



Student Handbook

Dear Student,

Welcome to IU! The International University (IU) is pleased to count you among our students from many nations! One of IU's strengths is the unity found in the diversity of our student body and faculty.

In the following pages are many academic policies which will guide you and the IU staff as you take your academic journey here at IU. I encourage you to read them carefully.

I encourage you to exercise great self-discipline and do the very best you can in your academic career. Your academic career now prepares you for a successful professional career later. May I also give some general advice to you:

- Class attendance provides important interaction which is a key to your overall learning experience.
- Grades are very important and you should always strive to do your best. Even in subject areas which you don't really enjoy, remember that all learning is valuable in making you a well-rounded young scholar. Good grades give you the competitive edge.
- Keep in mind that your degree plan (transcript) will reflect your accomplishments and will be an important indicator to potential employers and other educational institutions of your skills and discipline.
- Develop habits here at IU which will be expected of you in your professional life: proper use of the mechanics of the English language, punctuality, teamwork, and openness to other viewpoints.
- Academic integrity is a vital determinant of your ethics and honesty. Cheating and plagiarism are, in reality, a form of theft. By doing your own work, you will gain much more learning than by relying on the accomplishments of others.
- Take every opportunity to learn how to be a world citizen and work together with people from around the world. This intercultural competence will serve you well in your life and your career.

Please remember that people at IU care about you as an individual and your progress is important to us. Wishing you all the best, I remain

Sincerely yours,
President Goodheer

To preview a particular item, look in alphabetical order under the first letter of the word

Academic Integrity Policy

IU is focused on helping each student to become a young scholar who understands the value of research and academic integrity. Academic Integrity is essential to the learning process and to the development of life-long values centered on ethics. Every member of the academic community (faculty, staff and students) has a responsibility to participate in insuring high standards of academic integrity:

- Faculty must report all violations of academic integrity in writing and participate in dealing decisively with breaches of academic integrity.
- Students are responsible to inform themselves and understand the institutional guidelines and policies concerning academic integrity, and to abide by them.

Cheating:

This violation is defined as attempting to use or using impermissible and/or unacknowledged study aids, notes, materials, or information in an exam or any academic activity or assignment. Some examples include: programmable electronic dictionaries, cheat notes, cell phone information, calculators when not permitted, and speaking (in any language) with another student.

Level 1: any attempt to see another student's exam

Sanction:

warning on the first occurrence during the exam

relocating the student to another chair upon the second attempt

removal of the exam with a grade of -0- on the third attempt during one exam

If the exam is removed, a notation must be placed in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 2: using any unauthorized assistance during an exam (see above examples).

Sanction:

immediate removal of the exam with a resulting grade of -0- on the exam

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 3: a repeated level 1 or 2 offense in the same course during the same semester

a repeated level 2 offense in another course during the semester or at a later date

Sanction:

Upon the second level 2 offense – which automatically results in a level 3 offense – the student is placed on academic probation. Upon a subsequent offense, the student is expelled for a semester and may only be readmitted with any scholarships withdrawn.

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Plagiarism: Plagiarism is, in effect, stealing information and then being untruthful about it. It is the representation of the words or ideas of another as one's own. To properly cite the words or ideas of another involves either a correct paraphrase or a quotation. A quotation must be set off by quotation marks, or, in the case of a lengthy quotation, by indentation. Paraphrasing is required when material or ideas from someone else are summarized or used in whole or part. The wording must become the student's own while the author's ideas are retained, and the author is given credit. Information that is commonly known, such as current world leaders' names, basic scientific principles, etc. do not need to be cited. However, the sources of all facts or information gained through one's reading and research that are

not common knowledge must be cited in the paper and in the bibliography. It is preferred to err on the side of over-citation than to be accused of plagiarism.

Examples of plagiarism:

Copying words or ideas from someone without giving credit

Failing to put a quotation mark when material is used word-for-word from a source

Giving an incorrect source

Changing words but copying the sentence structure of a source without giving credit

Using so many words and ideas from a source that it consists of the majority or a significant portion of a work, whether or not credit has been given.

Detection of Plagiarism/Turnitin.com: Like many U.S. institutions, IU is implementing Turnitin.com. All faculty are expected to utilize this tool to deter academic lack of integrity and detect plagiarism when it has occurred. Turnitin.com should be used together with faculty feedback and judgment regarding final decisions in dealing with plagiarism. Faculty may upload papers or they may require that students be responsible to upload their own papers to the platform which has courses, assignments and access rights similar to Moodle.

Dealing with violations: Any violation from levels 1 to 3 is subject to an appropriate penalty. The severity of violation and consideration of whether or not the violation is a repeated offense are also taken into consideration in determining an appropriate penalty. Faculty input is essential in administering the policy.

Violations by first-year students are generally penalized with less severity than violations by upper-level and graduate students.

Level 1: violations in this category may generally be credited to inexperience or lack of knowledge and generally do not involve the intention of academic dishonesty. A level 1 violation generally affects a small percentage of the total assignment or the student's total performance in the course.

Recommended sanctions generally include one or more of the following:

Requirement to attend an IU seminar on research-paper writing

A make-up assignment which is more difficult than the first one, with the possibility of earning no more than a grade of "C"

Redoing the assignment within a tight time limit

No credit for the assignment (-0-)

A repeated level 1 offense will generally be treated as a level 2 offense.

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 2: Violations in this category are comparatively more extensive and/or more serious than level 1 violations.

Examples may include: unacknowledged quotation or

inappropriate paraphrasing to a moderate extent, turning in the same paper already submitted for another course at IU without advance written permission, or a repeated level 1 violation.

Recommended sanctions include:

failure on the assignment or

a failing course grade and

academic probation

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 3: Compared to level 2 violations, these violations are more extensive. After a first level 2 violation, all subsequent graduate-level violations are considered level 3 violations. On the Bachelor's level, upon the third level 2 offense, the violation is considered a level 3 violation. Other characteristics of level 3 violations may include: an assignment or research paper with an extensive amount of blatant plagiarism, submission of paper already submitted

at another institution, submitting purchased material such as a research paper, using fictitious sources or deliberately citing false sources.

Sanction: Generally an automatic “F” for the course is earned. Upon a second level 3 violation, the student is placed on academic probation and scholarship assistance is withdrawn. Upon a third level 3 violation, the student is dismissed for one semester.

The violation must be noted in the student’s file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Academic integrity violations may have consequences far beyond the course – i.e. in further educational opportunities or in employment possibilities. If a student uses the institution or any faculty member as a reference for the above opportunities, the faculty member or institution is required to give an objective assessment to the employer or educational institution concerning the academic integrity violations.

Implementation of the Policy:

The Academic Dean is ultimately responsible to see that the policies are carried out. When a Level 1 violation occurs, the Academic Dean must be informed. He/she will work together with the faculty member to implement the policy and determine an appropriate sanction. The Academic Dean may delegate this responsibility on a case-by-case basis to a department chair or other staff member. For Level 2 violations, a committee consisting of the Academic Dean, the instructor of the course in which the violation occurred, and a third faculty member will be formed at the discretion of the Academic Dean. For Level 3 violations, a committee consisting of the Academic Dean, the instructor of the course in which the violation occurred, and a third faculty member, will be appointed to assure that the policy is carried out and an appropriate sanction results.

