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# LIGS University

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## *Official University Catalog 2022*

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## LIGS UNIVERSITY

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Twitter: <https://twitter.com/LIGSuniversity>

LinkedIn: <https://www.linkedin.com/school/3290990>

YouTube: <https://www.youtube.com/channel/UCqF5C2oARdu227kv6-zSeOw>



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## Table of Contents

<b>LIGS UNIVERSITY</b>	31
<b>Introduction</b>	8
<b>General Information</b>	9
Our Mission, Vision and Purpose	9
MISSION	9
VISION	16
Pursuit of Mission & Vision	9
<b>Shared Governance and Pursuit of Goals</b>	9
History and Development	10
Distance Learning at LIGS University	11
Distance Education	11
Online Learning	11
The Online Environment at LIGS - The LIGS University Learning Management System	12
Hours of Operation	12
Academic Calendar	12
Course Content	12
Interactivity	13
Integrity	13
Accreditation and Licensure	14
Accreditation Service for International Schools, Colleges and Universities (ASIC)	14
Quality International Study Abroad Network (QISAN)	15



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Organizational Oversight	15
<b>Student Code of Conduct</b>	15
LIGS Ethics Policy	16
1. FAIR DEALING	16
2. INDIVIDUAL RESPONSIBILITY AND ACCOUNTABILITY	16
3. RESPECT FOR OTHERS	16
4. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS	17
5. COMPLIANCE WITH APPLICABLE LIGS POLICIES, PROCEDURES AND OTHER FORMS OF GUIDANCE	17
6. CONFLICTS OF INTEREST OR COMMITMENT	17
7. ETHICAL CONDUCT OF RESEARCH	18
8. RECORDS: CONFIDENTIALITY/PRIVACY AND ACCESS	18
9. INTERNAL CONTROLS	18
10. USE OF LIGS RESOURCES	18
11. FINANCIAL REPORTING	19
Academic Honor Code	20
Statement on Academic Integrity	20
Honor Code	20
Prospective and Current Students	22
Immigration Disclosure	22
Promotion and Marketing of courses	22
Values relating to Students	22
Enrollment/Recruitment	23
<b>Academic Freedom Policy</b>	23



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Copyright Policy	24
<b>Admissions and Entrance Requirements</b>	25
Admissions Policy	25
LIGS Entrance Requirements	25
Change of contact information	27
Military Students and Veterans	28
Identification Verification	28
Military Students and Veterans	28
Veteran Students and Those Using VA Benefits	28
Applying for Benefits	28
The Department of Veterans Affairs	29
Credit Transfer Policy	29
<b>Student Disclosure Information</b>	30
Reservations to Services and Charges	30
Satisfactory Academic Progress Policy (SAP)	31
Grading Policy	31
Grading Systems	32
Grades and Grade Points	32
Grade Appeal	32
Grading System	33
Proctored Examination Policy	33
Student Identity Verification Policy	34
Identity Verification	34



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Additional Admissions Verification	34
Failure to Verify	34
Harassment, Discrimination, and Retaliation Policy	34
Sexual Harassment	35
Cyber-Harassment	35
Students Complaint and Grievance Policy	36
Student Disciplinary Code	36
Fundamental Standards	37
Improper Student Conduct	37
Disciplinary Procedures	38
Disciplinary Penalties	39
<b>Tuition, Fees, and Refunds</b>	41
Enrollment Charges and Payment Plan	41
Included in the tuition:	41
Not included in the tuition:	41
Fees for additional services	41
Financial Assistance	43
Scholarship Policy	43
Introductory Provisions	43
Types of Scholarships	43
MBA Merit Based Scholarship for Incoming Students	43
MBA Merit Based Scholarship for Continuing Students	44
Alumni Scholarships	44



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Joseph James LeVesque Scholarship	44
Hawaii Residents' Special Scholarships	44
Need Based Presidential Scholarships	45
Special Scholarships funded by External Provider/Donor	45
Scholarships Granted by the Federal, State or Local Authorities or an US Foundation	45
Common Provisions	45
Tuition Refund Policy	46
<b>LIGS MBA Program Curriculum</b>	49
Student Learning Outcomes at LIGS University	49
Institutional Learning Outcomes	49
MBA Program Learning Outcomes	50
Credit Hour Policy	52
Degree Requirements and Graduation	52
Student Services Center	53
<b>Minimum Technology Requirements</b>	56
Browsers and Operating Systems	56
<b>Administration, Faculty, and Board of Trustees Team Information</b>	61
Members of the LIGS University Administration	61
Members of the LIGS University Faculty	61
Members of the LIGS University Board of Trustees	69
<b>Core Subject Area Catalog</b>	70



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## I. Introduction

Welcome to LIGS University and to our official university catalog.

Our purpose is to provide distance learning degree programs in practical disciplines that prepare students to work effectively in their career. Our method is to provide high quality, challenging programs online at a reasonable cost. We offer Master of Business Administration (MBA) degree.

Our program is designed around the highest standards of higher education and is tailored for an online learning experience. As you look through our catalog, several items will help you to understand LIGS University better:

**Our Practical Focus:** LIGS University is a teaching institution. You will find that everything we do is geared toward helping students complete their degrees. Our programs are rooted in the highest traditions of education, including integrity, quality and rigor. Each of our degree programs integrates concepts and values that promote productivity and career development

**Our Approach:** LIGS University delivers its academic programming via the tutorial model. A student is matched with a tutor-lecturer who provides consultation and guidance for a specific course or module. The tutor is responsible to guide the student through seminar papers, individual course submissions and, as assigned, program theses. In addition, each course is assigned a Guarantor, or core faculty member, who is responsible for the overall quality of the course, its materials and for the student's academic experience.

Each course is therefore supported by a high-level content expert who manages its quality and by a hands-on tutor who manages the student's learning process on a one-on-one basis.

**Our Faculty Members:** LIGS University Faculty members share three crucial characteristics: they are appropriately qualified by degree and professional experience; they are deeply committed to the highest quality standards in online and distributed learning; and they are focused on shaping the learning experience to the student's setting and needs.

As an institution designed to provide graduate degrees for dedicated students worldwide, LIGS University recognizes education's important role in developing the whole person. We have purposefully designed LIGS University programming to prepare students to serve in their vocations and in the reality of daily living.

All the best,

Pavel Makovsky, Founder, President





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## II. General Information

### Our Mission, Vision and Purpose

#### MISSION

The Mission of LIGS University is to provide high-quality, affordable, and state-of-the-art education using innovative delivery technologies for diverse students all over the world.

#### VISION

The Vision of LIGS University is to be a high-quality, innovative educational institution providing services that significantly surpass the expectations of students, faculty, and other stakeholders.

#### Pursuit of Mission & Vision

LIGS University is pursuing its core mission and vision that excellent education can be made available in a non-traditional way to motivated adult students. To achieve the mission, we are providing a high-quality MBA program based on modern and efficient methods of education, which enable graduates to use their acquired knowledge immediately in their professional as well as personal life.

Because of the interactive online approach, LIGS University can truly be an international university – students from all over the world are welcome to enroll in our programs. The faculty is also an international one with instructors coming from and living in North and South Americas, Australia, Europe, Asia and Africa. The international character of the university makes the learning as well as teaching experience unique and outstanding.

### Shared Governance and Pursuit of Goals

The vision of LIGS University commits to the achievement of the following goals:

**Leadership:** We are leaders in interactive online education.

**Innovation:** We have an innovative approach.

**Growth:** We support personal growth.

**Success:** We help students to succeed.

The effort needs to be common in order to be successful. Everybody at LIGS University is important and plays a crucial part in our mission – students, faculty, academic staff, administrative staff, and leadership of the university. With shared values and goals, we succeed!



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*LIGS University is committed to support:*

- the promotion of the welfare of the students,
- the faculty's fundamental role in making academic decisions,
- the existence of clear and varied channels of communication that are understood by all constituents,
- the implementation and preservation of academic standards.

LIGS University provides programs leading to a Masters degree in subject areas that benefit professionals from the area of business . Our degree enables students to achieve real credentials that lead to greater productivity and career success.

At LIGS, the emphasis on the practical is balanced with the need for grounding in theoretical concepts and research. The MBA degree program is designed around the classic higher education standards of balance and personal growth.

Distance learning at LIGS means that the degree program is available online. It also means that the degree program is available in the Tutorial Model of delivery connecting students with faculty members on a one-to-one basis.

Our emphasis on practical degrees includes our own faculty, all of whom are professionals in the fields in which they teach. We require that they possess the career experience and the academic credentials to make your learning experience rich and immediately applicable.

That is why LIGS University MBA degree is focused on the practical application of high-level concepts. Although the graduate degree requires the highest level of intellectual engagement, our degree is designed for the professional and his or her practice in the field. We are a committed teaching institution, and our degree program reflects that commitment.

