) and, in the case of the MBA, the dissertation.

### 2.2. ACADEMIC BOARD

- 2.2.1. The Academic Board consists of six members. Additional members will be co-opted as appropriate.
- 2.2.2. The Academic Board ensures adherence to the course and assessment regulations. It may make recommendations on assessment regulations and decide on formal appeals against provisional assessment results about a provider's action or lack of action, or about the standard of service provided by or on behalf of the provider.
- 2.2.3. The Academic Board is quorate when at least two eligible members are present.
- 2.2.4. The Academic Board decides with simple majority.
- 2.2.5. The meetings of the Academic Board are not open to the public. Members are bound by a strict requirement of confidentiality. At the start of a meeting, the Chair will remind attendees that the proceedings and discussions are strictly confidential.

## 2.3. ASSESSMENT BOARDS

2.3.1. The Master Assessment Board consists of the Academic Board President, the Rector, two students, and two academic staff.

For general advice:

A diversity officer and a quality management representative.

2.3.2. The Master Assessment Board meets three times a year.

2.3.3. Terms of reference:

To award the relevant qualifications, in the light of recommendations from the appropriate programs. To consider the implementation of GHU assessment policy and related matters of principle and to make any recommendations arising to GHU Academic Board.

2.3.4. The conduct of the Assessment Boards is subject to the appropriate specifications of GHU regulations.

## 2.4. INTERNAL EXAMINERS

Assignments are marked and internally moderated by course tutors and other appropriately qualified staff appointed by GHU.

## 2.5. ASSESSMENT TYPES

Possible types of assessment on the Custom MBA program:

- Case study - analyses
- Homework
- Essay
- Report
- Presentation
- Master thesis (Dissertation)



TYPES OF EXAMS	EXAMINATION (EX)	TYPES OF EXAMS			
		ESSAY (ES)	REPORT (RE)	HOMEWORK HW	ANALYSIS (AN)
<b>STRUCTURE</b>	- According to exam type	<ul style="list-style-type: none"> <li>- Initial page</li> <li>- Introduction</li> <li>- Body</li> <li>- Conclusion</li> <li>- Bibliography</li> <li>- List of figures</li> <li>- List of tables</li> <li>- List of abbreviations</li> <li>- Appendix (es)</li> </ul>	<ul style="list-style-type: none"> <li>- Initial page</li> <li>- List of contents</li> <li>- Introduction</li> <li>- Body</li> <li>- Summary</li> <li>- Bibliography</li> <li>- List of figures</li> <li>- List of tables</li> <li>- List of abbreviations</li> <li>- Appendix (es)</li> </ul>	<ul style="list-style-type: none"> <li>- Initial page</li> <li>- List of contents</li> <li>- Introduction</li> <li>- Body</li> <li>- Summary</li> <li>- Bibliography</li> <li>- List of figures</li> <li>- List of tables</li> <li>- List of abbreviations</li> <li>- Appendix (es)</li> </ul>	<ul style="list-style-type: none"> <li>- Initial page</li> <li>- List of contents</li> <li>- Introduction</li> <li>- Body</li> <li>- Summary</li> <li>- Bibliography</li> <li>- List of figures</li> <li>- List of tables</li> <li>- List of abbreviations</li> <li>- Appendix (es)</li> </ul>
<b>Question form</b>	Supplementary questions with interpretation, 1 Short case study, 1 Reflection	Short, open question -	Specific and detailed question, with issues to be worked out	Open question with a concrete example to deal with	Comprehensive problem with specific questions, points to be dealt with and "work instructions."
<b>Contents</b>	- Answer to all questions and completion of all tasks	<ul style="list-style-type: none"> <li>- Explanatory elaboration</li> <li>- Personal viewpoint</li> <li>- Own reasoning sustained by relevant <b>literature</b></li> </ul>	<ul style="list-style-type: none"> <li>- Factual representation</li> <li>- Limited personal viewpoint</li> <li>- Use of relevant <b>literature</b></li> <li>- In-depth research required</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Scientific method</b></li> <li>- Discussion, comparison, <b>juxtaposition of different approaches</b> used to express relevant findings in corresponding <b>literature</b></li> <li>- Student's own viewpoint can be inserted</li> </ul>	<ul style="list-style-type: none"> <li>- Expansion of practical "cases"</li> <li>- Own interpretation and representation with reference to relevant <b>literature</b></li> </ul>
<b>Format</b>	Site	PDF	PDF	PDF	PDF
<b>Workload Text</b>	3 hours	Module Exam (5 ECTS): 3,000 words	Module Exam (5 ECTS): 3,000 words	Module Exam (5 ECTS): 3,000 words	Module Exam (5 ECTS): 3,000 words
		Module Exam (10 ECTS): 5,000 words	Module Exam (10 ECTS): 5,000 words	Module Exam (10 ECTS): 5,000 words	Module Exam (10 ECTS): 5,000 words
		<b>The rules of scientific work and the quotation guidelines apply to the preparation of the exams.</b>			