General Guidelines regarding Research Papers:

1,000-level courses: Research papers should not be assigned in 1,000-level courses (except English Composition II). Alternative research-related assignments may be used.

Type and number of sources: The faculty member should inform the student of the number of sources required and the type of sources permitted.

Research notes: It is strongly recommended that instructors of Bachelor’s courses require students to submit research notes (photocopies of journal pages cited, print-outs of web sources used, photocopies of book pages, etc.). This helps faculty to assure that students have demonstrated skill in paraphrasing appropriately. However, the need for backup materials can be largely eliminated by use of Turnitin.com.

Citation style: Bachelor’s programs: MLA parenthetical documentation is taught in English Composition II. If faculty require another standard citation style, such as APA, they should assure that students are informed how to use it.

Graduate programs: as per the professor’s preference

Foreign-language sources: English Composition II and lower-level general education and major courses (1,000 and 2,000-level): no foreign language sources are permitted. Upper-level major courses on the Bachelor’s level: foreign language sources are permitted with permission of the instructor.

Graduate-level research papers: at the instructor’s discretion.

Poor Research: Use of introductory textbooks, encyclopedias, on-line encyclopedias such as Wikipedia, and some internet resources constitutes poor research and this may be reflected in the grade the student earns.

Ranking of resources: From greatest to least scholarly sources are journals and books, monographs, anthologies, magazines, trade books, encyclopedias, Wikipedia.

Algebra Placement Exam

A three-level placement exam will aid IU in placing incoming students in Remedial Math, Intermediate Algebra, or College Algebra. Sample questions are on www.myiu.edu under Placement Tools so students may prepare themselves. The number of correct answers for a particular course are:

Level 1:	7 out of 10 correct Less than 7 correct	Intermediate Algebra Remedial Algebra
Level 2:	6 out of 10 correct (and at least 7 correct on Level 1) Less than 6 correct (and at least 7 correct on Level 1)	College Algebra Intermediate Algebra
Level 3:	6 out of 10 correct	Algebra requirement waived

Advisory Waiver

When a student drops a course without being recommended to do so by IU, he/she must sign an Advisory Waiver form (on the reverse side of the form for withdrawing from a course), releasing IU from any responsibility to offer that course out of schedule and stating his/her understanding that dropping this course may delay graduation. Further, the form requires that the student sign his/her understanding that he/she may not take this course by Independent Study.

Attendance Policy

Class attendance is required of all students. In full semester courses, IU recommends that no more than three (3) absences be permitted in any course. Three (3) tardies -coming late- equal one absence. An IU faculty member has the right to formulate his/her own attendance policy and state it clearly in the course syllabus. It should be noted that for intensive courses (such as during the Summer semester) the policy should be adjusted since one absence may equal one week of class time missed!

Calling or emailing an IU office does NOT constitute an excused absence. None of the offices is authorized to excuse a student from class. It is the responsibility of the student to deal directly with the faculty member in regard to attendance matters.

Auditing a Course

If there is an opening in the course and with the approval of the instructor, courses may be audited by a qualifying student. However, no course may be audited which requires involvement with a machine or an instrument, such as a computer, or laboratory. Any change from audit to credit or vice versa must occur within the first two weeks of the class (or two days in a summer session) and will be subject to a drop-add charge. The audit student will not participate in taking examinations nor will any grade be issued. No record or credit is recorded on the student's transcript. Audited courses are charged at 50% of the tuition per course.

Breaks

Breaks are not to be given for any class meeting less two hours. Students must return on time, so the academic process will not be negatively compromised.

"C" Grades in Master's programs

No more than two (2) Cs are permitted in the Master's program and an overall GPA of 3.0 must be maintained. If a student earns a third "C" grade, or if the GPA falls below 3.0, he/she will be placed on academic probation and lose candidacy. The student must retake the course for which a third "C" was earned and earn a "B" or "A" to regain candidacy. A course may be repeated only one time and no more than two (2) courses may be repeated. (Please also note IU's financial policy concerning retaking of courses). Should a student earn four (4) Cs, enrollment will be terminated. Whenever a course is repeated, no additional hours are earned, and the new grade replaces the previous grade in computing the grade point average. The record of the first attempt remains part of the student's record through the notation of an * signified as "repeated course."

Candidacy for Master's Degrees

For the MIB/MBA:

Admission to candidacy is an important signal that the graduate student can attain success and bring the Master's degree to completion with a high level of academic achievement. Admission to Master's studies does not necessarily imply candidacy for the degree. Factors which are considered as part of the candidacy decision, which must be approved by the Academic Dean and two core faculty members, include:

- Academic achievement in the following prescribed 10.5 credit hours, with a GPA of at least 3.0
Graduate Research and Writing
Statistics and Quantitative Methods for Management
Financial and Managerial Accounting

- 1 additional core course (the first core course taken by the student)
- Academic integrity / research skills
- Satisfaction of any provisional or pending admission requirements
- Satisfactory completion of any required leveling courses

Application: The Candidacy application is filled out by the student after completion of the prescribed credit hours and before the completion of fifteen (15) credit hours.

Failure to achieve candidacy: Students who are not admitted to candidacy have the opportunity to repeat the courses cited above and improve their grade point average. They may reapply for candidacy one time after the courses are retaken with an earned grade B, or A. Students who are not admitted to candidacy have the opportunity to earn the Master of International Business (MIB) degree but not the MBA degree.

For the MADSS / AMADSS

Admission to candidacy is an important signal that the graduate student can attain success and bring the Master’s degree to completion with a high level of academic achievement. Admission to Master’s studies does not necessarily imply candidacy for the degree. Factors which are considered as part of the candidacy decision, which must be approved by the Academic Dean and two core faculty members, include:

- Academic achievement in the following prescribed 10.5 credit hours, with a GPA of at least 3.0
Graduate Research and Writing
Influential Leaders in Diplomatic History
International Relations Theory
1 additional core course (the first core course taken by the student)
- Academic integrity / research skills
- Satisfaction of any provisional or pending admission requirements

Application: The Candidacy application is filled out by the student after completion of the prescribed credit hours and before the completion of fifteen (15) credit hours.

Failure to achieve candidacy: Students who are not admitted to candidacy have the opportunity to repeat the courses cited above and improve their grade point average. They may reapply for candidacy one time after the courses are retaken with an earned grade B, or A. Students who are not admitted to candidacy have the opportunity to earn the Master of Arts in Diplomatic & Strategic Studies degree but not the Advanced degree.

Capstone Courses

Completion of the Bachelor’s and Master’s capstone courses is a graduation requirement effective January 2009

Calendar

IU observes the Austrian holidays. The Dean’s Office will provide all further information on a current basis.

Class Admittance

At the end of the official enrollment period, a final official class roster will be issued. No student whose name is not on the roster may attend class without a Class Admittance Slip (see below). Students may not be permitted a class due to GPA policies, lack of a prerequisite, a filled enrollment, linguistic restrictions, or failure to meet previous financial obligations. See sample form below.