### **History and Development**

2011	LIGS University, LLC is established in Hawaii, US. The Scientific Council was established as an independent advisory body for the university. The Interactive Online BBA and MBA programs were launched and welcomed the first cohort of students.
2012	LIGS University joins the AAACE and AECT organizations. LIGS University joins the Hawaii Chamber of Commerce. The Interactive Online MSc program was launched and welcomed its first students.



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2014	The Interactive Online DBA and PhD programs were launched and welcomed their first students.
2016	LIGS earned accreditation from the Accreditation Service for International Schools, Colleges and Universities (ASIC), where it retains its status as a Premiere Institution.
2018	LIGS earned the ISO/IEC 27001:2013 and ISO 9001:2015 certificates of quality. Program reviews and revisions of all interactive online degree programs took place.
2022	<p>LIGS significantly enhanced the University's leadership and established new roles: Provost and Vice Provost.</p> <p>LIGS established elections to new University bodies:</p> <ul style="list-style-type: none"> <li>○ Alumni Council</li> <li>○ Student Council</li> <li>○ Faculty Senate</li> </ul> <p>LIGS University leadership ceased to provide MSc, DBA and Ph.D. programs effective July 2022.</p>

## Distance Learning at LIGS University

### *Distance Education*

LIGS University MBA degree program is delivered online. No instruction is provided at LIGS University's headquarters or at any other physical location.

### *Online Learning*

Taking courses online is one of the most powerful trends among students in higher education today. The convenience of studying any time, any place is very appealing to students in our busy society. And the opportunity to study from home instead of attending courses on a college campus has many advantages for students of all ages.

In addition, for institutions like LIGS University, the opportunity to provide education online offers many significant benefits. It enables us to keep our tuition rates low. It allows us to recruit committed faculty members who can teach powerfully from anywhere in the world. And it offers us the rare opportunity to act as a meeting place for diverse people from all over the planet, and create a unique virtual community.



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### ***The Online Environment at LIGS - The LIGS University Learning Management System***

We use a highly effective Learning Management System (LMS) which is a World Wide Web-based system that makes students part of a course, no matter where they may be located. As soon as students are admitted to a LIGS degree program, they will receive a link, login and password to the LMS, where they will be able to:

- Access LIGS University courses they are enrolled in
- Track their progress via Student Records
- Communicate with Student Advisors and Faculty members

In the LMS students will find everything they need to complete the course: the syllabus, links to course textbooks, lectures, assignments, and a direct communication channel to the instructors. In addition, in the LMS students can find discussion forums where they will interact with instructors and fellow students of LIGS University from around the world.

The LMS is the main forum in which students take LIGS's Web-based courses. It makes it possible for them to complete assignments, discuss course materials, ask instructors and student advisors questions, and a host of other activities to provide an efficient, interactive course experience.

### ***Hours of Operation***

LIGS University coursework is available to students 24-hours a day, seven days a week via the Learning Management System.

### ***Academic Calendar***

There is no academic calendar. The study starts, runs and ends exactly as students need it to any time within the full academic year.

Since LIGS University degree program is flexibly paced, no school-wide holidays are observed. Course content is available to students 24 hours a day, seven days a week for the duration of the program.

### ***Course Content***

Sometimes students wonder if they will learn as much from an online course as they would if they sat in a classroom for the same course. The only honest answer to that question is, "it depends."



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First, it depends on whether or not a student is suited to the online environment. All prospective students are encouraged to consult any questions with the admission officers, who are devoted to provide detailed information to all applicants prior to the payment of registration fee. Then there is an option to withdraw from the program in the first five days after a new student receives login to the LMS, and get full refund of all tuition paid.

Next, it depends on the quality of the course itself. We make every effort to set up and deliver LIGS University courses so that they are of exactly the same quality as a classroom course. We use the same standards to develop the courses, and the same standards to evaluate them. We expect an online course to be as thorough, as challenging, and as fulfilling as a classroom course.

As we learn more about the online learning environment, we are finding that for many students, online courses are actually better than classroom courses. They offer a set of activities that better matches some learning styles.

### ***Interactivity***

One of the most important factors for students' success in online learning is the level of interactivity a course provides. The online learning environment at LIGS University ensures that students will engage in high levels of interactivity with instructors, with course materials, and with one another.

LIGS University courses are supported by discussion board. Instructors require that students post to the board, respond to questions, and engage in lively discussions. The level of interactivity often mirrors the rich discussion found in the best academic classrooms and, because of the dynamics of the discussion board, sometimes surpasses it.

Finally, every LIGS University course is supported with online testing. Instructors develop online test, which students take in proctored formats.

### ***Integrity***

Online learning is sometimes criticized because it is so open to misuse and even fraud. Its critics ask, "how do we know that the students are who they say they are?"

This is an appropriate critique. However, it is not unique to the online environment. The traditional classroom system is also open to various methods of dishonesty.

At LIGS University, two components of our systems are absolutely crucial: our integrity and that of our students.

We believe, first, that we must conduct ourselves with absolute integrity. Our credibility rests on it.



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Equally, we believe that our students must practice absolute academic honor. Every LIGS University student agrees, as part of our Enrollment Agreement, to practice academic honor in the areas of plagiarism, cheating, and representation of identity. In addition, we have developed methods using technology and processes to ensure that students live by the academic honor code. See the Proctored Examination Policy and Student Identity Verification Policy for more details.

### **Accreditation and Licensure**

LIGS University is a high quality international American university. The school works hard on its development and growth. LIGS University is in compliance with the laws of the United States and the State of Hawaii. Moreover, the university gained the highest level of international accreditation, ASIC Premier University due to having commendable areas of operation. ASIC is a member of the CHEA International Quality Group. The university is also a member of many organizations and associations and is striving for additional relevant accreditations. LIGS University's long-term goal is to obtain accreditation that is recognized by the US Department of Education.

### ***Accreditation Service for International Schools, Colleges and Universities (ASIC)***

The University has earned Premier status with ASIC for its commendable areas of operation. ASIC accreditation helps students and parents make a more informed choice. They also help schools; colleges, universities, and training or distance education providers to demonstrate to the international student body that they are a high-quality institution. ASIC is recognized by the UKVI in the UK. They are also a member of the CHEA International Quality Group (CIQG) in the US. ASIC is a member of the BQF (British Quality Foundation), along with being an affiliate of the ENQA (European Network for Quality Assurance) and are institutional members of EDEN (European Distance and E-Learning Network).

Being accredited by a national or regional accrediting agency in the US is an option but not a must. LIGS University is regulated by the law codified in Chapter 446E of the Hawaii Revised Statutes

**LIGS UNIVERSITY IS NOT ACCREDITED  
BY AN ACCREDITING AGENCY  
RECOGNIZED BY THE UNITED STATES  
SECRETARY OF EDUCATION.**



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Note: In the United States, many licensing authorities require accredited degrees as the basis for eligibility for licensing. In some cases, accredited colleges may not accept for transfer courses and degrees completed at unaccredited colleges, and some employers may require an accredited degree as a basis for eligibility for employment.

We are so proud that the community of students at LIGS University is diverse and truly international. Its students are located in the US as well as many other countries in the world. We believe it is proof of the high quality and excellent service provided to all of our students, which is also confirmed by obtaining the international ASIC Premier University accreditation.

#### ***Quality International Study Abroad Network (QISAN)***

LIGS University is an institutional member of Quality International Study Abroad Network (QISAN). QISAN members demonstrate professional and ethical practice in recruitment and delivery of high quality and relevant programs of study. QISAN members must also demonstrate a caring and supportive attitude to students as well as having a strict code of discipline regarding attendance and education practices.

#### **Organizational Oversight**

LIGS University's governance and strategic direction are overseen by a Board of Trustees. Made up of experienced leaders, educators, and business executives, the Board of Trustees guides program development, outreach, structure, and purpose. They are the guardians of LIGS University's integrity.

They are also leaders and managers who understand the crucial importance of aligning an organization with its key values, and of maintaining the integrity of a profound purpose.

### **III. Student Code of Conduct**

All student are responsible for their conduct from the time of application for admission through the actual awarding of a degree, and while using the LIGS alumni network and participating in different activities as alumni.

The LIGS University Honor Code and Code of Ethics provide ethical guidelines and standards for integrity for all members of the LIGS University community, *i.e.* sets forth, in one place, policies, procedures and expectations for ethical conduct. See the full document on xxx



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## **LIGS Ethics Policy**

The LIGS's Statement of Ethical Values and Standards of Ethical Conduct commits everyone in the LIGS community to the highest ethical standards in furtherance of the LIGS's mission. It identifies the LIGS's core ethical values as integrity, excellence, accountability, and respect.

### **Purpose**

Pursuit of the LIGS mission of teaching, research and public service requires a shared commitment to the core values of the LIGS as well as a commitment to the ethical conduct of all LIGS activities. In that spirit, the Standards of Ethical Conduct are a statement of our belief in ethical, legal and professional behavior in all of our dealings inside and outside the LIGS.

