

September 2010

IBIM Academic Addendum to the Bentley Student Handbook For Bentley Students Studying at Tilburg and Deusto

The contents of this handbook are subject to change.

Introduction

Bentley University's International Bachelor's in Information Management (IBIM) is supported by a grant from the U.S. Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE) to offer a dual degree with Tilburg University in the Netherlands. The IBIM program offers participants a unique opportunity to obtain a dual degree in four years: the Bentley BS in Management and the Tilburg BS in Information Management, with four terms spent at Bentley, three terms spent at Tilburg and one term spent at Deusto University in Spain.

The program is culturally and academically ambitious, offering extraordinary opportunities and requiring exceptional commitment. A successful IBIM international experience requires maturity, willingness to immerse oneself in a different environment, and the ability to confront new challenges. Likewise, a successful IBIM academic experience requires the ability and willingness to conform to highly-structured academic requirements that sometimes diverge from standard Bentley academic policies. This *Academic Addendum to the Bentley Student Handbook* sets forth such differences. Bentley IBIM participants will also receive a *Travel and Administrative Handbook* which addresses matters such as travel abroad, health and safety, and finances.

If, after reading this document, or at any time during the course of the IBIM program, a student should have questions, he or she can contact the following faculty/staff:

Bentley IBIM Academic Performance Committee*

- **Nader Asgary**, Professor, Management Department and IBIM Program Director
- **Mary Ann Robbert**, Associate Professor, IPM Department
- **Judith Kamm**, Associate Dean, Undergraduate Programs
- **Jane Ellis**, Associate Dean, Academic Services
- **Patricia Rogers**, Registrar

OR

Trish Foster, Grant Administrator, IBIM Program

Natalie Schlegel, Director, Cronin Center for International Education

** The Bentley Academic Performance Committee meets as needed but at least twice per year, at the end of each term, to review student academic standing. Each institution is responsible for evaluating the academic performance of IBIM students while they are in attendance at that institution. Thus, each institution has its own Academic Performance Committee. Additionally, there is an International IBIM Academic Performance Committee, identified on page 10 of this document.*

Academic Responsibilities

IBIM students are degree-seeking students at two institutions, Bentley and Tilburg. Students are responsible for understanding and adhering to all policies at both institutions and at Deusto University during their term spent at that institution. Due to the nature of the dual degree program, not all academic policies designed for degrees offered at individual institutions will necessarily apply. Students are encouraged to speak with an IBIM staff or faculty member when they are unclear about policy.

The courses for the program are lock-step; therefore any deviation from the program must be approved by Associate Dean for Academic Services Jane Ellis.

There are certain Bentley programs, listed below, for which IBIM students are not eligible due to the lock-step nature of the program. This list is not necessarily exhaustive; if a student is interested in a program other than the IBIM, he or she should speak with a member of the IBIM Academic Performance Committee. In addition, should a student be removed from or choose to leave the program, the timing of that change may preclude a student from participating in the programs listed below along with other programs offered by the university.

1. Students may not participate in the Honors program.
2. Students may not pursue a Liberal Studies Major.
3. Students may not pursue a minor.
4. Students may not earn Advanced Placement, Transfer or International Baccalaureate credit which would otherwise have been awarded in a single degree program.

Academic Performance Standards

Assessment of students in the program is on a term-by-term basis. The Academic Performance Committee or a sub-committee thereof will review student progress at the receipt of term grades each semester.

Freshman Academic Standards

To ensure that students are prepared for the demanding four-year dual degree program, IBIM participants must meet the following academic standards as freshmen:

- Students must maintain a term and cumulative GPA of 3.0 or above.
- Students must receive grades of 2.0 or above in each course.

If students fail to meet these standards during their **freshman year**, the following actions may ensue:

- If a student's cumulative GPA drops below a 3.0 or the student receives a grade below a 2.0 in a course, the committee *may*, upon review, remove the student from the IBIM program.
- If a student's *term* GPA is below a 3.0 or the student receives a grade below a 2.0 in a course, regardless of the cumulative GPA, the committee *may* remove a student from the program.
- *Academic Warning:* If the IBIM Academic Performance Committee judges that a student's performance in any course places the student's overall program success in jeopardy, the committee *may* issue the student an *academic warning letter*. The letter will not appear on the student's transcript.