Class Admittance Slip:	
<p>_____ (Student’s Name) is now officially registered for the following course/s:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>Please permit this student to attend your class.</p> <p style="display: flex; justify-content: space-between; margin-top: 20px;"> Signatures: _____ Dean’s Office Business Office Official Stamp / Date </p>	

Class Standing

Freshman	0 to 29 semester hours
Sophomore	30 to 59 semester hours
Junior	60 to 86 semester hours
Senior	90 or more semester hours
Graduate Student	has earned the Bachelor's degree and is enrolled in classes toward the Master's degree.

Cheating and Plagiarism: See Academic Integrity Policy

Course Changes/Adds/Drops/Withdrawals

A student may not begin a course after the equivalent of one week of class time has ended. A class may be *added* to the enrolled student's schedule during the first week of classes. No add fee will be made for adding a class. If a student registers for a course but cannot or does not wish to continue, he/she must come to the Dean's Office and officially drop in order to avoid receiving an "F". When *adding/dropping* in a regular semester, please consider the following:

A student who wishes to add a class during the time allowed must initiate an "Add Form" in the Dean's Office. The student will then be given an admittance slip to attend the added class.

A student who wishes to **drop** a course must initiate a "Drop Form" in the Dean's Office. Dropping may take place within the first two weeks of the term. The Dean's Office will then notify the teacher that an official drop from a class has been processed.

A student who wishes to **withdraw** from a course must initiate a "Withdraw Form" in the Dean's Office. Withdrawal may take place after the two-week dropping period. Withdrawal requires a good reason from the student. For any course withdrawn at any point during the allowed time, the student will receive a designation of "WP" (withdrawn passing) or "WF" (withdrawn failing). The faculty member is required to sign the withdraw form before it is submitted to the Dean's Office. The Waiver on the reverse side of the form must be signed by the student.

Time Table for Dropping a Course for the Fall and Spring Semester (Undergraduate program):

Last day of week 2	Last day to drop a course with no record on transcript
Week 3 – 13	Transcript entry of "WP" or "WF"
Last day of the week 13	Last day to withdraw from a course

Time Table for Dropping a Course in Summer Sessions (Undergraduate program)

2 nd day of a session	Last day to drop a course with no record on transcript
3 rd – 13 th day of a session	Transcript entry of "WP" or "WF"
13 th day of a session	Last day to withdraw from a course

Time Table for Dropping a Course (Graduate Program)

2 nd class period	Last day to drop a course with no record on transcript
3 rd class period	Transcript entry of "WP" or "WF"
4 th class period	Last day to withdraw from a course

For further reference please see the section on Refund Policy.

Convocation

Convocation is held on Tuesdays and Thursdays at 5:30 p.m. It is an important time for students, faculty and staff to be together to build university spirit, hear guest speakers and faculty, consider spiritual truths, and to be informed of activities and policies at IU.

Copies

The copier is for Administration, Faculty and Students. Students may make copies at 0.07 € per page. They should pay the Business Office. Students may buy paper (0.07 € / 5 sheets) and transparencies (0.60 € / 1 piece) at the Business Office.

Credit via exams and alternate means

In addition to transfer of credit from approved institutions, students may earn limited credit hours in various ways, such as CLEP (College Level Exam Placement) exams. Credit is determined in consultation with the Academic Dean after the Transfer Credit Committee has reviewed documentation.

Official CLEP exams must be taken in all subjects other than: Bible, Algebra, English Composition I and II, and German. In these subjects IU Exams may be used to determine academic credit by exam.

Dean's Honor Roll

Following each Fall and Spring Semester, the Dean's Office will release the names of those students, who earned a 3.50 or above grade point average on 12 or more semester hours of credit in the undergraduate program or 9 semester hours of credit in the graduate program. A Certificate of the Dean's Honor Roll is issued to each qualifying student either in a special Honor's Day presentation at Convocation or at the Graduation Banquet.

Degrees

The following degrees are offered at The International University:

Business Administration:

- Bachelor of Business Administration (BBA) -- with specialization in Management (minimum of 129 Credit Hours), Marketing (minimum of 129 Credit Hours), General Business (minimum of 129 Credit Hours), Computer Information Systems (minimum of 129 Credit Hours), Accounting (minimum of 129 credit hours)
- Master of International Business, (MIB) -- 39 Credit Hours + internship
- Master of Business Administration, (MBA) -- 39 Credit Hours + internship + thesis OR 45 credit hours plus internship **SEE Revised Requirements below**

Diplomatic Studies:

- Bachelor of Arts, Diplomatic Studies (BADS) -- minimum of 129 Credit Hours, including internship
- Master of Arts in Diplomatic and Strategic Studies, (MADSS) -- 39 Credit Hours + internship
- Advanced Master of Arts, Diplomatic and Strategic Studies, (AMADSS) -- 39 Credit Hours + internship + thesis OR 45 credit hours plus internship **SEE Revised Requirements below**

Combined Degree:

- Bachelor of Arts in Global Business and International Relations (GBIR), minimum of 129 credit hours, including internship

New MBA and AMADSS Degree Requirements

IU continues to support the importance of student research and self-directed papers and projects as an integrative part of the entire learning experience of the degree program. Effective September 2009, the following are the degree requirements:

MBA –

Forty-five credit hours, an internship, a portfolio of research papers* OR
Thirty-nine credit hours, an internship, and a thesis (worth 6 credit hours).

AMADSS –

Forty-five credit hours, an internship, a portfolio of research papers* OR
Thirty-nine credit hours, an internship, and a thesis (worth 6 credit hours)

For those planning to complete a doctorate/Ph.D. degree, a thesis is considered an essential project).

***Portfolio of Research Papers:** After completion of thirty-nine (39) credit hours, the student will submit a compilation of his/her research papers, inter-connected by a common overriding theme. This does not demand the writing of a whole new extensive paper. Rather, given that the student has completed courses in a variety of subject areas, the student should demonstrate the ability to assimilate the learning around a central theme related to the field and to the various content areas of the courses. Also, this portfolio is an excellent preparation for the Master's Capstone course (a degree requirement of all students effective January 2009).

The portfolio will not receive a letter grade or academic credit hours. It will be checked by a panel of faculty and receive an “approved” or “not approved” notation. In the instance of “not approved,” the portfolio must be corrected. When “approved” this will be noted on the student’s transcript.

Diploma Issue

An official diploma and transcript will be issued upon completion of all requirements for the degree, and with clearance from the Business Office, at the following times:

Completion date:

April (end of Spring semester)
December (end of Fall semester)
May or June
July (end of summer semester)

Issue date:

during Graduation
by January 15*
within 2 weeks of completion*
by 15 September*

Please note: for notarization process, please allow an additional three weeks.

* In special cases, while final grades are being processed and the diploma is being prepared, the student may receive a letter stating that the academic requirements have been completed and the official documents will be forthcoming. (Dependent upon being cleared in the Business Office).

Dormitory

IU has an agreement with the Haus Erasmus for student housing. Students are personally responsible for their dormitory fees. Interested students should inform the Admissions Office. Students living in any dormitory contracted by IU are registered as IU dorm students. Students are obligated to follow the rules of the Haus Erasmus in terms of length of contract, cancellation notice, deposits, etc.