### **Applicability**

The Standards of Ethical Conduct apply to all members of the LIGS community, including The Board of Trustees, faculty and other academic personnel, staff, students, and others associated with the LIGS.

### ***1. FAIR DEALING***

Members of the LIGS community are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with laws, regulations and LIGS policies govern our conduct with others both inside and outside the community. Each situation needs to be examined in accordance with the Standards of Ethical Conduct. No unlawful practice or a practice at odds with these standards can be justified on the basis of customary practice, expediency, or achieving a "higher" purpose.

### ***2. INDIVIDUAL RESPONSIBILITY AND ACCOUNTABILITY***

Members of the LIGS community are expected to exercise responsibility appropriate to their position and delegated authorities. They are responsible to each other, the LIGS and the LIGS's stakeholders both for their actions and their decisions not to act. Each individual is expected to conduct the business of the LIGS in accordance with the Standards of Ethical Conduct, exercising sound judgment and serving the best interests of the institution and the community.

### ***3. RESPECT FOR OTHERS***

The LIGS is committed to the principle of treating each community member with respect and dignity. The LIGS prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of race, color, national origin, religion, sex, gender identity, pregnancy,





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physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. The LIGS is committed to creating a safe and drug free workplace.

#### ***4. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS***

Institutions of higher education are subject to many of the same laws and regulations as other enterprises. There are also additional requirements unique to higher education. Members of the LIGS community are expected to become familiar with the laws and regulations bearing on their areas of responsibility. Many but not all legal requirements are embodied in LIGS policies. Failure to comply can have serious adverse consequences both for individuals and for the LIGS, in terms of reputation, finances and the health and safety of the community. LIGS business is to be conducted in conformance with legal requirements, including contractual commitments undertaken by individuals authorized to bind the LIGS to such commitments.

#### ***5. COMPLIANCE WITH APPLICABLE LIGS POLICIES, PROCEDURES AND OTHER FORMS OF GUIDANCE***

LIGS policies and procedures are designed to inform our everyday responsibilities, to set minimum standards and to give LIGS community members notice of expectations. Members of the LIGS community are expected to transact all LIGS business in conformance with policies and procedures and accordingly have an obligation to become familiar with those that bear on their areas of responsibility. Each member is expected to seek clarification on a policy or other LIGS directive he or she finds to be unclear, outdated or at odds with LIGS objectives. It is not acceptable to ignore or disobey policies if one is not in agreement with them, or to avoid compliance by deliberately seeking loopholes.

#### ***6. CONFLICTS OF INTEREST OR COMMITMENT***

Employee members of the LIGS community are expected to devote primary professional allegiance to the LIGS and to the mission of teaching, research and public service. Outside employment must not interfere with LIGS duties. Outside professional activities, personal financial interests, or acceptance of benefits from third parties can create actual or perceived conflicts between the LIGS's mission and an individual's private interests. LIGS community members who have certain professional or financial interests are expected to disclose them in compliance with applicable conflict of interest/conflict of commitment policies. In all matters, community members are expected to take appropriate steps, including consultation if issues are unclear, to avoid both conflicts of interest and the appearance of such conflicts.



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## **7. ETHICAL CONDUCT OF RESEARCH**

All members of the LIGS community engaged in research are expected to conduct their research with integrity and intellectual honesty at all times and with appropriate regard for human subjects. The LIGS prohibits research misconduct. Members of the LIGS community engaged in research are not to: fabricate data or results; change or knowingly omit data or results to misrepresent results in the research record; or intentionally misappropriate the ideas, writings, research, or findings of others. All those engaged in research are expected to pursue the advancement of knowledge while meeting the highest standards of honesty, accuracy, and objectivity. They are also expected to demonstrate accountability for sponsors' funds and to comply with specific terms and conditions of contracts and grants.

## **8. RECORDS: CONFIDENTIALITY/PRIVACY AND ACCESS**

The LIGS is the custodian of many types of information, including that which is confidential, proprietary and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, LIGS policies, directives and agreements pertaining to access, use, protection and disclosure of such information. Computer security and privacy are also subject to law and LIGS policy.

The public right to information access and the individual's right to privacy are both governed by state and federal law, as well as by LIGS policies and procedures. The legal provisions and the policies are based upon the principle that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person, as is the right of individuals to privacy.

## **9. INTERNAL CONTROLS**

Internal controls are the processes employed to help ensure that the LIGS's business is carried out in accordance with these Standards, LIGS policies and procedures, applicable laws and regulations and sound business practices. They help to promote efficient operations, accurate financial reporting, protection of assets and responsible fiscal management. All members of the LIGS community are responsible for internal controls. Each business unit or department head is specifically responsible for ensuring that internal controls are established, properly documented and maintained for activities within their jurisdiction. Any individual entrusted with funds, including principal investigators, is responsible for ensuring that adequate internal controls exist over the use and accountability of such funds.

## **10. USE OF LIGS RESOURCES**

LIGS resources may only be used for activities on behalf of the LIGS. They may not be used for private gain or personal purposes except in limited circumstances permitted by existing policy where incidental



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personal use does not conflict with and is reasonable in relation to LIGS duties (e.g. telephones). Members of the LIGS community are expected to treat LIGS property with care and to adhere to laws, policies and procedures for the acquisition, use, maintenance, record keeping and disposal of LIGS property. For purposes of applying this policy, LIGS resources is defined to include but not be limited to the following, whether owned by or under the management of the LIGS:

- Cash, and other assets whether tangible or intangible; real or personal property;
- Receivables and other rights or claim against third parties;
- Intellectual property rights;
- Effort of LIGS personnel and of any non-LIGS entity billing the LIGS for effort;
- Facilities and the rights to use of LIGS facilities;
- The LIGS's name;
- LIGS records, including student records; and
- The LIGS information technology infrastructure.

## ***11. FINANCIAL REPORTING***

All LIGS accounting and financial records, tax reports, expense reports, and other documents including those submitted to government agencies must be accurate, clear and complete. All published financial reports will make full, fair, accurate, timely and understandable disclosures as required under generally accepted accounting principles.



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## **Academic Honor Code**

### ***Statement on Academic Integrity***

We, the scholars of LIGS, recognize the importance of personal integrity in all aspects of life and work. We commit ourselves to truthfulness, honor, and responsibility by which we earn the respect of others. We support the development of good character in our academic community, and commit to uphold the highest standards of academic integrity as an important aspect of personal integrity. Our commitment obliges us as students, faculty, and staff to conduct ourselves according to the LIGS Honor Code set forth below.

### ***Honor Code***

#### **The honor code obliges students:**

1. To fully observe the rules governing exams and assignments regarding resource material, electronic aids, copying, collaborating with others, or engaging in any other behavior that subverts the purpose of the exam or assignment and the directions of the instructor.
2. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to academic work.
3. To complete individual assignments individually, and neither to accept nor give unauthorized help.
4. To accurately represent their academic achievements, which may include their grade point average, degree, etc., in transcripts, in interviews, in professional organizations, on resumes and in the workplace
5. To report any observed breaches of this honor code and academic honesty.

Academic integrity is a matter of great importance to the entire LIGS community and as such the honor code obliges others on campus as well.

#### **The honor code obliges instructors:**

1. To design exams and assignments so that honest students will not be disadvantaged by other students who might choose to cheat if given the opportunity.
2. To follow all published procedures regarding cases of academic misconduct.



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3. To report any observed breaches of this honor code and academic honesty.

**The honor code obliges researchers:**

1. To give full and proper credit to sources and references, and to acknowledge the contributions and ideas of others relevant to research.
2. To conduct research experiments according to professional standards of objectivity, conscientiousness, reliability and transparency.
3. To provide sufficient documentation of research methodology so that other researchers in the field may replicate work.
4. To observe all duties required by copyright and patent regulations.
5. To follow all published procedures regarding cases of personal and academic misconduct.
6. To report any observed breaches of this honor code and academic honesty.

**The honor code obliges staff:**

1. To interpret procedures and regulations in the spirit of furthering the highest standards of personal and academic integrity.
2. To conduct research experiments according to professional standards of objectivity, conscientiousness, reliability and transparency.
3. To follow through on reporting, punishment, and record-keeping on all incidents of personal and academic misconduct.
4. To follow all published procedures regarding cases of personal and academic misconduct.
5. To report any observed breaches of this honor code and academic honesty.



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## **Prospective and Current Students**

### ***Immigration Disclosure***

LIGS provides online degree programs and as such does not provide students with any form of visa or immigration support. The degree programs at LIGS are designed to be possible to study from anywhere in the world with a simple use of a computer or other device connected to the internet.

### ***Promotion and Marketing of courses***

LIGS will, as part of its strategic drive, engage in PR and promotion of its services. LIGS will ensure that accuracy and student satisfaction are maintained throughout the application process and during a person's time enrolled as a student.

### ***Values relating to Students***

LIGS believes that probity and accountability in dealing with its students or prospective students is a prerequisite for success. In this regard such values will be maintained and will form a core part the Institution's statement of values.