Sophomore, Junior and Senior Academic Performance Standards

- Following the successful completion of freshman year, IBIM students are held to the same standards as all Bentley students: any student whose overall or term GPA is below 2.0 or who has excessive failures may be subject to academic warning, academic probation, suspension, dismissal or any other restrictions that Bentley deems appropriate (see *Bentley Student Handbook* at http://www.bentley.edu/shandbook/ugprogram/Academic_Performance_Standards.cfm for additional details).

Should a Bentley student be removed from the IBIM program due to personal withdrawal or academic difficulties, the student will be permitted to continue his or her Bentley degree provided the student meets Bentley's academic performance standards.

Should a student be removed from the IBIM program due to academic performance difficulties, the timing of the action *may* require the student to take a term away from his or her studies should he or she be eligible and decide to continue his or her Bentley degree.

Grading

Grading policies are governed by the institution offering the courses. Bentley cannot change grades from another institution. All grading issues must be addressed to the professor of the course or to the host institution. Please see the conversion tables on pages 5 and 6 of this handbook to understand grade conversion between Tilburg/Bentley and Deusto/Bentley.

Pass/Fail Policy

This policy is not available to students participating in the IBIM program as all courses must be graded in order to apply to degrees at both the Home and Host institutions.

Grading Equivalents

Bentley

F - Failure earns no quality points in the computing of the quality point average. A student receiving a failing grade in the IBIM program *may* no longer be eligible to continue in the program.

I - Incomplete. A student receiving an incomplete grade jeopardizes his or her eligibility in the program and *may* not be permitted to continue in the program.

W – Withdrawn. A student who withdraws from a class jeopardizes his or her eligibility to continue in the program.

A – Audit. A student is not permitted to audit a course which is used toward program requirements.

Bentley Grading Table

Grade Points Earned	Alphabetical Equivalent	Numerical Equivalent
4.0	A	95-100
3.7	A-	90-94
3.3	B+	87-89
3.0	B	83-86
2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.7	D-	60-62
0.0	F	Below 60

Tilburg

Tilburg uses the ECTS system. ECTS is based on the principle that credits measure the workload of a fulltime student during one academic year. One academic year has a study load of 60 credits. This relates to 1500-1800 hours per year, and one credit stands for around 25-30 working hours. The maximum study load of a semester is 30 credits. Each course unit has a study load of at least 6 credits.

The grade required to pass a course is 6 out of 10 (ECTS grade between A and D receives credit; students with marks E and F do not). The following table shows the conversion between Tilburg and Bentley.

Tilburg/Bentley Grade Conversion Table

ECTS	Tilburg	Bentley
A	8.5-10.0	4.0 A
B	7.5-8.0	3.7 A-
C	6.5-7.0	3.3 B+
D/E	6.0	2.3 C+
FX	≤5.5	F F

Deusto

Student performance is graded as a combination of coursework and exams. The exact percentage of coursework and exams contributing to the final grade depends on the course, but it is always specified at the beginning of the semester. There may be courses graded only on the basis of coursework (no exams), or coursework and two exams (one mid-term and one final exam), or coursework and one final exam. The coursework can be individual, team work or a combination of both.

The *Grading System* (on a 0 to 10 basis) is based on absolute grades:

<i>Literal Grade</i>	<i>Numerical Grade</i>		<i>ECTS Grade</i>
	<i>Minimum</i>	<i>Maximum</i>	
MATRÍCULA HONOR	10,0	10,0	A+
SOBRESALIENTE	9,0	10,0	A
NOTABLE	7,0	8,9	B
APROBADO	6,0	6,9	C
APROBADO	5,6	5,9	D
APROBADO	5,0	5,5	E
SUSPENSO	0,0	4,9	F

The grade required to pass a course is 5,0 out of 10 (literal grade APROBADO), which is a very common grade in Spanish Higher Education institutions.

The *Matrícula de Honor* grade (Honours Grade) is awarded to students who earn a mark of 9,0 or higher and who additionally achieve a meritorious academic performance. This special mark can only be awarded to the top 5% of the students in a given subject. Although there are only 5% of the students who can achieve this grade, in practice there are fewer than this theoretical 5% limit (from 1% to 2%).

The table below shows the grading conversion between Deusto and Bentley.