	TYPES OF EXAMS	
TYPES OF EXAMS	Presentation (PRE)	
	Written	Oral
<b>Structure</b>	<ul style="list-style-type: none"> <li>- Initial slide</li> <li>- Overview slide</li> <li>- Contents slide</li> <li>- Summary</li> <li>- Bibliography</li> <li>- List of figures</li> <li>- List of tables</li> <li>- List of abbreviations</li> <li>- Appendix (es)</li> </ul>	<ul style="list-style-type: none"> <li>- Short welcome</li> <li>- Presentation of the topic</li> <li>- Content presentation</li> <li>- Summary</li> <li>- Conclusion</li> </ul>
<b>Question</b>	Concrete factual question	
<b>Contents</b>	<ul style="list-style-type: none"> <li>- Factual and organized response to the relevant questions in the form of concise, comprehensible, convincing, and traceable slides, that include relevant and corresponding <b>literature</b> references.</li> </ul>	<ul style="list-style-type: none"> <li>- Summary (key points) of the written presentation</li> </ul>
<b>Format</b>	PDF	MP4
<b>Workload</b>	min 1.000 – Max. 2.000 words 30 min in writing	15 min. oral
<b>Text</b>	The rules of scientific work and the quotation guidelines apply to the preparation of the exams.	

### 2.5.1. Essay

The essay is an explanatory elaboration of a question from a personal point of view. The focus is on one's own opinion/representation of the questions raised. The personal argumentation must be supported by scientific literature.

Structure:

- Exam cover sheet

- Introduction: Objectives of the work, problems / questions to be dealt with / structure of the work
  - Main part: Execution of the main points, argumentation best by means of examples.
  - Conclusion: A concise summary of the points of view dealt with. Mention of any unresolved issues.
  - Bibliography
  - List of Figures (if required)
  - List of tables (if necessary)
  - List of abbreviations (if necessary)
  - Attachment(s) (if required)
- 5.000 words

#### 2.5.2. Report

The report is a factual presentation of a topic. The own opinion is only asked to a limited extent, although the topic can be dealt with in own words and conclusions can be drawn, the elaboration and argumentation of the question, however, should take place mainly based on relevant technical literature. In-depth research is welcome.

Structure:

- Examination cover sheet
- Table of contents
- Introduction: Questions and problems of the work, structure of the work, if necessary, description and justification of the procedure.
- Main part: Scientific elaboration of the question with reference to the examination-relevant literature and, if necessary, in-depth research. (Attention: source must be quoted!) Clear and understandable structure of the paper.
- Concise summary of the most important points and results.
- Bibliography
- List of Figures (if required)
- List of tables (if necessary)
- List of abbreviations (if necessary)

- Attachment(s) (if required)

5.000 words

### 2.5.3. Homework

The term paper is a scientific treatise with a clear structure and outline. The focus is on the discussion/comparison/comparison of different approaches from the literature. Own opinion can flow in.

Structure:

- Examination cover sheet
- table of contents
- Introduction: Questions and problems of the work, structure of the work, if necessary, description and justification of the procedure.
- Main part: Scientific elaboration of the question with reference to the examination-relevant literature and, if necessary, in-depth research. (Attention: source must be quoted!) Clear and understandable structure of the paper.
- Concise summary of the most important points and results.
- Bibliography
- List of Figures (if required)
- List of tables (if necessary)
- List of abbreviations (if necessary)
- Attachment(s) (if required)

5.000 words

### 2.5.4. Case study - Analysis

A company, a situation or a complex of topics is analyzed according to scientific criteria. The participants must make their own considerations with reference to relevant literature. In the question concrete points are addressed, which are to be worked out. Own interpretation, critical questioning, presentation of relevant approaches/concepts etc., own estimation are required.