Students and prospective students will require accurate information to make decisions. For this purpose, LIGS will not deliberately give inadequate or misleading information on its learning programs or other services.

In all advertising and public communications, LIGS will avoid untruth, concealment and overstatement about its programs and achievements.

LIGS acknowledges the dangers of unmerited financial inducements. Therefore, LIGS will avoid recruitment practices that involve the offer of improper financial or other inducements to students.

LIGS will make all reasonable attempts to deliver learning programs and support services to meet the individual needs of students, efficiently and effectively to accepted quality standards, and will take reasonable steps to rectify any shortcomings in the service delivered.

In its provision of learning support, information, advice and guidance offered to students, LIGS will be impartial and guided by the best interests of the student.

LIGS will operate within the parameters of the Laws of the USA and the state of Hawaii. Within the requirements of the law, and in accordance with relevant Data Protection legislation, the Institution will maintain the confidentiality of information on individual students. LIGS will provide sufficient accurate



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information to students, which sets out the total costs/fees to students and the objectives, assessment procedures and competency standards and outcomes to be achieved by the students.

LIGS will market its educational products with integrity, accuracy and professionalism ensuring that student satisfaction is maintained throughout the application process and during their time enrolled as a student.

### ***Enrollment/Recruitment***

LIGS will conduct the recruitment of students at all times in an ethical and responsible manner. Recruitment will rest on an assessment by the institution of the extent to which the stated competency standards and outcomes of the course are likely to be achieved by the applicant given his/her qualifications, proficiencies and aspirations. This assessment will be made by appropriately qualified academic staff. Acceptance onto courses will comply with all equal opportunity legislation.

### **Academic Freedom Policy**

LIGS University affirms that those in its community, including students, faculty, staff, administrators and members of its Governing Board, are free to share their convictions and responsible conclusions with their colleagues and students in their teaching and writing.

LIGS University endorses the spirit and content of the American Association of University Professors' (AAUP) Statement on Academic Freedom (1940).

*"Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.*

*Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.<sup>4</sup>  
Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.<sup>5</sup>*

*College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."*



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### **Application to Non-Faculty Members of the LIGS University Community:**

The spirit and content of the AAUP Statement on Academic Freedom applies to all members of the LIGS University community: students, faculty, staff, administrators and members of the Governing Board.

### **In Case of Perceived Violation**

Members of the LIGS University community to perceive that their rights to Academic Freedom have been violated may initiate a formal complaint via the Academic Dean and may expect the matter to be resolved within 45 days.

**Instructional Platform:** LIGS University uses a custom made Learning Management System as the platform from which to provide all student instruction and engagement, and for student assignments and assessments. Attendance and activity are measured through data analytics based on student login on the platform. Communication with faculty and study advisors is documented and stored in the system.

**Academic Environment:** LIGS University provides an online environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in terms that are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, share themselves without losing their identities, and develop an understanding of the community in which they live. Student and faculty conduct which disrupts the learning process shall not be tolerated and leads to disciplinary action and/or removal from the course/program/university (see Disciplinary Code)

### **Copyright Policy**

Copyright laws and fair use policies protect the rights of those who have produced the material. The copies in your program have been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to the copyright law of the U.S. (Title 17, U.S. Code).

Course content on the LMS contains material protected by copyrights held by the instructor, other individuals or LIGS University. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material. Course materials may be downloaded for non-commercial, personal, or educational purposes only, provided that you (1) do not modify it, (2) use it only for the duration of the course, and (3) include both this notice and any copyright notice originally included with the material. Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.





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## IV. Admissions and Entrance Requirements

### Admissions Policy

LIGS University (“LIGS”) follows a strict Admission Policy with clearly established admissions criteria which reflect our mission and vision. Each student has to accept the terms and conditions of the Policy at the time of admission at LIGS.

LIGS is proud of the students who enroll. Although every applicant cannot be admitted, we publish fair admissions requirements and select applicants to enroll in our Master of Business Administration degree program.

#### LIGS Entrance Requirements

1. Applicants must have earned at least a bachelor's degree from an accredited U.S. institution or its international equivalent from an accredited international institution.
2. English Language Requirements:

Prospective MBA students whose native language is not English and who have not earned a degree from an accredited institution where English is the principal language of instruction can also demonstrate proficiency in English through one of the following for admission:

- a. Master’s Degree: A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (IBT); 6.5 on the International English Language Test (IELTS); 50 on the Pearson Test of English Academic Score Report; 100 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).
- b. A minimum score on the College Board Accuplacer ESL Exam Series as follows:
  - ESL Language Use: Score of 85 ESL
  - Listening: Score of 80 ESL
  - Reading: Score of 85 ESL
  - Sentence Meaning: Score of 90 ESL
  - Writeplacer: Score of 4
  - Comprehensive Score for all exams of 350
- c. A minimum grade of Pre-1 on the Eiken English Proficiency Exam; 6. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR)



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standards and assessed through various ESOL examinations, including the University of Cambridge;

- d. A transcript indicating completion of at least 30 semester credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. An average grade of B or higher is required for the master's degree.

All prospective students wishing to study at LIGS have to complete and submit the Institution Application Form which can be filled in online via LIGS websites.

All applicants are required to pay a non-refundable Application Fee of \$100.

Prospective students consult the contract and tuition fee plan prior to their Final Acceptance with Enrollment Advisors who clearly explain the structure of MBA program as well as the requirements for admissions.

Enrollment Advisors collect all necessary information needed for admission decision. Enrollment advisors communicate to the applicants the information about scholarship possibilities and give the applicants the scholarship information. They guide them during the application for admission and application for scholarship initial phase process. They prepare an outline of the Enrollment Agreement including the tuition payment schedule, that would come in effect should the admission be granted.

Prospective students must provide the following documents so that the admission decision could be made:

- Application Form
- Degree certificate
- Transcript of records (if in a language other than English, prospective students must provide English translations certified by a relevant authority).
- Curriculum vitae
- Government issued ID
- Profile picture

The final admission decision is taken and confirmed by the Vice Provost of LIGS. The accepted prospective students receive an acceptance letter with the next steps they need to take to confirm their enrollment.



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Students must complete the registration process, which includes making an initial payment and enrolling in a tuition payment schedule.

Students are required to sign their Enrollment Agreement and submit unofficial transcripts, along with any required English Language Proficiency Requirements.

Students must submit official transcripts no later than prior to registering for the third 500 level course. Students who do not comply with this requirement are placed on administrative hold and may be removed from the program if this requirement is not met.

Upon conclusion of the Enrollment Agreement and settling of the initial installment, the Student is granted access to the Learning Management System. Every new student must attend an initial video call with the Student Advisor to get important introduction to the Learning Management System, the degree program, faculty members, Student Services Centre, LIGS University policies, etc.

Each student is given a copy of the Student Handbook.

### Change of contact information

The Institution updates records of student personal and contact information as necessary. It is the students' responsibility to ensure to notify the Institution immediately if there is any change in their contact details e.g. address, e-mail address, telephone number, mobile telephone number, or any other change in their personal circumstances. The student must notify any changes in writing including e-mail.

If it is discovered by the authority of the Institution that a student has supplied false information or documents to support his/her application to get admitted into the institution, his/her admission will be terminated from the Institution.

Enrollment for a program, together with the payment of the required fee, creates a binding agreement to follow the program and to pay the full tuition. If installments option is chosen, the tuition must be settled as per the agreed installments.

If the student cancels or terminates the Enrollment Agreement and is not in default thereunder, all refunds will be made according to the applicable Tuition Refund Policy. Student can cancel the agreement only in writing (including e-mail). Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials, including kits and equipment.

The Institution wholeheartedly embraces the concept of Equal Opportunity, and makes every effort to promote it in and out of its premises. The applications of students from diverse backgrounds are treated equally and fairly. It is imperative that applicants disclose any special needs clearly in their application so



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that the Admissions Office can examine how far the Institution is physically able to provide the necessary support.

## **Military Students and Veterans**

### ***Identification Verification***

- For non-military applicants: a legible copy of a valid government issued photo ID such as a driver license, state ID or passport.
- For graduate military and veteran applicant in the Army, Navy, Marine Corps, or Coast Guard: a JST will be requested on your behalf.
- For graduate military and veteran applicants in the Air Force: a government issued photo ID is required.
- For international applicants: a legible copy of a driver license, foreign military ID or passport.

### ***Military Students and Veterans***

LIGS requires that all current and prior military students submit a Transfer Credit Application, regardless of previous college experience, in order to maximize your transfer credit. LIGS will obtain your Joint Services Transcript on your behalf for evaluation

### ***Veteran Students and Those Using VA Benefits***

Most students who are veterans or who use veteran's benefits to pay for tuition will be required to review, sign and send in a Veteran Student Acknowledgement form prior to enrolling in courses.