Deusto/Bentley Grade Conversion Table

Deusto	Bentley
9.0 - 10	A 4.0
8.0 -8.9	A- 3.7
7.0 - 7.9	B+ 3.3
6.0 - 6.9	B 3.0
5.6 - 5.9	B- 2.7
	C+ 2.3
5.0 - 5.5	C 2.0
	C- 1.7
	D+ 1.3
	D 1.0
	D- 0.7
0 - 4.9	F 0.0

Registration for Courses and Exams

Bentley

Registration for Courses: Students register for courses using **BannerWeb**, accessed through the **MyBentley** site. This method provides on-line, real-time access for enrolling in courses or changing course registration. BannerWeb may also be used to check your schedule, grades, student account information, and financial aid status.

Exams: Final examinations are given at the end of each course during a pre-assigned exam period, unless otherwise coordinated by the faculty member. Please note that at Tilburg the examination policy is different.

Tilburg

Registration: Everything on the organization of the education at Tilburg University is contained in the Electronic Study Guide (ESG). Students are provided a username and a password which give them access to student on-line services. This is used to access the academic e-learning resources, enrollment information, exam dates and final grades.

Students produce their personal study program in the personal ESG. They register in the ESG for courses and/or any (optional) subjects and groups they would like to participate in. For some courses it is necessary to enroll in an online study environment, called Blackboard. Useful information about the course (e.g. slides, previous exams), results of assignments, etc. can be found there.

Exams: Exams normally take place in the periods of December/January and May/June. Exam dates are fixed by the faculty and can also be found in the electronic study guide. Registration for written exams is on the Internet. Oral exams must be arranged directly with the lecturer concerned. The lecturer will pass on the result of the oral exam to the Central Student Administration. After the result has been processed, it can be retrieved from the Internet.

Although exams are normally offered twice during an academic period, the Examination Committee may decide that a test will be offered only once.

The Examination Committee may also offer a *resit*. (A resit provides a student with the opportunity to repeat previously completed coursework for a better grade. **A resit is not equivalent to repeating a course. See information about course repeat policies, below.**) Resits are only offered at fixed dates (published on internet), once or twice a year. On these dates, students are allowed to resit an exam in Tilburg or in their new location. Although the number of resits is not limited, the practical consequences of the highly prescribed IBIM curriculum require that the International Academic Performance Committee review a student's ability to continue with the program if he or she fails to complete a course after one resit.

Final exam registration date: At Tilburg University written exams are organized by the Central Student Administration. The final registration date is 15 days before the month in which the

exams take place; i.e., for December exams the final date is before 15 November. **Please check the electronic study guide for more details for your specific exams.**

Deusto

Registration: Bentley students are considered “mobility” students for the one term they spend at Deusto. Before their mobility period starts, IBIM students must register through an online application form. Upon their arrival at Deusto, students follow the ordinary procedures for enrollment for undergraduate mobility students. They attend a welcome meeting, where they are informed about the steps to follow in order to sign their learning agreement and to register. Once registered, students receive their student cards that provide access to the library, printers in the computer rooms, and other services (discounts in museums, cinemas, etc.). Students are provided with a username and a password, which gives them access to the student on-line services used to access academic e-learning resources, enrollment information, exam dates, final grades and any other relevant information.

Exams: At Deusto, final exams are given at the end of each course during a pre-assigned exam period, unless otherwise coordinated by the faculty members. Students do not have to additionally register to take their exams: once registered for a course, it is assumed that they will sit for the exam.

Course Repeat Policy, Examination Repeats and Resits

Bentley

Students may not repeat courses in the program. Given the lock-step nature of the program, repeating courses is not possible.

Tilburg

Given the lock-step nature of the program, repeating courses is not possible.

The opportunity to take an examination is generally provided twice in the academic year; however, the Examination Committee may decide that a test will be offered only once. Resits are only offered at fixed dates (published on internet), once or twice a year. On these dates, students are allowed to resit an exam in Tilburg or in their new location. Although the number of resits is not limited, the practical consequences of the highly prescribed IBIM curriculum require that the International Academic Performance Committee review a student’s ability to continue with the program if he or she fails to complete a course after one resit. A student may only participate in a resit when the work previously produced for grading/assessment in the course can be adapted; for example, a thesis or paper may be available for a resit. Grades earned for mid-term examinations, presentations, interim tests and participation do not qualify for resits. Students can resit for a failed subject or to improve a grade.

