



MBA IN INTERNATIONAL BUSINESS PROGRAMME

XIX EDITION (SEPTEMBER 2008– SEPTEMBER 2010) - PART TIME EDITION

STUDENT MANUAL

THIS DOCUMENT PROVIDES MBA IN INTERNATIONAL BUSINESS PARTICIPANTS WITH USEFUL INFORMATION REGARDING RIGHTS AND RESPONSABILITIES AS MIB SCHOOL OF MANAGEMENT STUDENTS AND DEFINES MBA PROGRAMME REGULATIONS.

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1. RIGHTS AND RESPONSIBILITIES OF PARTICIPANTS

MIB School of Management ensures its students the proper conditions to promote personal development within their field of study and recognises students' rights of participation, free expression and cultural autonomy.

The School's educational objective is to transmit knowledge and information for personal and professional growth, integrating the students' experience to the dynamic working environment.

MIB Students have recognised rights without distinction of sex, religion, political opinion or personal and social conditions.

2. CORRECT ACADEMIC BEHAVIOUR

While at School, participants' behaviour should reflect the professional approach expected at a graduate business school of international standing.

Adequate dress standards should be maintained while on School premises. During official visits or other formal events it is strongly advised to dress in accordance with business standards. On these occasions the personal badge must also be worn.

3. PRIVACY PROTECTION AND COPYRIGHT

The School's teaching material is copyright protected and must not be shared or published outside the School without proper authorisation.

Student's individual and group project works are also protected.

4. OBJECT OF THE MBA PROGRAMME AND LEARNING OUTCOMES

1. The course provides general corporate management training from an international perspective. It is designed to give each participant a comprehensive understanding of current issues in international management and the ability to apply managerial concepts and techniques in practical situations. It also dedicates considerable attention to developing interpersonal skills.

2. The official language of instruction is English.



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5. MBA GRADUATE TARGET PROFILE

An MBA in International Business graduate of MIB School of Management has the competencies needed to play different roles within organisations and society:

- a company/business expert, possessing an excellent level of knowledge and culture on management in an international context and a belief in continued personal learning. S/he can operate on both the analytical micro and strategic macro level;
- a practitioner, with a desire to master technical methods and practices, he/she has the ability to learn new approaches and to adapt to changing circumstances. He/she takes responsibility for his/her own development using problem solving techniques, creative thinking and innovative technical processes;
- a leader, having developed a high level of personal awareness that allows him/her to drive change in present or future organisations, using soft skills (intercultural facilitation and team-working), emotional maturity (adaptability, independence, confidence, self-awareness to overcome prejudice) and motivation (ambition, drive, persistence, stamina, energy). S/he has the ability to work within a range of organisational structures, manage departments and interface with clients effectively.

6. ADMISSION REQUIREMENTS

1. The MBA in International Business programme is aimed at graduates in all subjects, from all countries in the world.

2. The ideal MBA in International Business candidate should meet the following intake standards:

- excellent education (university degree level);
- fluent English (written and spoken);
- at least three years of work experience or significant life achievements;
- interest and motivation in Personal Development;
- leadership potential.



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7. ADMISSIONS BOARD

The decision concerning the admission of a potential candidate is made by the Admissions Board. The members of the Admissions Board are the Programme Director, a representative of the internal Faculty and the Admissions Officer. The board may include representatives of sponsoring companies/institutions.

8. PROGRAMME STAFF

1. The Programme Director is in charge of the management of the programme with the assistance of the Programme Manager. An Associate Director may be appointed to take responsibility over specific parts of the programme and /or to complement the activities of the Programme Director.

2. The Programme Director and the Programme Manager are appointed by the School's Dean.

9. ACADEMIC YEAR

The MBA academic year begins in September 2008 and ends in September 2010. The calendar of activities is defined at the beginning of the academic year.

10. ATTENDANCE

Attendance is mandatory. In justifiable cases, a maximum number of 100 hours of absences is allowed. Each absence must be communicated to the Programme Manager, who will provide a justification form to be completed by the participant.