This is found in Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4) . In essence, this requires every approved school to have and enforce a policy with regard to transfer courses, credits, and previous experience. All veteran and military students will have a Joint Services Transcript (JST) requested on the student's behalf.

### ***Applying for Benefits***

Students interested in applying for VA Educational benefits should complete an application for benefits on the VA website, [www.vets.gov](http://www.vets.gov) Please note, the Admissions Coordinators at LIGS cannot determine if you are eligible for VA Educational Benefits.



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### ***The Department of Veterans Affairs***

Students who have never completed an application for VA Benefits should complete the online application, VA Form 22- 1990, using the VA's online application for education benefits [www.vets.gov](http://www.vets.gov). When using the online application for education benefits, your application will be electronically submitted to the VA Processing Center. Please print your application and confirmation page for your records, prior to completing the online application for education benefits. Once the VA has completed review of your application, the VA will mail you a Certificate of Eligibility (COE), outlining the chapter benefit you are entitled to and the number of months of benefit you can use. A copy of the COE is not submitted to the school.

*More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.*

### **Credit Transfer Policy**

#### **Credit Recognition and Transfer**

1. LIGS recognizes credits from previous studies at institutions of higher education throughout the world, provided such institutions are fully accredited and their professional orientation and academic level correspond to the program offered at LIGS.
2. Credit is recognized, based on sufficiently corresponding learning outcomes, in the form of a credit transfer and/or exemptions from specific courses of an LIGS Study Program.
3. LIGS may only transfer credits obtained during previous studies that have not led to the obtaining of an official qualification with an exception of transferability of community and junior college credits (leading to Associate Degree) towards (planned) BBA program.
4. In order to obtain credit recognition, the student has to provide LIGS with an official transcript and course descriptions in English, or in a certified English translation, along with acceptable evidence of course content. Requests for credit recognition must be made prior commencement of studies at LIGS. To be accepted for a transfer, courses must have been completed with grades of C and better (or the equivalent).
5. Credit recognition is authorized by the Vice Provost who may consult the respective faculty course supervisors.
6. A maximum of 21 credits may be transferred towards an MBA program at LIGS. A maximum of 60 credits may be transferred towards a (planned) BBA program at LIGS.
7. LIGS only transfers credits; grades earned during prior studies do not affect a student's GPA at LIGS.



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8. LIGS charges a student a credit transfer fee per credit in the amount of 10% of the LIGS per credit tuition.

## V. Student Disclosure Information

### Reservations to Services and Charges

LIGS University reserves the right to modify its tuition and fees; to add or withdraw members from its faculty and staff; to rearrange its program from time to time as the dynamic environment dictates; and to withdraw subjects, courses, and programs if enrollment falls below acceptable levels.

LIGS University reserves the right to permit or deny transfer credit, course substitutions, degree requirements substitutions at the discretion of its Provost, who will work in cooperative effort with the LIGS Faculty.

LIGS University graduate degree will be conferred only upon completion of both the minimum credit hours listed on the appropriate policy and the course content standards specified therein.

### Time Limitations

LIGS Masters degree programs are designed to take approximately 2 years. For those students who need more time, or who find their life or work circumstance shifting as they pursue a degree, LIGS remains flexible. To accommodate students from all walks of life, LIGS enables students to put the program on hold or in individual cases the students may be granted exceptional prolongation of the overall length of a degree program surpassing 150% of the standard length.

### Student Records

All student records are held in strictest confidence. Students may inspect their records at any time. Students may request copies of their former school records if needed.

Student consent is required for the release of all records to outside parties, except for government, regulatory, and accreditation agencies operating under legal charter. For the purpose of records release, a signature is required, either on a release request, or on a blanket records release form, which may also permit digital requests.

### Transcripts

Upon written request by the student to the Student Services department, LIGS University will provide official transcripts.



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### Satisfactory Academic Progress Policy (SAP)

Students must maintain Satisfactory Academic Progress (SAP) while attending LIGS University (“LIGS”). Students who fail to make satisfactory academic progress towards the degree may be subject to academic dismissal.

In other words, students are responsible for maintaining satisfactory academic progress. Students encountering any academic difficulty are expected to consult with the course instructor should the difficulty pertain to the individual course or with the Vice Provost should the difficulty be more general in nature or if the consultation with the course instructor did not resolve the problem.

There are two criteria measuring Satisfactory Academic Progress:

- **SAP1:** Complete all 500-level courses and obtain 18 credits within 12 months after admission; and
- **SAP2:** Complete all degree requirements within 24 months after admission

Students are reminded that they can

- i) be registered for 610- and 620-level courses only after they complete all the 500 level courses and obtain 18 credits;
- ii) be registered for the 631 course (thesis) after they complete all the 500-level courses; and
- iii) defend their thesis after they complete all the 610- and 620-level courses.

Notes:

1. While LIGS requires that all 500-level courses (*i.e.* common base block) is completed within 12 months after admission, students are being strongly encouraged to complete this requirement within 9 months after admission. The reason being that there is still majority of the degree requirements left (27 credits consisting of 18 credits of the specialization block, 3 credits of webinars and conferences and 6 credits of final thesis including its defense).
2. Failure to comply with SAP1 is not yet a reason of academic dismissal. Such students must make an appointment with the Vice Provost where the individual situation is discussed and assessed and an individual study plan is agreed upon.
3. Failure to comply with SAP2 may constitute grounds for academic dismissal. However, in justified cases (compelling personal or professional circumstances) the Vice Provost may ease this requirement to 36 months. An administrative fee is charged by LIGS in this case.
4. In justified cases, it is a Vice Provost’s discretion to grant a student leave of absence.

### Grading Policy



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## A. Grading Systems

Study Programs use the U.S. grading and evaluation system.

## B. Grades and Grade Points

- a. All final course grades as well as grades from Webinars, Conferences and Thesis Defense are reported in the form of a letter grade (A, B, C, D, F) or a grade "Pass" (P) if the student has received credit for a course but no letter grade.
- b. While student performance is differentiated within each letter grade, all students falling within any one such grade match the following qualitative criteria:

Letter Grade	Percentage Scale*	Grade points	Description
A	90 – 100	4.00	<b>Excellent performance.</b> The student has shown originality and displayed an exceptional grasp of the material and a deep analytical understanding of the subject.
B	80 – 89	3.00	<b>Good performance.</b> The student has mastered the material, understands the subject well and has shown some originality of thought.
C	70 – 79	2.00	<b>Fair performance.</b> The student has acquired an acceptable understanding of the material and essential subject matter, but has not succeeded in translating this understanding into consistently creative or original work.
D	60 – 69	1.00	<b>Poor.</b> The student has shown some understanding of the material and subject matter.
F	0 - 59	0.00	<b>Fail.</b> The student has not succeeded in mastering the subject matter covered in the course.
*Decimals should be rounded to the nearest whole number			

## C. Grade Appeal

- i. Instructors, as experts in their fields, have the final authority in assigning grades to their students except for in cases involving clear evidence of capricious grading or failure to follow professional standards of the discipline.





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- ii. A student may appeal personally to the instructor for an explanation of the grade and for possible reconsideration.
- iii. If, after consulting with the instructor, the grade dispute is not resolved or if the student has made a good faith effort to contact the instructor and has received no response, the student may appeal to the Vice Provost. All grade appeals must be filed within 30 days from the date that the grade was assigned. The Vice Provost may deny the student's petition, confer directly with the instructor of record in the course to resolve the dispute, or form a faculty committee to review the grade.
- iv. After the Vice Provost notifies the student of its decision, the student has two weeks to request a review by the Provost. The student is no longer entitled to appeal academic judgment, but only an error in calculation or instructor misconduct. The Provost will render a final decision.
- v. Faculty members may change final grades after submission only for clerical error. Additional work may not be assigned to enable the student to receive a higher grade.

#### D. Grading System

- i. For all 500, 600 and 610 - level courses (with the exception of 614) all final course grades assigned by the instructor are based on a test completion (worth 1 point) and a seminar work completion (worth 2 points). A passing grade (i.e. A, B, C or D) is assigned and 3 credits are awarded only to students obtaining a total of 3 points. Failure to receive 3 points results in the F grade.
- ii. For 614 course (Practical training) a pass (P)/fail (F) grade is assigned by an instructor based on an evidence attesting to the scope and relevance of the training. Passing grade carries 6 credits for the student.
- iii. For 621 (Webinars) and 622 (Conferences) a passing grade (P) and 3 credits are awarded if a suitable combination (e.g. 2 webinars and 1 conference participations) is completed by the student.
- iv. For 631 (Thesis Defense) a letter grade is assigned by the instructor. A thesis opponent evaluation must be taken in account.
- v. LIGS University provides to its faculty a system of evaluation forms that should be used, whenever applicable, as an essential tool helping the instructors to assign the grade.

#### Proctored Examination Policy

To meet industry standards for an online institution, LIGS University requires the completion of proctored examinations in the form of:

- a. E-tests that are video recorded
- b. Oral thesis defence

The student's face must appear in the video to allow the LIGS Student Services team to verify the student's identity.