Structure

- Audit cover sheet

- Table of contents
- Introduction: Questions and problems of the work, structure of the work, if necessary, description and justification of the procedure.
- Main part
- Summary
- Bibliography
- List of Figures (if required)
- List of tables (if necessary)
- List of abbreviations (if necessary)
- Attachment(s) (if required)

5.000 words

#### 2.5.5. Presentation

##### 2.5.5.1. Written Presentation

Prepare a Power Point slide set for a (theoretical) 30-minute presentation. The set of slides must be understandable and conclusive and must present the acquired specialist knowledge. The slide design must be suitable for an actual presentation, i.e. short and concise preparation of the contents on the slides, appealing design.

Structure

- Audit cover sheet
- Overview slide: Presentation Structure Presentation (corresponds to table of contents)
- Slides x - y with content (topic processing)
- Summary of the
- Slide with bibliography
- List of Figures (if required)
- List of tables (if necessary)
- List of abbreviations (if necessary)
- Attachment(s) (if required)

Min. 1.000 mx. 2.000 words

##### 2.5.5.2. Video Presentation

The video presentation is a 15-minute oral presentation based on the results of the previous submission task in the same course. Since the content of the video presentation is determined by the elaborations of the preliminary submission task (HA, RE, ...), the submission task must be filed first in this course. A registration for the video presentation is therefore only possible after positive completion of the submission task in the course.

#### 2.5.6. Dissertation

See 3. Dissertation

### 2.6. ASSESSMENT DATES AND LOCATIONS

2.6.1. Coursework assignments can be taken all year round.

2.6.2. Coursework assignments usually must be completed within 21 days. Assignments must be submitted via the GHU assessment portal by midnight on the 21st day after receipt of the assignment questions. Failure to submit an assignment by the deadline will result in a fail grade.

### 2.7. ASSESSMENT PROCEDURE, REGISTRATION AND REASSESSMENT

2.7.1. Coursework assignments can be requested via the Assessment Portal at any time. The assignment will be available within 2 working days. Once an assignment is requested and available, it is not possible to defer the assessment unless a deferral has been granted on the grounds of exceptional circumstances preventing the student from completing the assessment through no fault of their own.

2.7.2. Students must report any long-term disability or long-term medical condition which may require special assessment arrangements to the Student Office.

2.7.3. Students are entitled to three reassessment opportunities in any course. Reassessment shall normally be taken at the next available opportunity.

2.7.4. For each reassessment a reassessment fee of USD 60.00 must be paid by a specified deadline before the reassessment period.

## 2.8. SUBMISSION OF ASSIGNMENTS, GRADING SCHEME AND MARKING

2.8.1. Within one semester no more than 30 ECTS credits may be. The assessment date is relevant to the allocated credits by semesters.

2.8.2. Coursework assignments must be submitted to the assessment portal as PDF files. If more than one version of an assignment is submitted, the document submitted first will be marked.

2.8.3. Students usually have 21 days to complete coursework assignments. The assignments must be submitted by midnight on the 21st day after receipt of the assignment questions. Failure to submit an assignment by the deadline will result in a failed grade. Students have three opportunities for reassessment to pass the assignment.

2.8.4. Students will normally receive the assessment results within six weeks after the examination period/submission of their assignments.

2.8.5. The following grading scheme is applied:

44 to 50 Points	=	Excellent (1)
38 to 43 Points	=	Good (2)
32 to 37 Points	=	Satisfactory (3)
26 to 31 Points	=	Pass (4)
below 25	=	Fail (5)

2.8.6. In courses with two assignments, the grades for the assessment components will be averaged to determine the overall grade for the course.

2.8.7. All assessments are marked by the course tutor or by another appropriately qualified person appointed by GHU. In addition, a cross section of coursework is moderated internally. After being marked, all examination scripts are checked to ensure that mark totals are correct, and all sections have been marked.

## 2.9. ACADEMIC MISCONDUCT

2.9.1. Academic misconduct comprises forms of academic dishonesty such as infringement of examination room regulations or the submission of work for assessment (written, visual or oral) which is wholly or partially the work of another, either in concept or expression, or which is a direct copy. Students who violate examination room regulations (e.g. through use of unauthorized equipment or material) or present work for assessment, which is not their own, commit academic misconduct.