Students benefit by living among other international students from IU, which also is a very important element of establishing strong friendship ties among the student body.

English Composition II Research Paper:

It is extremely vital for a student’s academic success that proficiency in writing research papers be acquired in English Composition II. Therefore, the course grade in English Composition II is partially determined by an external panel’s assessment of the final research paper. A passing grade on the research paper, as per the panel’s assessment, is required to pass the course.

English Language Requirements at IU

IU is extremely interested in helping its students to obtain the best English skills possible, approaching those of a native speaker. This is the only acceptable level of proficiency expected in the professional life of graduates of an American university.

All new students must submit official TOEFL, IELTS, or Cambridge Certificate scores as part of the application profile. Exceptions: American, Australian, British, Canadian, and New Zealand citizens (Citizens of, for example, British territories, are not exempt from the exam requirements).

English as a Foreign Language (EFL) courses are provided to assist students in obtaining university entry-level proficiency and permit them to enroll in Study Skills, Composition I, Composition II, etc. These courses should be taken very seriously.

IU Policies Concerning English Proficiency:

1. The EFL student must submit a TOEFL, IELTS or Cambridge score to IU before a decision is made as to whether or not the student may exit the EFL program and enter the academic program.
2. Bachelor’s Program: A TOEFL score of at least 500 (paper-based), 173 (computer-based), or 61 (internet based) is required of all students to enter undergraduate major courses.
IELTS: minimum of 5.0
Cambridge: First Certificate in English (FCE) – minimum of Grade C
In addition to the above, the student must exhibit adequate paragraph-writing ability before entry into university-level undergraduate courses.
3. Master’s Program: A TOEFL score of at least 550 (paper-based), 213 (computer-based), or 79 (internet based) is required of all students to enter the graduate program.
IELTS: 5.5
Cambridge: Cambridge Certificate of Advanced English (CAE) – minimum of Grade C.

In addition to an adequate exam score, the student must exhibit adequate essay-writing ability before entry into graduate courses. This is determined by the Master's application essay and/or the IU Exam.

4. The following courses must be completed with a grade of "C" or above before a student may move on to the next course:
All English as a Foreign Language courses (including College English)
Composition I
Composition II

IMPORTANT: Please plan ahead to make sure you are able to take your exam at an official testing site in time to have your official scores sent to IU and a decision made regarding your enrollment in the academic program of your choice!

Enrollment at another institution

A student may not be enrolled in another university at the same time, without written approval from the Dean's Office. Credits will not be considered for transfer if permission has not been received in advance.

Evaluation of Course/Faculty

Before the end of each course, the student receives a form, which is an anonymous and confidential evaluation of a particular class and faculty member. The goal of the evaluation is to improve the academic environment at IU by providing the faculty and administration with feedback.

The evaluations will not be given to the faculty member until final grades for the class have been submitted. After the grades are submitted, the faculty member will receive a typed summary of the evaluations and comments. IU encourages students to take the evaluation process seriously, and be fair and candid.

Exams and Final Exams

Exams may not be missed. Finals may be taken only on assigned dates – having an already purchased airfare or train ticket is not a valid reason for taking a final exam out of schedule. A missed exam receives a grade of -0- to be averaged in with other grades. Only in rare cases such as illness or surgery (not for travel purposes), by advance agreement with the instructor, may a make-up exam be scheduled. This permission from the instructor must be given also in writing to the Dean's Office.

Cell phones must be turned off and out of sight during exams. They may not be left on the student desk or table even for the purpose of monitoring the time.

Electronic dictionaries are not permitted during exams. Many of these dictionaries are programmable and are, therefore, not permitted. If a student is unsure of the meaning of a word in an exam question he/she may quietly ask the instructor. The instructor will decide what and how much information may be given.

Laptops are not permitted during written exams.

Calculators: On a course-by-course basis, the faculty member will determine whether or not a calculator may be used for an exam. Calculators must not be programmable.

Extra-Curricular Activities

Students are encouraged to participate in activities other than their studies, such as field trips, guest speakers, seminars, Student Council, committees (such as sports, internal activities, yearbook, newspaper, etc.). This enriches the student's experience at IU and also makes a student more marketable to prospective employers.

General Education/Prerequisites

General Education courses are an important foundation for major and elective courses. This body of knowledge adds depth and breadth to the understanding students achieve in their major courses.

The General Education courses must be completed while a student has freshman or sophomore standing (each of these courses is listed as a 1,000- or 2,000 level course). If not completed prior junior candidacy, the courses will not count toward the degree.

An exception to this is the Biblical Studies courses. A student may take one per year; however, no more than one (1) of these courses may be saved for the senior year.

In a number of instances, a prerequisite course is required before enrolling in another course. For more information about the prerequisites please see the course description or consult the Academic Dean's Office.

Good Standing / Academic Probation

To remain in good standing academically, the student must maintain the grade point average (GPA) stated below in relation to the number of semester hours completed.

<u>Semester Hours Attempted</u>	<u>Cumulative GPA Required</u>
0-29	1.75
30-59	2.00
60 and above	2.25
Graduate studies	3.0

Each student who fails to maintain good standing is placed on academic probation. After one semester on academic probation, should the student fail to achieve good standing, he/she is subject to dismissal for one semester. Transfer students are given two semesters during which to achieve good standing or be subject to probation. A second dismissal for failure to achieve good standing is a permanent dismissal from the University. NOTE: This probation/dismissal is noted on the student's permanent record.

A student may be placed on Academic Probation for the following reasons:

1. Academic performance (see above)
2. Attendance: poor attendance records may result in the student being placed on probation status. If attendance does not improve during the semester of probation, the student will be subject to dismissal from the University. A semester with a good attendance record may remove this probationary status.
3. Cheating or Plagiarism: A student who demonstrates his/her unwillingness to abide by IU's policies regarding cheating and plagiarism will be placed on Academic Probation and/or face Dismissal.

Grade Point Averages: How do you calculate your Cumulative GPA?

Each letter has a value in terms of credits and grade points earned.

The Grade Point Average (GPA) is the total number of grade points earned divided by the total number of credits attempted.

Each course is worth 3 credits.

An "A" has a value of 12 grade points.

A "B" has a value of 9 grade points.

A "C" has a value of 6 grade points.

A "D" has a value of 3 grade points.

An "F" has a value of 0 grade points.

Therefore, if a student has a "B", two "As" and an "F", the GPA will be calculated as follows:

Grade:	Attempted Number of Credits:	Grade Points:
B	3	9
A	3	12
A	3	12
F	<u>3</u>	<u>0</u>
	12	33

$$33/12=2.75$$

Therefore, the GPA equals 2.75

Grading Scale: Grade inflation is not permitted; students must earn the grades they receive.

Undergraduate (Bachelor's) Grading Scale

A	=	Excellent level of achievement 92 – 100 %
B	=	Above average performance 83 – 91 %
C	=	Average university-level performance 74 – 82 %
D	=	Below average but passing 64 – 73 %
F	=	Academic Failure

		Below 64 %
WP	=	Withdrawal while passing
WF	=	Withdrawal while failing
I	=	Incomplete (If a student does not complete the course by the end of the following semester, the “I” automatically becomes an “F”. “I” must be approved in advance by the Faculty Member and the Dean’s Office.)