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## **Student Identity Verification Policy**

To meet industry standards for an online institution, LIGS University verifies the identity of students during the admissions process and at several points during the course of the program.

### **Identity Verification**

At the start of the program, LIGS University verifies student identity. The enrollment advisors ask prospective students to scan a government issued photo ID and their portrait picture. Our admission officers verify authenticity of the scanned documents and perform a facial comparison of the ID and the picture to the live picture of the applicant during the admission process video calls.

Upon acceptance to the MBA program, LIGS University requires students to verify their identity using a government-issued photo ID as well as submit official transcripts from the highest degree-granting institution they listed on their application. ID and transcripts are reviewed and verified against application data and initial video call that are arranged with the student advisors to inform students about LIGS community, program, LMS, grading and other policies.

### **Additional Admissions Verification**

Accepted students also must verify e-mail addresses for LMS logins. Moreover, students are verified during their studies when completing all the courses with e-tests. The following instructions are shared in LMS before each test: "*You acknowledge that you are a student at LIGS University, and consent to the video recording during the proctored test. The test can be taken only using the Mozilla Firefox and Google Chrome web browsers, which are compatible with the system.*" A student advisor checks the pictures from all the test recordings and verifies them with a student's government issued photo ID.

### **Failure to Verify**

If a discrepancy is found in any submitted documents, the institution will contact the student to rectify the discrepancy. If the institution finds that a student intentionally misrepresented themselves in their application or identity verification process, the student will be administratively withdrawn from the program.

## **Harassment, Discrimination, and Retaliation Policy**

LIGS University is committed to providing an environment that is free of all forms of unlawful harassment and discrimination. In keeping with this commitment, we maintain a strict policy prohibiting all forms of unlawful harassment and discrimination in interactions that take place in the University environment, whether physical or virtual.

Discrimination is any treatment – including harassment – on the basis of a protected characteristic. The University does not engage in and will not tolerate harassment or discrimination based on sex, race, color, religion, national origin, age, marital status, veteran status, handicap, disability, or any other characteristics protected by applicable federal, state or local law. If you experience, observe, or become aware of behavior that you believe to be harassing or discriminatory in nature, or that is inappropriate or offensive, you are strongly encouraged to report the behavior immediately to the appropriate authority.



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Persons reporting incidents of harassment, discrimination, or retaliation may be concerned about the confidentiality of information they are sharing. The right to confidentiality, both of the complainant and the accused, will be respected to the extent possible insofar as it does not interfere with the University's legal obligations or ability to investigate or to take corrective action when it is found that misconduct has occurred. It is our policy to promptly and equitably investigate any report of harassment, discrimination or retaliation.

Appropriate action will be taken against any individual who violates this policy. Harassment or discrimination by any student to another student or a University faculty or staff member will result in disciplinary action up to and including expulsion. Harassment or discrimination by a University faculty or staff member to another employee or student will result in disciplinary action up to and including termination. In addition, any individual who engages in conduct prohibited by this policy may be personally liable in legal action brought against him or her.

### ***Sexual Harassment***

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal, virtual or physical conduct of a sexual nature when:

- (1) submission to such conduct is an explicit or implicit condition of employment or academic success;
- (2) submission to or rejection of such conduct is used as the basis for an employment or academic decision;
- (3) such conduct has the purpose or effect of (a) unreasonably interfering with an individual's work or academic performance or (b) creating an intimidating, hostile, or offensive work or academic environment.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. It can occur between members of the same gender as well as between members of different genders. Personal relationships must not be allowed to interfere with the academic or professional integrity of the faculty-student, staff-student, supervisor-employee or other professional relations within the University.

### ***Cyber-Harassment***

The University is committed to providing a safe, positive learning environment for students, faculty and administrators. The University believes that preventing cyberstalking and cyber-harassment is critical to creating and maintaining a safe and secure culture, which supports academic achievement.

Cyber-harassment can create an atmosphere of fear and intimidation, which may lead to more serious violence. Cyberstalking is threatening behavior or unwanted advances directed at another using the Internet and other forms of online and computer communications. Cyberstalking and cyber-harassment are prohibited at the University.



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### **Students Complaint and Grievance Policy**

In case of a student grievance concerning unfair treatment in course of his/her studies, the student needs to follow this procedure:

1. Before making a formal complaint pursuing the Complaint and Grievance Procedure, the student (grievant) should at first make effort to discuss and resolve the issue with the individuals involved in the complaint (respondent).
2. Should the effort to resolve the situation directly with the persons involved be unsuccessful, the student should follow the steps of the formal complaint process as described below.
3. Student should present the complaint for resolution in writing within 30 days of the incident to the attention of the Vice Provost. The written complaint needs to include information on the nature of the complaint and attach all possible supporting documents including, if applicable, the information about the incident witnesses.
4. The Vice Provost should acknowledge the complaint receipt promptly and address the issues and questions brought to this/her attention without delay. The Vice Provost may attempt to mediate the dispute and seek an informal resolution satisfactory to all parties. In any case he/she will revert back to the Student no later than in 10 days after receiving the complaint.
5. Should the student find the resolution of the matter by the Vice-Provost unsatisfactory he/she may bring the matter to the attention of the Provost. The Provost, upon his/her discretion may decide to involve the Faculty Senate, in particular if an unprofessional behavior of a faculty member is alleged.
6. The Provost will inform the student about the outcome no later than 20 days after receiving
7. the complaint or no later than 10 days after receiving the Faculty Senate position should the
8. Faculty Senate be involved.
9. Should the student find the resolution of the matter by the Provost unsatisfactory he/she may bring the matter to the attention of the President.
10. The President may choose to appoint a third party or may issue the ruling on his/her own.
11. The President's decision is final.

### **Student Disciplinary Code**



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## Fundamental Standards

- i. All members of the LIGS community, all faculty, staff, students, governing entities, and affiliates are expected to respect and uphold the rights and dignity of others regardless of race, color, national or ethnic origin, gender, gender orientation, gender identification, age, religion, disability, political affiliation, or socio-economic status. LIGS values integrity, honesty, open and free communication and academic freedom, and strives to integrate these values into teaching practices, business dealings, and daily activities.
- ii. All members of the LIGS community are expected to respect and uphold the integrity of the university and its values in their personal conduct as well as in their interactions with others.
- iii. All members of the LIGS community are expected to abide by all applicable laws and university policies and uphold the standards of academic integrity and intellectual honesty expected of an educational community.
- iv. Adherence to these values makes each member of the community responsible for bringing suspected violations of applicable standards or regulations to the attention of the appropriate department. Raising suspected violations is a service to the community at large as it helps to maintain high academic standards and ensure the personal integrity expected of an LIGS graduate.

### **1. Improper Student Conduct**

- i. Students may be subject to disciplinary hearings for acts of non-academic misconduct including:
  - a. Violations of a university policy or specific university directive;
  - b. Violations of an applicable law;
  - c. Cyber assault or threats;
  - d. Cyber harassment, cyber stalking;
  - e. Hate crimes and cyber aggression motivated by race, sexuality, and religion;
  - f. Document falsification – the discovery of a falsified admissions document prior to the start of studies will result in an automatic denial of admission, while discovery after the start of studies may result in expulsion and denial of re-admission;
  - g. Impersonation of another;
  - h. Computer Policy violations;
  - i. Any behavior that is substantially incompatible with common standards of respect and adult responsibility;
- ii. Students may be subject to disciplinary hearings for acts of violation of academic standards and study duties including:



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- a. Plagiarism;
  - b. Submission of bought papers or of work undertaken or previously submitted in another course;
  - c. Cheating, attempts to cheat, introduction of or possession of tools that may help effectuate cheating during the examination process;
  - d. Unpermitted collaboration;
  - e. Giving or receiving unpermitted assistance on an assignment or examination;
  - f. Copying from, or allowing one to copy from, an examination or other piece of work;
  - g. Giving or receiving aid on any assignment where one should reasonably have been aware that such aid was not permitted;
  - h. Undertaking activities that interfere with the study of other students;
  - i. Acting in any other way that is substantially incompatible with common standards of academic integrity.
- iii. Any person may raise an allegation of improper conduct against a student. Such allegations should be brought to the attention of the Vice Provost.

## **2. Disciplinary Procedures**

- i. Upon receipt of an allegation of improper conduct the Vice Provost shall:
  - a. Inform the student of the allegations via e-mail;
  - b. Provide the student with a two week period to acknowledge the validity of the claim or to refute the claim;
  - c. Inform the student about the follow-up disciplinary procedure.
- ii. Unless the student denies the truth of the claim, the Vice Provost may decide on the merits of the case regarding first offenses that are minor issues. Alternatively, the Vice Provost may ask a Disciplinary Committee to further address the matter and develop a resolution. The decision shall be communicated to the student within two weeks of the student's acknowledgement of the charges. If the student does not acknowledge the charges the Vice Provost may decide with the available information one month after informing the student of the charges.
- iii. If the student denies the claims and/or the offense is not a minor first offense, the Vice Provost must:
  - a. Request an online Disciplinary Committee meeting and provide the student with an electronic link to the Disciplinary Hearing;
  - b. Inform the student of their right to submit a written statement via e-mail in support of their denial and/or to connect on-line to the Disciplinary Hearing (safe its closed part);
  - c. Request of the student that a list of witnesses or documents to support their stance be immediately provided for invitation and/or consideration by the Disciplinary Committee.