2.9.2. Plagiarism is the use (copying and paraphrasing) of other people's published or unpublished (written, oral or visual) work or ideas without proper acknowledgement of sources. Patchwriting, i.e. paraphrasing acknowledged sources too closely, is not acceptable for academic assignments either. Plagiarism also extends to cases where students use their own previously assessed or published work without properly referencing this work. The GHU takes plagiarism very seriously and will take serious action against any student who commits plagiarism, whether through negligence, foolishness, or deliberate intent. Turnitin allows students to submit their written coursework online and to check the originality of that work.

## 2.10. CONSEQUENCES OF ACADEMIC MISCONDUCT

2.10.1. When supervisors suspect a candidate of contravening the regulations in written examinations, they will mark the candidate's work on the front cover with a note detailing the attempt of deception and mark the script as failed. Being in possession of any unauthorized paper or item after the examination has started is deemed as an attempt to deceive. Students who cause a disturbance in the examination room shall be admonished once and in the case of a second offence be instructed to leave the examination room without completing the examination. In such cases the examination will be marked as failed and the reasons for disqualification will be noted by the invigilator.



- 2.10.2. If plagiarism is proven in written coursework assignments, the work will be graded as failed.
- 2.10.3. In both instances (15.1 and 15.2) the assessment must be retaken to pass the course. The grade for the reassessed component will be capped and the minimum pass grade (4) will be awarded (for reassessment fees see 12.6).
- 2.10.4. When the examiners detect plagiarism/academic misconduct in the dissertation course, the dissertation will be graded as failed. The dissertation must be resubmitted within three months. The maximum grade for the resubmitted work will be a grade of 4 (pass).
- 2.10.5. Grave offences (e.g. recurring plagiarism) will be referred to the Academic Board. The Board will decide on an appropriate penalty to be imposed which can range from a warning to expulsion from the study program.
- 2.10.6. Where academic misconduct is suspected, the students concerned will be informed by the Panel of Investigation about the allegation and requested to explain in writing how the allegation may have arisen and to provide any mitigating circumstances which may be taken into account when a penalty is considered.

## 2.11. APPEALS / COMPLAINT

- 2.11.1. For the purpose of this regulation, an academic appeal is defined as “a request for a review of a decision of an academic body charged with making decisions on student progress, assessment and awards”. This may include a request to change grades or progress decisions, or final award classifications. A student complaint is defined as: “an expression of dissatisfaction by one or more students about a provider’s action or lack of action, or about the standard of service provided by or on behalf of the provider.”
- 2.11.2. To appeal against a decision, an informal request for reconsideration (including reasons and evidence) shall be sent to the GHU-Office (office@ghu.edu.cw) within two weeks after

notification/incident. Student complaints in the first step will be sent as an informal request to the GHU (office@ghu.edu.cw). The Office will discuss the request with the responsible staff, consider the case and subsequently inform the student about the decision, or advise the student to submit a formal complaint to the Secretary to the Assessment Board.

- 2.11.3. To appeal against a notification/incident or any decision, a formal appeal must be submitted to the Secretary to the Assessment Board. E Mail: quality@ghu.edu.cw. The Secretary to the Assessment Board will consider the case and forward it to the Assessment Board if it is deemed that there may be grounds for an appeal. The Assessment Board will make either a decision in the student's favor or advise the student to submit a formal complaint to the GHU's rector.

## 2.12. STRUCTURE

- 2.12.1. For each completed course you will receive a certificate, the **CAS (Certificate of Advance Studies)** after passing each course examination and another certificate, the **DAS (Diploma of Advanced Studies)** after successfully completing three courses and the relevant examinations.
- 2.12.2. If you then feel like studying further and broaden your knowledge, you can then complete another three courses and receive the official MBA diploma (**Master of Business Administration**).
- 2.12.3. If you then want to apply for the **extensive MBA at the highest level** in order to be able to enter a doctoral program at a later stage, you will have to complete another three courses and redact a master thesis.

## 2.13. CREDIT TRANSFER

- 2.13.1. A student may be permitted to transfer credit from another institution, provided that the credit was earned at a recognized national or international institution of higher education (including colleges, teacher training colleges, and recognized national education institutes which require a general university entrance qualification).

So that the level of the study program in question can be established, credits are graded and converted to ECTS. Ungraded credits cannot be transferred.