Graduate (Master’s) Grading Scale

A	=	Excellent level of achievement 92 – 100 %
B	=	Average performance 83 – 91 %
C	=	Unacceptable, but passing performance (only two “C’s” permitted in the program) 74 – 82 %
F	=	Failure to meet the requirements Below 74 %
WP	=	Withdrawal while passing
WF	=	Withdrawal while failing
I	=	Incomplete (If a student does not complete the course by the end of the following semester, the “I” automatically becomes an “F”. “I” must be approved in advance by the Faculty Member and the Dean’s Office.)

Graduation Awards

During the graduation ceremony at the close of each spring semester, the following special honors may be noted:

President’s Associate Award – honors a student with at least 70 credit hours with no more than 89 credit hours completed toward graduation, a minimum of 3.5 GPA, and who reflects the high ideals of the University. The Award is: 1/4 tuition for 15 credit hours of undergraduate classes. Awarded at graduation toward the next academic year.

President’s Baccalaureate Award – honors a student having at least 90 credit hours with no more than 110 credit hours completed, a minimum of 3.5 GPA, and who reflects the high ideals of the University. The Award is: 1/4 tuition for 15 credit hours of undergraduate classes. Awarded at graduation toward the next academic year. Recipients must use these awards within one year of receiving the award and maintain at least a 3.25 GPA with no grade below “B”.

Presidential Award – used to honor a student with special academic achievement and to reward scholarship; i.e. to assist in the completion of the Master’s thesis.

Academic Dean’s Award

A plaque of honor is presented to the student who reflects the ideals of the University and is graduating with Summa Cum Laude honors, the highest level of academic achievement. The recipients of these awards are selected by the faculty and administration of the University.

Graduation with Honors

At Graduation, those students who have earned a cumulative grade point average of 3.50 receive the designation of *Cum Laude* (with honors); those with a 3.65 GPA graduate *Magna Cum Laude* (with high honors); and those with a 3.80 or above GPA graduate *Summa Cum Laude* (with the highest Honors). They are publicly recognized at the Graduation ceremony and the honor is inscribed on their Permanent Record and Diploma.

Graduation Requirements

Graduation is held annually in May or June. Students who will finish all requirements by the end of the Summer Session III may march.

Bachelor’s program: B.A. students must complete a minimum of 129 hours, and a minimum of 45 hours must be upper division courses, courses numbered 3000 or above. At least 33 hours must be earned in residence at IU after achieving Senior Status, and at least 15 hours must be advanced.

GPA in the major: minimum of 2.5 GPA in the major

GPA overall: minimum of 2.25 overall grade point average.

MBA –

Forty-five credit hours, an internship, a portfolio of research papers* OR
Thirty-nine credit hours, an internship, and a thesis (worth 6 credit hours).

AMADSS –

Forty-five credit hours, an internship, a portfolio of research papers* OR

Thirty-nine credit hours, an internship, and a thesis (worth 6 credit hours)

For those planning to complete a doctorate/Ph.D. degree, a thesis is considered an essential project).

***Portfolio of Research Papers:** After completion of thirty-nine (39) credit hours, the student will submit a compilation of his/her research papers, inter-connected by a common overriding theme. This does not demand the writing of a whole new extensive paper. Rather, given that the student has completed courses in a variety of subject areas, the student should demonstrate the ability to assimilate the learning around a central theme related to the field and to the various content areas of the courses. Also, this portfolio is an excellent preparation for the Master's Capstone course (a degree requirement of all students effective January 2009).

The portfolio will not receive a letter grade or academic credit hours. It will be checked by a panel of faculty and receive an "approved" or "not approved" notation. In the instance of "not approved," the portfolio must be corrected. When "approved" this will be noted on the student's transcript.

***For any IU Bachelor's or Master's degree, effective 2009, students must complete all Outcomes Assessment Instruments being implemented by IU to qualify for graduation.

Grievance Policy

The International University (IU) maintains an open-door policy for addressing problems and grievances.

Academic problems are to be discussed first with the particular faculty member for the course in which the student has a grievance. For information purposes, the student may also inform the Dean's Office of any email correspondence with the faculty verifying the nature of the grievance. It is hoped and expected that most grievances concerning academics can be resolved with the faculty member, who is committed to carrying out all IU academic policies fairly.

If the student does not feel that his/her problem has been adequately addressed, he/she may appeal to the Dean's Office in writing. With the written documentation provided by the student, the Dean's Office will consult with the faculty member for additional information and see that the grievance is handled according to IU academic policy.

If the student wishes, he/she may appeal in writing to the President's Office for an appointment to visit concerning the grievance. The President's Office will seek all valid information from the respective faculty member and the Dean's Office, review it, and then either: (a) schedule an appointment for the student, during which time a Dean's Office representative and the faculty member may be asked to be present; (b) inform the student in writing of the decision, which is the final decision.

Finance-related problems are to be discussed first with the Business Officer. The staff member will consult with the Vice President for Finance regarding a possible exception of a financial policy, extension of the payment deadline, etc. As needed, the student will be invited to the office of the Vice President for Finance to make final arrangements to resolve the grievance.

Other: Grievances are initially to be discussed with the responsible IU staff person – admissions office, facilities office, library office, etc.

Student Council: IU students are encouraged to be positive and hard-working in their academic program, and to discuss legitimate grievances with their representatives, the IU Student Council. The Council may follow the steps listed above to approach any member of the IU staff concerning a grievance.

Appeal to the President's Office: This process is only possible when all other appropriate channels have been utilized first.

Guidelines for Distance Learning / Independent Study

By nature of the title, distance learning implies that the student is not located in Vienna and is unable to complete the course in the traditional way. Like traditional classes, distance learning classes are to be solid academic experiences.

Rather than being an "easy way out" for students, distance learning should only be attempted by excellent, serious students who are able to work on their own without the physical presence of the faculty member. A GPA of at least 3.25 for Bachelor's students and 3.50 for Master's students is required for distance learning.

Rather than face-to-face contact, the faculty member and distance learning student maintain contact via the Internet.

A distance learning course is guided by the same IU official course description as the traditional course.

A distance learning course must be designed with appropriate guidelines and substitutes for the in-class elements of a traditional course. For example:

- The student is required to read the same textbook as the traditional student
- In place of in-class discussions, the student must submit academic work which is an acceptable substitute for the in-class time invested by traditional students. The student must demonstrate his grasp of the course material.

- In place of quizzes, the student must be given other assignments which demonstrate he has read and is responsible for the course material.
- Research papers, projects, essays, outside reading, homework, etc. are to be assigned for both distance and traditional students alike. They are graded with the same standards concerning content and documentation, etc.
- If the faculty member types lecture outlines or notes as a basis for class discussion (for his own or the students' use), it is helpful to provide these to the distance learning student.
- A mid-term exam is not always given in distance learning. It may be given upon the discretion of the faculty member. A final exam is given. Any exam must be sent to an approved Proctor and not to the student. The student is responsible to coordinate with the Dean's Office to locate an acceptable proctor, to whom the exam or exams are sent. An acceptable proctor is: the academic dean's office of another university, an embassy, or a university professor. The faculty member must include instructions for the exam, such as time-limit, materials which may be present during the exam, etc. The proctor mails the exam back to IU.