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- iv. Allegations of bought papers, intentional or consistent plagiarism, interpersonal threats or violence, whether it be verbal, physical or sexual, property damage, and other matters of a serious nature shall not be considered as minor issues.
- v. A Disciplinary Committee shall be appointed the Provost with the Provost serving as its chair.

### **3. Disciplinary Penalties**

- i. In the case of a first instance of misconduct of minor importance, a student may only be punished by a formal letter with a warning.
- ii. In the case of serious and/or repeated misconduct, a student may be punished by non-academic probation or expulsion.
- iii. The terms of non-academic probation may require that the student, within the test period determined by the Disciplinary Committee,
  - a. Refrain from improper conduct; and/or
  - b. Issue a Letter of apology; and/or
  - c. Attend Counseling.
- iv. Students who violate the terms of non-academic probation will be expelled.

**Plagiarism Detection:** The campus subscribes to Turnitin and lecturers will need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work. Turnitin Originality Reports will be available for students' viewing upon request.

**Cheating and Plagiarism:** Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating that consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work.

*Types of actions defined as plagiarism:*

- Using a direct quote from a source and not using quotation marks, in-text citation, and reference.
- Paraphrasing a source and not using in-text citation and reference
- Sharing your assignments, exams, or forums with other students.
- Citing a source with fake bibliographical information.



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- Writing a paper for another student.
- Submitting a paper, assignment, test or exam that you submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from your instructor(s).
- Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.

### **Non-Academic Dismissal Policy**

Students may be dismissed from the LIGS University for failure to submit required enrollment materials, for failure to make tuition payments, for violation of the Student Honor and Ethics Code or other university policies.





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## VI. Tuition, Fees, and Refunds

### Enrollment Charges and Payment Plan

Tuition of programs:	Monthly	Lump-sum	One-year plan	Two-year plan
MBA	upon agreement	\$5,900.00	\$6,785.00	\$8,200.00

### Included in the tuition:

- Electronic study materials
- Recommended online webinars
- Access to the Learning Management System
- Feedback from lecturers on all assignments
- Electronic communication with lecturers
- Support of Student Services
- E-learning tests
- Webinars
- Supervision of the instructor – supervisor

### Not included in the tuition:

- One-time non-refundable application fee of \$100 paid upon submitting the application
- Graduation fee of \$100 covering the costs associated with issuing, printing and shipping of the diploma via standard post service
- Telecommunication fees and internet access fees
- Conferences

### Fees for additional services

LIGS University reserves the right to change the price list. The current price list is available in LMS. The fees for additional services as specified in the current version of the University catalog and the student handbook are not subject to this refund policy after the five (5)-calendar- day student right to cancel



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enrollment. Should the student cancel his enrollment within the 5 calendar days period, the fees for additional services will be refunded in full.

Service Name	Price in \$
Administrative fee for the first prolongation of studies/if at least 40% of the compulsory study activities have been completed	\$0
Administrative fee for the first prolongation of studies/without fulfilling at least 40% of the compulsory study activities	\$ 200
Administrative fee for the first interruption of studies	\$ 200
Administrative fee for repeated prolongation / interruption of studies	\$ 200
Administrative fee for the fourth / fifth attempt of an e-test / quiz	\$ 70 / 1 attempt
Administrative fee for extraordinary prolongation of studies after the maximum length of studies at the request of the student and after the approval by LIGS University	\$ 1,500
Administrative fee for changing the Enrollment Agreement during studies at the student's request (change of program, study language etc.)/based on individual assessment	\$ 200 - \$700
Administrative fee for the change of the course at the student's request	\$ 50 / 1 course
Administrative fee for first adjustment of the schedule of installments upon written request of the student	\$ 70
Administrative fee for the repeated adjustment of the schedule of installments upon written request of the student	\$ 70
Online video-call with a lecturer / doctoral supervisor upon written request of the student	\$ 80 / per hour
Administrative fee for changing the lecturer at the student's request	\$ 50
Administrative fee for the change of the supervisor of the final thesis/doctoral supervisor upon request of the student (the fee amount is determined according to the completion of the work)	\$ 0 - \$ 800
Studying an extra course above the standard study plan	\$ 500 / 1 course
Apostille a diploma (form of authentication)	\$ 150
Superlegalization of a diploma (form of authentication for countries outside Hague Convention)	\$ 150
Graduation package (diploma, graduation cap) superior shipping with DHL / FedEx / UPS	\$ 100



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Administrative fee for reactivation of student license and access to the student system	\$ 30
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## Financial Assistance

LIGS University does not participate in the federal student aid program and does not provide loans to students.

## Scholarship Policy

### . Introductory Provisions

- i. LIGS disburses scholarships from financial resources stemming mainly from tuition, contributions, grants and sponsorships.
- ii. The total annual amount of scholarship funds – in line with the general recommendations set forth by the EVP/COO&CFO - is proposed by the President / CEO and determined annually by the LIGS Board of Trustees in the approved budget.
- iii. Scholarships are distributed at the discretion of the Provost in line with the provisions of this policy. The Provost is authorized but not required, unless mandated by law, to release or distribute any funds for the scholarships set forth herein.
- iv. The Enrollment Dept. issues and accepts the application forms for all LIGS scholarships for incoming students, the Students Services Center does the same for continuing students.
- v. The scholarship applications are reviewed by the Vice Provost and submitted for approval to the Provost.
- vi. Every year, on the first working day of January, an annual addendum (see *infra*) to this policy is published.

### B. Types of Scholarships

#### 1. MBA Merit Based Scholarship for Incoming Students

- i. This Merit Based Scholarship is awarded to a student for excellent bachelors' study results, measurable by the cumulative GPA and documented by the official academic transcript issued by the bachelor degree granting institution.
- ii. These Merit Based Scholarships are awarded to students who have completed bachelors' studies at an accredited institution consisting from at least 120 US credits at an US institution or 90 US credits (i.e. 180 ECTS) at a European institution or adequate equivalent for other parts of the world.
- iii. A students' GPA is calculated cumulatively from the beginning of the studies of a bachelors' program.
- iv. The table matching levels of scholarships (in terms of percent tuition discount), with required GPA scores, is published in the annual addendum to the Scholarship Policy by the Provost on the first



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## **2. MBA Merit Based Scholarship for Continuing Students**

- i. This Merit Based Scholarship is awarded to a student for excellent common base LIGS MBA study results, measurable by the cumulative GPA and documented by the Office of Registrar within the LIGS Student Services Center.
- ii. These Merit Based Scholarships are awarded to students who have successfully completed at least 18 US credits at LIGS, namely all 500 – level MBA courses.
- iii. A students' GPA is calculated cumulatively for all completed MBA courses.
- iv. The table matching levels of scholarships (in terms of percent tuition discount) with required GPA scores is published in the annual addendum to the Scholarship Policy by the Provost on the first working day of January.
- v. Students who register for the 600 – level courses prior to the completion of all 500 – level ones are assigned tuition that does not yet reflect the Merit-based Scholarship. Eligible students that have already paid the tuition may select to receive either a refund or tuition credit for future studies.

## **3. Alumni Scholarships**

- i. LIGS offers scholarships to graduates from any existing or past programs offered by LIGS University or Edu Effective.
- ii. Alumni scholarships are awarded in fixed amounts of financial support applicable towards the first tuition payment.
- iii. Alumni Scholarships amounts are published in the annual addendum to the Scholarship Policy by the Provost on the first working day of January.

## **4. Joseph James LeVesque Scholarship**

- i. This special scholarship named after late prominent LIGS faculty member, Dr. Joseph (Joe) LeVesque, is a one-time scholarship which may be awarded to an incoming or continuing student or applicant upon fulfillment of conditions and criteria announced by the President.
- ii. The scholarship amount and criteria for the award are announced by the President and are published in the annual addendum of the Scholarship Policy by the Provost (upon instructions of the President) on the first working day of January.

## **5. Hawaii Residents' Special Scholarships**

- i. This specific type of scholarship may be offered to incoming or continuing students residing in the state of Hawaii in good academic standing.
- ii. The amount and conditions for the award are announced by the President and are published, *inter alia*, in the annual addendum to the Scholarship Policy by the Provost (upon instructions from the President) on the first working day of January.