- 2.13.2. To apply for credit transfer, the completed application form including any documents required for approval will be submitted with the application for admission to the study program. Late submissions of credit transfer applications will be assessed by Education Management staff. Final approval for credit transfer will be given by the program leader.
- 2.13.3. Credit transfer can only be considered for fully taught courses. The dissertation cannot be compensated by credit transfer.
- 2.13.4. Credit transfer will reduce only the number of courses students need to complete for their MBA. The minimum duration of study cannot be reduced by credit transfer.
- 2.13.5. Grades will not be transferred with credits. Transferred credits (approved courses) will appear in the diploma supplement with a Y grade. Furthermore, the institution where the credit was taken will be named.

### 3. DISSERTATION

#### 3.1. GENERAL

During the MBA program, students are required to complete a dissertation. The dissertation enables students to design and carry through an independent in-depth research project on a topic of their personal and professional interest. It provides them with the opportunity to consolidate the experience of the course by producing an original work of significant length, exercising their own initiative and demonstrating their professionalism and judgment as practitioners, theorists and/or researchers. Practice-based, applied research must demonstrate originality and intellectual rigor, illustrating advanced knowledge and understanding of relevant practice and critical debates in the field, including critical evaluation of epistemologies and methodologies pertaining to the research project and area of study. It should generate new knowledge and understanding through scholarship and creative, innovative practice.

On completion of this course the successful student will demonstrate:

- a) Advanced knowledge of theoretical and practical aspects of empirical research;
- b) A sophisticated grasp of key methods of empirical research;
- c) Systematic knowledge and understanding of the processes and stages of empirical research;
- d) Critical awareness of the appropriateness and applicability of empirical research methods vis á vis different contexts and issues.

#### Skills

On completion of this course the successful student will be able to:

- a) Critically analyze and assess the significance of the results of empirical research;
- b) Generate scientific knowledge based on the application of empirical research methods;
- c) Evaluate programs and measures used by organizations through empirical research methods (accompanying and final assessment);
- d) Clearly present empirical research results orally and in writing, keeping in mind the target media and audience.

## Syllabus

The themes of this introductory course are

- The groundwork of empirical research;
- The design phase of empirical research;
- The empirical research process;
- Findings and conclusions.

### 3.2. ADMISSION, SUBMISSION AND ASSESSMENT

- 3.2.1. Students can register for the dissertation course upon completion of 30 ECTS credits. Forms for dissertation registration are available on the GHU website.
- 3.2.2. The average time for researching and writing the dissertation will normally be up to six months. The dissertation will be submitted once all other courses have been completed.
- 3.2.3. The assessment procedure shall not take more than 6 weeks. The written dissertation (PDF document) must be uploaded in the required format via the Assessment Portal. In addition, students must submit a signed and dated form confirming that the dissertation is their own work and that all sources used have been appropriately acknowledged. This form, which is available on the GHU-website, must be submitted together with the dissertation.
- 3.2.4. Dissertations will be double blind marked by the student's supervisor and another GHU member of staff. Double blind marking means that both internal examiners mark the work and assign a grade independently. The marks awarded by both markers are then discussed before a grade is agreed upon. If the scores proposed by each marker differ by two or more grades on the GHU scale, a third marker will get involved.
- 3.2.5. If a dissertation is awarded a "fail" grade, the work may be resubmitted once within three months. A third submission is not permitted.

### 3.3. TOPIC AND EXPECTED LENGTH OF THE DISSERTATION

- 3.3.1. Students choose their own topic for the dissertation; however, it must fall within the scope of their program and must be approved by the GHU.
- 3.3.2. Once topic and draft dissertation proposal are approved, students will be assigned a supervisor who will provide guidance and feedback on the design and execution of the dissertation project.
- 3.3.3. Dissertations may be supervised by appropriately qualified part-time staff from other institutions. Appointment of these part-time members of staff must be approved by the Academic Board.
- 3.3.4. Students may only change their dissertation topic within the first month after registration for the dissertation.
- 3.3.5. The length of the dissertation will be between 15,000 and 20,000 words (between 70 and 90 pages).

#### 3.4. RESTRICTING ACCESS TO A DISSERTATION

Students who believe that there are valid reasons why they need to restrict access to their dissertation must complete and submit the appropriate restriction notice form together with their dissertation.

## 4. AWARD OF QUALIFICATION

### 4.1. AWARDS

- 4.1.1. Students' qualifications are awarded by the Master Assessment Board. In order to be awarded all relevant courses (including the dissertation course) must have been passed and confirmed by the Assessment Board.
- 4.1.2. There is no overall degree classification for the MBA program. The grades for the individual courses are listed in the Diploma Supplement.
- 4.1.3. There is no exit award for students enrolled in the programs. Where students do not finish their program, they will receive a transcript that includes the credits (ECTS) and grades of the courses passed.