These policies apply to **Independent Study** as well. See more information under the Independent Study section.

ID Cards

Each student of IU receives a designated ID number, which is part of the student's permanent record. The Administrative Assistants' Office prepares an ID card for each new student. It is renewable each academic year with a stamp sticker indicating that enrollment continues. In order to get an ID, please fill out the appropriate form in the Administrative Assistants' Office and submit a recent photo.

Incentive Program

Each student who recruits a new student is awarded 10 % of the first semester's tuition after the new student has completed his/her first semester and his/her tuition charges have been paid in full. The incentive program is applicable only within the student body of IU.

Incomplete

An "I" – Incomplete – is assigned only when, before the final examination in a course, the student confers with the teacher and together they agree in writing as to the reason for the request along with the means and the date by which the course requirements will be fulfilled by the student. The teacher and the student fill out a form available in the Academic Dean's Office for this purpose. Details of what is needed to clear the Incomplete and a specific date for the clearance of the Incomplete is to be stated on the form. The student gets a copy, the professor keeps a copy, and the Academic Dean gets a copy. If the student simply fails to turn in an assignment and/or take the final examination in the course, without prior arrangements as indicated above, the teacher will give the assignment or examination a grade of "0" and compute the semester grade accordingly. If the student does NOT complete the course as agreed, the "I" automatically becomes an "F". The maximum time permitted to fulfill the agreement for removing the "I" is by the end of the following full semester, whether one is enrolled or not.

During the time the course has an "I" grade, the course is counted as "hours attempted" and the value is "0" for figuring GPA.

Form to Request an "Incomplete"

Name of Student _____

Course Number and Name _____

Semester: _____

The student requests an "Incomplete" for the following reason/s: _____

The faculty member agrees and confirms that the following work must be completed to fulfill the "Incomplete."

Date on which the outstanding work must be completed and submitted to faculty member:

Signature of Student: _____

Signature of Faculty Member: _____

Approval of Dean's Office: _____

Date: _____

Upon completion the Dean's Office records the final grade below and on the student's permanent record.

Final Grade: _____

Recorded by: _____ (signature) _____ (date)

Independent Study

Independent Study may only be offered for seniors needing a particular course to graduate, and when there is no other way for them to complete the needed course before graduation. A student must fill out a form that must be approved by the Dean's Office. The faculty member must also sign the form.

"Before Graduation" includes the Summer Semester (courses through July).

A cumulative GPA of at least 3.25 is required for Independent Studies.

If a student failed to complete the course when it was offered the last time, particularly if the student dropped or withdrew from the course, the Advisory Waiver form signed indicates that the student understands that the course will not be taught out of schedule.

See Guidelines for Distance Learning / Independent Study

Internships

An approved internship of 100 hours is required for the BA, GBIR, MIB, MBA, MADSS, and AMADSS degrees. A written report must be turned in to the internship coordinator before the end of the semester in which the internship was conducted. Please find more information about the internship in the internship brochure.

Levelling Courses for the MIB/MBA

To be announced.

Library

IU maintains a small presence library. Several periodicals and journals related to business and diplomacy are subscribed to on a regular basis. IU also encourages all students and faculty to become a member of the Austrian

National Library, one of Europe's most prestigious libraries. For only 10 Euros per year, members have access to over 260 full-text databases which can be accessed from anywhere in the world. See www.onb.ac.at. In addition, approved IU students and faculty may receive borrowing privileges at the Vienna Economic University. After demonstrating credibility at IU in academics and responsibility in financial contracts, students may receive a letter authorizing them to gain access to the Economic University's thousands of holdings in the English language.

Mission Statement Overview

The mission of The International University is: "preparing students from around the world to serve in the world."

Goals and Objectives to Achieve the IU Mission:

IU's goal is to foster an effective academic program and a supportive environment for the development of the student's maximum potential. To achieve its mission, The International University concentrates its preparation in the following areas:

- Academic learning/Research
- Professional training
- Social preparation on the local and international level
- Spiritual awareness

Number of Courses in Which a Student May Enroll Per Semester

With a cum. GPA of:	Number of Courses:
2.0 – 2.24	3 courses
2.25 – 2.95	4 courses
3.0 – 3.49	5 courses
3.5 – 4.0	6 courses

Official Letters

IU will provide students up to four (4) copies of a "Fortsetzungsbestaetigung" at no cost. This form is patterned on the one used by Austrian state universities to verify enrollment. Local authorities such as the Finanzamt and Wienerlinien have been provided a sample of the IU form.

Official letters will be prepared for visas and special needs. To receive a "Fortsetzungsbestaetigung" or official letter, the student must fill out the appropriate form, be current with his/her financial obligations at IU, be a student in good standing, and allow three to five days for preparation. After 4 "Fortsetzungsbestaetigungen" or official letters 5.00 € will be charged for each.

Official Transcripts

The student must complete an application form provided by the Business Office. Transcripts may only be released when the student's account is current. Upon payment of the transcript fee, the Dean's Office will prepare the transcript within three to five working days.

Official transcript: 8.00 €; Student Unofficial Use Transcript: 5.00 €

Outcomes Assessment Instruments

For any IU Bachelor's or Master's degree, students must complete all Outcomes Assessment Instruments being implemented by IU to qualify for graduation.

Out of Schedule Exam

Finals may only be given on assigned dates. Students are not to miss exams. Students who miss an exam will receive a '0'. For extreme circumstances, when approved in advance by the faculty and the Dean's Office, an exam may be rescheduled and the student charged a fee of 20.00 €. Having purchased a ticket to travel before the conclusion of Final Exams does not constitute a basis for an out-of-schedule exam.

Payment Policy

Past due funds are subject to a daily surcharge of 1.50 € until the payment is made. Monthly installment plans are based on 12 months per year (not only when school is in session or when a student is enrolled). The instalment plan option is provided to assist the student.

Placement Exam for graduate students in Business

To be announced

Probation in the Master Programs – SEE "Cs" in Graduate Courses

Punctuality

Punctuality is expected of both faculty and students. Please also note that there is no such thing as the “academic quarter” sanctioning a 15-minute late start.

Refund Policy for Fall and Spring Semester (Undergraduate Program):

Prior to end of week 1	Full Refund + Pay 40.00 € Drop Fee
Prior to end of week 2	60 % Refund + Pay 40.00 € Drop Fee
Prior to end of week 3	40 % Refund + Pay 40.00 € Drop Fee
After the 3 rd week	No refund and no Drop Fee

Refund Policy in Summer Sessions (Undergraduate Program):

1 st day of a session	Full Refund + Pay 40.00 € Drop Fee
2 nd day of a session	60 % Refund + Pay 40.00 € Drop Fee
3 rd day of a session	40 % Refund + Pay 40.00 € Drop Fee
After 3 rd day	No refund and no Drop Fee

Refund Policy for Graduate Students:

Before 1 st class period	Full Refund + Pay 40.00 € Drop Fee
Before 2 nd class period	60% Refund + Pay 40.00 € Drop Fee
Before 3 rd class period	40% Refund + 40.00 € Drop Fee
After 3 rd class period	No refund and no Drop Fee

Registration for Classes

The registration must take place on the assigned days before the classes begin. Any student registering after that must pay the late fee of 40.00 € with no exceptions.