Deusto

Students cannot repeat a course. However, if they fail the final exam, they can *resit*. This is not a course repeat, but a chance to re-take the final exam. Since IBIM students are mobile, the students are allowed to resit their exams while at Tilburg or Bentley. Spring term resits are held in July. Students can only resit for subjects they have failed, not to improve a grade.. As stated previously, although the number of resits is not limited, the practical consequences of the highly prescribed IBIM curriculum require that the International Academic Performance Committee review a student's ability to continue with the program if he or she fails to complete a course after one resit.

Course Failures

A student who fails a course will become ineligible to continue in the program.

Drop/Add Policy

The Bentley drop/add policy does not apply to students in the IBIM program. The program, as designed, is lock-step. Any unauthorized changes to a student's schedule will jeopardize his or her eligibility to remain in the program.

Course Withdrawal

Due to the prescribed nature of the IBIM program, a student who withdraws from a course jeopardizes his or her eligibility in the program. Students should meet with the Associate Dean for Academic Services and IBIM Program Director prior to making a decision to withdraw from a course.

Course Away

This option is not available to IBIM program students.

Tutorials and Directed Studies

Under normal circumstances, tutorials and directed studies are not permitted. In rare circumstances, a tutorial or directed study will be permitted with the approval of both the home and host institution.

Internships for Academic Credit

A student may participate in an internship for credit but the credit earned will not be used toward the IBIM degree program.

Leave of Absence

Due to the nature of the program, it may be impractical to remain in the program should a student decide to take a leave of absence. Any student in the IBIM program considering a leave of absence should consult with the Associate Dean for Academic Services and the IBIM Program Director.

Withdrawing from the Program

Students seeking to withdraw from the IBIM program must do so in writing to the Program Director. Students are strongly urged to meet with an adviser prior to making this decision.

Due to the differences in academic calendars, none of the institutions will guarantee continuous enrollment should a student choose to withdraw at a time later than one week into the subsequent term. In addition, should a student withdraw, there is no guarantee the student will be enrolled in courses necessary to maintain academic progress.

Undergraduate Commencement/Graduation: Completion of the Program

Degrees are conferred three times per year. The conferral dates will not be modified to accommodate students in the IBIM program. In order to graduate, all degree requirements must be documented prior to the deadlines specified by the degree-granting institution.

Graduation Honors

Bentley:

Three academic honors may be awarded upon graduation from Bentley. Each is based on the cumulative GPA of the student, without rounding. **Cum Laude** is awarded to students with a cumulative GPA of at least 3.4. **Magna Cum Laude** is awarded to students with a cumulative GPA of at least 3.6. **Summa Cum Laude** is awarded to students with a cumulative GPA of at least 3.8.

Tilburg:

Academic honors are awarded by the Examination Committee based on the points a student earns on his or her final examination. If a student has earned at least eight points for each part of the final examination, **cum laude** (with honors) is awarded. If a student has earned at least 7.5 points for each part of the final examination, **met genoegen** (with distinction) is awarded. In some unusual cases, the Examination Committee may award honors or distinction to students who have not received the marks referred to above.

International IBIM Academic Performance Committee

The Bentley IBIM Academic Performance Committee identified on page 1 of this document will address most IBIM issues that might develop for Bentley students. However, an issue may arise that concerns two or more of the participating institutions. In this case, the issue will be addressed and resolved by the ***International IBIM Academic Performance Committee***, consisting of:

- Mary Ann Robbert, Bentley, Associate Professor, IPM Department
- Jane Ellis, Associate Dean for Academic Services
- Willem-Jan van den Heuvel, Tilburg, Professor Information Management
- Rebeca Cortázar, Vice Dean, International Relations and External Cooperation, Deusto University

FERPA Information

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, affords students the right to authorize the release of education information to third parties. The IBIM program may involve circumstances which require the institution to release education information to third parties. For these reasons, IBIM students must sign an agreement allowing Bentley University officials to release students' education information to parties who are acting in an official capacity and have an interest in the IBIM program and the education abroad, provided that those officials are acting with a legitimate educational interest as defined in FERPA. The FERPA release is incorporated into the IBIM Letter of Agreement issued to students during their freshman year.