11. PROGRAMME CURRICULA AND CREDITS

1. There are three types of courses: basic, advanced and elective. The programme structure is modular, based on self-contained modules. Participants are required to take all the seven basic courses of two weeks. The eight advanced courses are compulsory but may be substituted with other activities such as a business school exchange or on-the-field projects. If a participant wants to substitute any advanced course, prior approval must be given by the Programme Director.



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2. Participants will decide which electives to attend on the basis of the list of electives provided by the School. The participants will have to choose minimum eight elective courses.
3. Each module is offered twice during the part-time programme; participants can choose when attending different modules.
4. The Personal Development Track runs throughout the entire Part-Time MBA in International Business programme. Attendance is compulsory.
5. Each course offered is worth a number of credits. One credit consists of 25 hours of workload as defined by the European Credit Transfer System (ECTS). In order to be awarded the MBA degree a participant must earn at least 60 credits, according to the following table:

Basic Courses (17.5 credits)	<ul style="list-style-type: none"> -Accounting (2,5 credits) -Marketing (2,5 credits) -Economics and Statistics (2,5) -Finance (2,5 credits) -Strategy Analysis (2,5 credits) -Organization Design (2,5 credits) -Operations and Supply Chain Management (2,5 credits)
Advanced Courses (16 credits)	<ul style="list-style-type: none"> -Advanced Accounting and Control (2 credits) -Corporate Finance (2 credits) -Human Resource Management (2 credits) -Global Economy and Trade (2 credits) -International Political Analysis (2 credits) -International Marketing (2 credits) -Emerging Markets (2 credits) -Strategic Management (2 credits)
Consulting Project (Group work) (2,5 credits)	
Elective Courses and Activities (13credits) * *list subject to change	<ul style="list-style-type: none"> Small Business Management Entrepreneurship and Business Start Up Change Management & Leadership New Product Development International Business: the world of coffee Financial Valuations



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	Financial Derivatives Doing Business in China International negotiations E-commerce and Internet Marketing Lean Transformation International Sourcing and Offshoring Franchising Business Theatre Study Tours
Personal Development Track (4,5 credits)	
Career Orientation (2 credits)	
Written Thesis (4,5 credits)	
TOTAL CREDITS	60 credits

12. COURSE GRADING

Participants are periodically assessed and are required to complete assigned projects during each course. Assessments are open book and may include case studies, problem solving, true-false, multiple choice, short answer and conceptual essays.

Assessments are conducted by a course lecturer or an authorised designated commission.

All course grades are lettered from A to F. F indicates a failure and in this case the assessment must be repeated.

Overall course grades may include any of the following:

- Group case study and participation in class activities,
- Short written assessments,
- Final assessment.

Participants have the right to an impartial and transparent grading system, coherent with the course, its educational objectives and its development modality.

Information regarding the grading system will be communicated at the beginning of the course. Each participant will also receive the related course syllabus at that time, which details the course



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coordinator, objectives and content, specifies credits and grading, and describes types of assessments, a lecture plan and teaching materials.

The School must communicate assessment results to participants.

The result of the assessment must refer exclusively to the knowledge and understanding of the subject examined by the participant, as well as his/her capacity to develop and apply ideas in the researched context.

Participants have the right to arrange a make-up date or re-take of the assessment with the course instructor only under the following circumstances:

- if the result of the assessment is F
- if he/she is not able to present himself/herself on the date of the course assessment for a valid reason.

During the assessment, participants must demonstrate a respectful attitude towards the work, the instructor's competence and the School.

GRADING SYSTEM:

Mark	Description	Grade
A+	Superior/Excellent	10
A		9,5
A-		9
A--		9
A/B		9
B+ +		8,5
B+		8,5
B	Good/Better than Average	8
B-		7,5
B/C		7
C++		7
C+		7



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C	Adequate/Average	6,5
C/D		6
C-		6
D+		5,5
D	Low Pass	5,5
D-		5
F	Failing	

13. PLAGIARISM AND CHEATING

Plagiarism and cheating during examinations are considered severe violations of correct behavioural standards.