Remedial Math: Effective September 2009, Remedial Math will not earn academic credit. A student must earn a grade of A, B, or C in the course or repeat it. The course is, in reality, similar to an EFL pre-university course and will be treated as such regarding credit hours and full payment required. The Fundamentals of Business course must be taken after the successful completion of Remedial Math.

Repeated Courses:

Repeated courses are marked on the transcript with an asterisk (*).

No scholarships are available for repeated courses. Students who earn a “W/F” or “F” in a course must pay full price when they re-take the course.

Research Assistants

The purpose of the Research Assistant program at IU is to assist excellent students in gaining research skills and developing their marketability in the field, while also contributing to the body of research of the institution through assisting various faculty in data collection and research gathering. Also research assistants provide support for faculty through clerical tasks, freeing the faculty member to spend more time in research.

- Research Assistants must have a cumulative GPA of at least 3.5 and have a proven record of excellence and integrity in research papers and class performance.
- Research Assistants must have completed 100+ total credit hours (indicating that upper-level Bachelor’s level or graduate students may qualify).
- Research Assistants may work up to 20 hours per week. Each hour must be documented and approved by the faculty member for whom the research is done. The requirements are stringent and students are expected to be involved in credible research.
- For each hour of research work, a total of 5 Euros is deducted from tuition owed. Therefore, at 20 hours per week, the research assistant may earn up to 100 Euros per week or 400 Euros per month. Travel time to libraries, etc. is not included in the research time.

Research assistants’ time is generally shared among faculty who are involved in research activities for the institution. It does not include research for their non-IU related research and publishing activities. The time also does not include the student’s own research activities, such as for research papers, thesis, etc. required as part of course work.

Research Paper / Thesis

Research papers and theses are to follow the guidelines established by the Research Committee. The papers must contain a bibliography and endnotes or footnotes. All research papers and theses are to be completed on an internationally acceptable level.

The MBA and AMADSS programs provide the option for students to finish the degree by writing a thesis. The thesis topic must be based on work done throughout the Master program and must be approved by the Thesis Committee. A thesis is strongly recommended for those who plan to pursue a Doctorate or Ph.D. program later. For further information on the thesis process, please consult the Dean's Office.

The thesis price is equal to two graduate courses.

Scholarships

Bachelor's Program (Undergraduate):

Academic scholarships will be awarded to all incoming new students, who fulfill the required criteria, as follows, based on their High School GPA or GPA in transfer from another university:

GPA of 3.5 – 4.0	15 % scholarship
GPA of 3.0 – 3.4	10 % scholarship

Academic Scholarships for all new students entering one of IU's Master programs, based on their Bachelor's GPA at IU or another university:

GPA of 3.8 – 4.00	Summa cum Laude	15 %
GPA of 3.65 – 3.79	Magna cum Laude	10 %
GPA of 3.5 – 3.64	Cum Laude	5 %

Academic Scholarships must be applied for by a student in advance.

Financial-Need Scholarships may also be awarded, but only to students with high academic achievement. To maintain a financial-need scholarship, a minimum GPA of 3.0 is required, as well as demonstrated, proven financial need. Students desiring to be considered for financial-need scholarships must:

- Provide notarized/official documentation to verify the information in their Financial Resources Statement
- Writing a letter applying for financial aid and indicate why they should be considered.

Financial-need scholarships are awarded on a case-by-case basis.

Work-Study: Some financial-need scholarships are provided by means of the work-study program. In this program, students are assigned to clean, monitor the library, assist in an office, etc. and credit for hours worked is used to reduce their bill.

Maintaining Scholarships:

Academic scholarships: To maintain an Academic Scholarship, the student must achieve a Grade Point Average of 3.25 in the undergraduate program and 3.75 in the graduate program (Cumulative GPA and GPA from the latest semester to be taken into account).

Financial-need Scholarships: Should the GPA fall under 3.00, the student will lose his/her financial need scholarship and is automatically excluded from the work-study program. Moreover, the student will be responsible for paying full price for his/her tuition costs. If the student increases his/her GPA to 3.00, he/she has the right to reapply for the financial need scholarship. Criteria for reinstating the scholarship will include availability of scholarship funds.

Scholarships are not available for:

- Repeated courses: Students who earn a "W/F" or "F" in a course must pay full price when they re-take the course.
- A second Bachelor's degree or a second Specialization with the Bachelor's program. (These additional courses would need to be paid for at full price minus any relevant academic scholarship assistance).

Second Bachelor's Degree

To earn a second Bachelor's degree a student must complete any lacking courses required for the second major, plus 8 additional upper-level courses in the field in which the degree is being sought.

Second Specialization

To earn a second specialization with the Bachelor's degree, a student must complete an additional 3 courses (9 credit hours) in the selected specialization above the 129 credit hours for the degree.

Semester System

IU's courses are taught on the following semester schedule:

Undergraduate Program

<i>Months</i>	<i>No. of Weeks</i>
September to December	15
January to April	15
May session (intensive)	4 (courses meet daily)
June session (intensive)	4 (courses meet daily)
July session (intensive)	4 (courses meet daily)

Graduate Program

Sept. to Dec.:	3 courses are normally permitted, each of them generally meets 8 weeks
January to April:	3 courses are normally permitted, each of them generally meets 8 weeks
May to July:	2 courses are normally permitted, each of them generally meets 8 weeks

Special Events

IU Administration and the Student Council regularly organize events on and off campus. You will be informed about these by e-mail, announcements on the bulletin board, and during convocation.

Student Council

A Student Council of four members (President, Vice President, Secretary and Treasurer) is elected each fall to represent the IU student body. The Council is responsible for organizing various student activities, including the annual Alumni & Graduation Banquet.

Student Fees

Application Fee (for undergraduate program)	50.00 €
Application Fee (for graduate program)	60.00 €
Application Fee (for doctorate program)	100.00 €
Late Registration Fee	40.00 €
Student Activity Fee (for Student Council, ID cards, Internet usage, letters, etc.)	40.00 €
CLEP Exam Fee	55.00 €
Graduation Fee: undergraduate and graduate	55.00 €
Graduation Fee: doctorate	500.00 €
Book Rental	25.00 €
Reissuing diploma	20.00 €
Other :	
Official Transcript	8.00 €
After 2 "Fortsetzungsbestaetigungen" and every confirmation for purposes other than visa – 3-5 days	3.00 €
Rush service:	5.00 €
Work Study: Penalty for not completing assignments	
Upon the first and second instance of work not done or not done well, a penalty will be issued	10.00 € and 15.00 €
Student Deposit Guarantee (Required of all foreign students prior to receipt of an Official Visa letter.)	2.000 €
Administrative expenses: Should the visa not be granted, the deposit minus 150.00 € will be refunded to the student after official notification is received from the Austrian authorities that the visa is denied and the file is closed.	

Textbooks

The student may either buy or rent textbooks from the Business Office. He or she may not register for any classes until all rented books are returned. All rented books should be returned in good condition. (Rental Fee: 25.00 € / book / semester) IU strongly recommends that students purchase their textbooks in their major courses. These form an important library for use in their career.