### 4.2. CERTIFICATE, DIPLOMA SUPPLEMENT

- 4.2.1. For each completed module you will receive a certificate, the CAS (Certificate of Advance Studies) after passing each module examination and another certificate, the DAS (Diploma of Advanced Studies) after successfully completing three modules and the relevant examinations.
- 4.2.2. If you then feel like studying further and broaden your knowledge, you can then complete another three modules and receive the official MBA diploma (Master of Business Administration – Mini).
- 4.2.3. If you then want to apply for the extensive MBA at the highest level in order to be able to enter a doctoral program at a later stage, you will have to complete another three modules and redact a dissertation.
- 4.2.4. Once the qualifications are awarded, students are permitted to hold the appropriate academic title of Master of Business Administration (MBA).
- 4.2.5. The final qualification certificate will be issued by the GHU and will show the details of the student's qualification.
- 4.2.6. The Diploma Supplement will list the student's program and level of qualification, the name of the institution responsible for delivering the program, each course the student has taken stating the academic year in which the course was taken, the course credit rating and grades, and the language of instruction and assessment. For the postgraduate programs,

the title of the dissertation is shown. Transferred credits will appear with a Y grade (ungraded pass) and the name of the institution where the credits were earned. Diploma supplements are intended to help external parties such as employers or higher education providers understand more about the program in addition to the grades.

- 4.2.7. The degree certificate will be forwarded within 4 months via email and to the student's postal address as registered in the database.
- 4.2.8. Replacement or subsequent issuance of degree certificates or diploma supplements may be requested at an administrative charge.

#### 4.3. GRADUATION CEREMONY

- 4.3.1. Graduates may attend GHU University graduation ceremony.
- 4.3.2. Only students who have been awarded their qualification may attend the graduation ceremony.

#### 4.4. RESCINDING OF QUALIFICATIONS/CREDITS

- 4.4.1. An award or credit obtained may be revoked where, after an appropriate investigation, it has been established that a person has gained the qualification or credits through deception, academic misconduct, administrative error or irregularities.
- 4.4.2. Where an award has been rescinded, the student's record will immediately be amended. In addition, they will be asked to return the awarded certificate and advised of the consequences should they continue to use the award following revocation.



## 5. FINAL PROVISIONS

### 5.1. AMENDMENT OF CURRICULUM AND COURSES

- 5.1.1. Where students have not completed their course within one year of the introduction of a new curriculum they will automatically be transferred to the new curriculum. Assessment results will be accredited accordingly.
- 5.1.2. All course materials will be updated periodically. Students will be informed of any updates.

### 5.2. COMMENCEMENT OF REGULATIONS

These Course Regulations will come into effect on the day of publication.

## 6. AFFIDAVIT

English: Declaration of Authorship:

I, xxxxxxxxxxxxxxxxxxxxxxxx, hereby declare that the Bachelor/Master/PhD thesis/dissertation submitted is my own unaided work. All direct or indirect sources used are acknowledged as references. I am aware that the thesis in digital form can be examined for the use of unauthorized aid and in order to determine whether the thesis as a whole or parts incorporated in it may be deemed as plagiarism. For the comparison of my work with existing sources I agree that it shall be entered in a database where it shall also remain after examination, to enable comparison with future theses submitted. Further rights of reproduction and usage, however of this complete work, are not granted here. This paper was not previously presented to another examination board and has not been published.

Spanish: Declaración jurada:

Yo xxxxxxxxxxxxxxxxxxxxxxxx declaro bajo juramento que he realizado de forma independiente la presente tesis de Bachelor / Master / Doctoral, titulada xxxxxxxxxxxxxxxxxxxxxxxx. Los pensamientos tomados directa e indirectamente de fuentes externas han sido identificados. Sé que el trabajo se puede digitalizar para verificar si se ha utilizado ayuda ilícita y si presenta plagio parcial o total. Para comparar mi trabajo con las fuentes existentes, se puede almacenar en una base de datos y permanecer allí después de la verificación para comparar con futuros trabajos entrantes. No se otorgan otros derechos de reproducción y explotación de todo el trabajo. El documento no ha sido enviado ni publicado a ninguna otra autoridad examinadora.