Plagiarism is using other people's words, thoughts or ideas as one's own without indicating the source.

Cheating during examinations includes giving or receiving unauthorized help before, during, or after the examination.

Any type of plagiarism or cheating will be severely punished. If cheating occurs during examinations the participant will be automatically given an 'F' mark and further steps will be discussed by the Faculty Committee. The penalty for plagiarism may include exclusion from the programme.

14. QUALITY EVALUATION FORM

Participants are periodically asked to assess course delivery and content by completing an evaluation form. Even if it is possible to discuss the programme with the lecturer, the programme manager or the director, written evaluation is a formal tool that allows participants to express themselves in a structured context and allows the School to organise information and do statistics.

The School guarantees that the forms remain anonymous. It compromises as well to communicate the participants the result of their analysis and to take proper action to fix any problem aroused and improve the services offered.



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15. WRITTEN THESIS AND FINAL GRADING

1. An MBA in International Business graduate is evaluated on different levels:

- Individual “hard skills”, intended as knowledge of general management and international business techniques and concepts covered in the MBA programme’s courses;
- Soft skills, intended as appropriate attitudes for becoming a “future leader”.

2. Each MBA graduate must obtain a positive evaluation in all courses attended.

3. MBA graduates are also required to submit a written thesis, to be discussed in front of the Examination Commission.

4. The Examination Commission is composed of three members: one discussant and two MBA faculty members.

5. The Examination Commission will evaluate the written thesis on the basis of the following criteria:

- an adequate use of models and techniques learned during the course;
- a coherent development of the objectives as set out in the introduction;
- complete and comprehensive descriptions and considerations;
- quality of verbal presentation;

6. The written thesis will be given a grade from A to F. In case of negative evaluation the MBA candidate will not be awarded the MBA degree.

7. The final MBA evaluation is the average of evaluations obtained in all the courses and in the written thesis. The final evaluation is expressed as a number from 1 to 10 with 10 being the maximum mark



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16. MBA DEGREE

1. Candidates who distinguish themselves may be awarded two possible degree recognitions (MBA with Honours and MBA with High Honours).
2. Elements contributing to these recognitions are the following:
 - excellent academic performance during the MBA programme;
 - high quality written thesis;
 - outstanding leadership skills.
3. The degree-awarding decision is made by the Faculty Committee.
4. Decisions are officially communicated to the MBA candidates by the Programme Director.

17. DIPLOMA SUPPLEMENT AND OFFICIAL TRANSCRIPT

The School provides Graduates with a Diploma Supplement that contains complete information of the programme attended: the list of courses, credits and grades obtained, as well as the title and the grade of the final examination, the final evaluation and any degree recognitions.

Participants may ask the School at any time to issue an official transcript for the courses attended and the credits obtained so far.

18. DISMISSAL FROM THE PROGRAMME

Participants are dismissed from the programme for the following reasons:

- failure to reach a positive grade in course assessments;
- negative evaluation of the written dissertation;
- poor contribution to group activities and group work assignments;
- violations of correct behavioural standards;



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- failure to respect the payment schedule for programme fees;
- accumulation of more than 100 hours of absence from class attendance.

Prior to dismissal the participant will receive a written warning from the Programme Staff. Any dismissal decision will be made by the Faculty Committee.

Exclusion from programme attendance means that a participant will not be awarded the MBA degree. Furthermore an excluded participant does not have the right to reimbursement of paid fees and in case of an awarded scholarship no amount will be paid out as well.

Excluded participants may ask to attend the programme as observers. This will not lead to a programme degree.

In the case of exclusion, participants may appeal to the School's Dean against the decision.

19. PROGRAMME ABANDONMENT

Programme abandonment by for whatever reason, will not result in the right to reimbursement of paid fees and in case of an awarded scholarship no amount will be paid out as well.