Transfer Credit Policy

Transcripts from all secondary schools and institutions of higher learning are to be submitted at the time of application to IU. Transcripts from other institutions will not be accepted after the application process is completed. A maximum of 90 Credit Hours may be transferred for the Undergraduate program and 9 Credit Hours for the Graduate program. The Transfer Credit Committee may choose to “waive” (not require) a course or courses if there is evidence that the student has already achieved a level equal to or beyond the level of knowledge required of a course or courses. In such cases, the student must take another course or courses to replace the waived courses. Replacement courses are to be upper-level courses. Students with an exceptional TOEFL, IELTS, or Cambridge score, and students who have earned exceptional grades at an American or British high school, may sometimes have the English Composition I requirement waived.

The Transfer Credit Committee studies each case individually and makes its recommendation to the Dean’s Office based on giving the student the maximum benefit of his/her skills and previous studies.

Enrollment at another institution: A student may not be enrolled in another university at the same time, without written approval from the Dean’s Office. Credits will not be considered for transfer if permission has not been received in advance.

General summary of guidelines:

- Transcripts from all secondary schools and institutions of higher learning are to be submitted at the time of application to IU.
- Credit from institutions of higher learning will be evaluated by the Transfer Credit Evaluation Committee for possible transfer to IU.
- Transcripts will not be accepted after the application process is completed.
- Transfer credit may only be confirmed on the basis of an original transcript– not a copy.
- Transcripts in languages other than English or German must be officially translated.
- Freshmen students may receive limited transfer credit toward General Education requirements for International Baccalaureate (IB) courses, Advanced Placement (AP) courses, or the final exams taken for the Matura.
- In addition to post-secondary school institutions of higher learning, a limited number of elective transfer credit hours may be received from foreign language courses taken. The language studied must be foreign to the student (no credit for studying one’s native language).

Policy Concerning Transfer of “Ds” (4s):

Due to the grading policies at Austrian state institutions, a limited number of D grades will be accepted in transfer at IU:

General Education	maximum of 6 credit hours
Major courses	maximum of 15 credit hours
Electives	maximum of 9 credit hours
For Handelsakademien:	D’s in the final semester will be accepted, not to exceed 9 credit hours.

The policy is currently valid only for Austrian institutions as stated above.

No “Fs” (5s) may be transferred.

Tuition

Bachelor’s Course	875 Euros
Biblical-Studies course	450 Euros
EFL Course	565 Euros
Graduate Course	1145 Euros

***These figures are based on full prices and do not include any scholarships.

Waiver for Enrolling in Courses:

In exceptional cases, a student may be permitted to enrol in a course although the IU Administration has advised otherwise. Reasons for such administrative advice include: lack of English proficiency, low GPA, lack of prerequisite course, etc. IU takes no responsibility should a student earn a poor grade in a course, and has informed the student of the policies concerning GPA, repeated courses, English proficiency, etc.. The student and the IU staff both sign the form, which is placed in the student’s file a copy provided to the faculty member.

Stipulations:

1. Linguistic waivers: no more than (2) waivers may be given to a student. After the second waiver, the student must demonstrate the proficiency level through an official exam (TOEFL, IELTS, etc.) result.
2. Linguistic waivers: the student may not withdraw from any English course required together with an academic course or courses. The student may not claim to be enrolled in English courses elsewhere – rather, the IU course/courses must be completed.
3. Prerequisite: a particular prerequisite may only be waived one (1) time – and only in extreme circumstances which prevented the prerequisite course from being completed first.
4. GPA: a waiver permitting the student to take more courses than the GPA policy stipulates may only be used one (1) time. After failure to achieve the appropriate GPA during the semester for which the waiver is valid, the student must take only the number courses specified by the GPA earned.

Faculty must permit *no*:

- (1) grade inflation – student must be graded on performance (not effort only);
- (2) lessening of academic requirements because the student is not prepared for the course.

Note: The Waiver policy is an exception and NOT the rule.

See sample form below.

Waiver for Enrolling in Courses Form:

The purpose of this form is to verify that that student named below is enrolling in a course or courses although the IU Administration has advised otherwise. Reasons for such advice include: lack of English proficiency, low GPA, lack of prerequisite course, etc.

IU takes no responsibility should the student earn a poor grade in this course, and has informed the student of the policies concerning GPA, repeated courses, English proficiency, etc.

Stipulations:

1. Linguistic waivers: no more than (2) waivers may be given to a student. After the second waiver, the student must demonstrate the proficiency level through an official exam result.
2. Prerequisite: a particular prerequisite may only be waived one time

Faculty are provided a copy of this form.

Faculty must permit *no*:

- (1) grade inflation – student must be graded on performance (not effort only);
- (2) lessening of academic requirements because the student is not prepared for the course.

I, _____ (Student’s name) am registering for the following course or courses:

although advised not to by the Dean’s Office. The enrolment is by my request against IU policies and, I, therefore, will be personally responsible for the grade obtained. I understand the related IU academic policies.

Signature: _____

Date: _____

- Check when completed:
- copy provided to faculty member or members
 - copy placed in student’s file
 - _____ Initials of staff member

Work-study

Work-study is a privilege and an obligation for every work-study student. It should be taken extremely seriously. Please note that daily inspection of cleaning assignments will be made by the Work Study Coordinator. Time sheets are to be filled out, signed properly and submitted every Wednesday for the previous week. If the student is not able to meet the assignments, he/she must pay for the missing hours. . Upon the third instance, the student will be dismissed from the work study program and be required to pay all educational costs.

Important Contact Information

President's Office	7185068-11
Academic Dean's Office	7185068-13
Administrative Assistants	7185068-23
Admissions Office	7185068-12
Business Office	7185068-20
Career Placement Office	7185068-21
Facility Manager	7185068-17
Marketing Office	7185068-19
Vice President/Dean	718506811
Vice President's Assistants	7185068-14
Fax	7185068-9

E-mail:

President's Office	pres@iuvienna.edu
Administrative Assistants	adminasst@iuvienna.edu
Admissions Office	info@iuvienna.edu; marketing@iuvienna.edu
Business Office	businessofc@iuvienna.edu
Career Placement:	neugebauer@iuvienna.edu
Dean's Office	asstdean@iuvienna.edu
Facilities:	facilitiesmanager@iuvienna.edu
Marketing:	marketing@iuvienna.edu
Vice President/Dean:	lboyer@iuvienna.edu
Vice President's Assistants:	vpassst@iuvienna.edu

Webpage: www.iuvienna.edu

Address: Mondscheingasse 16, A-1070 Vienna

IU Facility Rules:

1. No food or drinks are permitted in any classroom or carpeted area.
2. The building is a non-smoking area.
3. Mobile phones must be turned off during class, convocation, etc.
4. No parking in front of the garage is allowed
5. No sitting on cars in front of the building is permitted.

Bank Information: Bank Austria/Creditanstalt, Maria Hilferstrasse 54, A-1070 Vienna Austria
Bank Sorting Code: 12000
IU Account Number: 603 253 402
IBAN code: AT731200000603253402
Swift code: BKAUATWW

The International University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other university-administered programs.