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#### **6. Need Based Presidential Scholarships**

- i. This specific type of a Special Presidential Scholarship may be offered to incoming or continuing students should the President decide to introduce these scholarships for the given year.
- ii. In this case a special Scholarship Committee appointed by the Provost is formed with the Provost serving as its chair and the Vice Provost serving as its Vice Chair. The committee makes the decision based on the evidence provided by the applicants.
- iii. The amount and conditions for the award of a Need Based Presidential Scholarship are announced by the President and are published in the annual addendum to the Scholarship Policy by the Provost (upon instructions of the President) on the first working day of January.

#### **7. Special Scholarships funded by External Provider/Donor**

- i. This Special Scholarship is a one-time or continuing scholarship which may be awarded to a student or applicant upon fulfillment of conditions announced by the President on behalf of an external provider/donor.
- ii. The amount and conditions for the award of a Special Scholarship are announced by the President (in cooperation with external scholarship provider/donor) and are published in the annual addendum to the Scholarship Policy by the Provost (upon instructions of the President) on the first working day of January or, if necessary or prudent, on an earlier occasion in a separate manner.

#### **8. Scholarships Granted by the Federal, State or Local Authorities or an US Foundation**

- i. The US Federal Government, State of Hawaii, City of Honolulu or an US Foundation may grant scholarships that may be applicable to (some) LIGS students.
- ii. Such scholarships may be awarded to students who fulfil all the conditions announced by the *supra* mentioned subjects and by the President.
- iii. The conditions for these awards are published in the annual addendum to the Scholarship Policy by the Provost (upon instructions of the President) on the first working day of January or, if necessary or prudent, on an earlier occasion in a separate manner.

### **C. Common Provisions**

- i. Scholarships are not awarded retroactively. A student who was eligible for a scholarship but failed to apply in a timely manner has waived any eligibility rights to the scholarship.
- ii. Scholarships are not awarded to students who have already completed 45 US credits in the MBA program.
- iii. Unless explicitly provided for otherwise, all scholarships are awarded in the form of tuition credits, i.e., crediting the amount of the scholarship to the student's tuition payments.
- iv. Should a student be awarded more than one scholarship simultaneously, and/or the same scholarship repeatedly, all such scholarships may be awarded, unless the terms of the scholarship specifically state otherwise.
- v. The number and amount of scholarships awarded is determined by the number of students who meet the conditions for awarding a particular scholarship for a given period and with regard to finances available in LIGS's scholarship fund.



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- vi. A student who provides inaccurate or deceptive information on a scholarship application or in connection therewith shall be subject to a disciplinary proceeding under the Disciplinary Code.
- vii. Each student is obliged to inform the Student Services Center (e.g. via e-mail at [study@ligsuniversity.com](mailto:study@ligsuniversity.com)) without undue delay of any and all matters which could influence the award or disbursement of a scholarship.

### **Tuition Refund Policy**

LIGS University establishes fair and equitable tuition, cancellation, refund, and collection policies and procedures. LIGS University's MBA program implements solely a flexible time scheduled MBA program and therefore has a fair flexible time scheduled refund policy formulated based on the stated curriculum benchmarks for completion of the program. The student can cancel or withdraw from the program only in writing(including e-mail).

1. A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution.
2. A student requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid minus:
  - a. a transfer credit evaluation fee of up to \$75;
  - b. a one-time application fee per program of \$100;
3. Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials, including kits and equipment.
4. When a student cancels after completing at least one lesson assignment but less than 50 percent of the graded assignments, the institution may retain the application fee and one-time registration fee of no more than 20 percent of the tuition (not to exceed \$200) and library service fees, plus a percentage of tuition paid by the student in accordance with the following schedule:



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Percentage Completed by the Student	Credit Equivalent for the Percentage by the Student (Based on the number of Credits Attained)	Percentage of Tuition Returned to the Student Minus the Application and/or Registration fee	Percentage of Tuition Retained by the Institution
Up to 10%	Up to 4,5 Credits	90%	10%
10% - 25%	4,5 - 11,25 Credits	75%	25%
25% - 50%	11,26 - 22,5 Credits	50%	50%
50% - 100%	22,6 - 45 Credits	0%	100%

5. If promissory notes or enrollment agreements are sold to third parties, the institution ensures that it and any third parties comply with LIGS University cancellation policies.
6. All refunds are made within thirty (30) days following the date of a cancellation request submission regardless of whether materials have been returned.
7. The fees for additional services as specified in the current version of the University catalog and the student handbook are not subject to this refund policy after the five (5)-calendar- day student right to cancel enrollment. Should the student cancel his enrollment within the 5 calendar days period, the fees for additional services will be refunded in full.

**Example:**

8. If a student's Total Tuition is \$6,780 (\$565 a month over twelve months) and the student has completed common base module (e.g., all common base "500 level" courses, 40% of the compulsory study activities) and therefore already attained 18 credits at the time of withdrawal, then the student is eligible for a 50% refund of Total Tuition, which will be paid as follows:
9. If the student has paid all of the Total Tuition prior to withdrawal (\$6,780) then the student is eligible for a refund of \$3,390 (50% of \$6,780), and LIGS University retains \$3,390 (50% of \$6,780) and the application fee of \$100.



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10. If the student has paid only six installments of the Total Tuition prior to withdrawal (\$3,390) then the student is eligible for 50% of the monies paid to LIGS University (\$1,695), and LIGS University retains \$1,695 and the application fee of \$100.





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## IV. LIGS MBA Program Curriculum

### Student Learning Outcomes at LIGS University

There is no greater priority for an institution of higher education than a clear commitment to its Student Learning Outcomes (SLOs). By definition a university seeks to generate and transfer learning. SLOs define that learning and create benchmarks to gauge and to guide its effective delivery.

LIGS University's SLOs are divided into three interlinked categories, each of which springs from its mission to provide premiere quality education to a global student base at a reasonable cost.

- Institutional Learning Outcomes (ILO) set broad expectations for student learning across the entire LIGS University student experience and include every program.
- Program Learning Outcomes (PLO) specify the learning outcomes anticipated by each degree program. They identify the learning that can be expected via the completion of each degree.
- Course Learning Outcomes (CLO) are course-specific and indicate the expectations of learning for their associated course.

LIGS University SLOs are interrelated in the sense that each level of outcome defines and reflects the others. CLOs, for example, reflect PLOs, which spring from ILOs.

### Institutional Learning Outcomes

**IL01: Effective Communication** Students will be able to identify audiences, assess information provided, interpret needs, and present relevant information using appropriate written, oral, and listening skills and media to meet the needs of the situation.

**IL02: Critical Thinking and Reasoning** Students will analyze and explain issues objectively, interpret and synthesize data and ideas, define their own perspectives and positions, and develop feasible and creative solutions to real world problems.

**IL03: Information Competency** Students will demonstrate the ability to identify information needs, effectively and ethically gather, analyze and integrate information from variety of relevant sources of information.

**IL04: Mastery of Knowledge** Students will demonstrate advanced knowledge of scientific theory, skills, and perspectives that contribute to the discipline.



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**ILO5: Diversity and Global Perspective** Students will examine individual and group needs, and work effectively and sensitively with diverse populations in multicultural and international environment.

**ILO6: Ethical Behavior and Integrity** Students will demonstrate awareness of personal and professional responsibility to act in compliance with principles of ethics and integrity in a diverse and global society.

LIGS University grants the Master of Business Administration (MBA) degree. Our MBA is an efficient, flexible management program appropriate for high-performing students in middle to senior management positions. It mixes theoretical content with practical management tools preparing students to operate in organizational leadership positions.

#### **MBA Program Learning Outcomes**

**PL01: Knowledge of Business:** Students will develop a strategic level of understanding of key business functions to:

1. Apply effective strategies for key business functions especially including management, marketing, human resources, and finance.
2. Identify appropriate management practices for various business settings.

**PL02: Critical Thinking and Problem Solving Skills:** Students will apply relevant critical thinking and problem solving skills to:

1. Create and present solutions for improving business performance.
2. Select and use appropriate tools and research to solve complex managerial problems.

**PL03: Ethical Leadership:** Students will identify the impact of leadership and ethics in business to:

1. Synthesize intercultural practices, diversity, and social responsibility.
2. Manifest cultural awareness and sensitivity at strategic and leadership levels in their organizations.

**PL04: Global Professional:** Students will integrate a global perspective on management practices and processes to:

1. Identify opportunities through the lens of a cosmopolitan, global perspective.
2. Analyze challenges and practices in local, national and global business communities.



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Type of Activity	Course Name	Number of Credits
COMMON BASE	501 Management	3
	502 Marketing	3
	503 Finance	3
	504 Communication	3
	505 Intercultural Communication	3
	506 Human Resources	3
SPECIALIZATION (Choose 18 credits)	601 Project Management	3
	602 Strategic Management	3
	603 E-Commerce	3
	604 Supply Chain and Logistics	3
	605 Financial Management	3
	606 Global Marketing	3
		3
	608 Crisis Management	3
	609 Corporate Social Responsibility	3
	610 HR Planning and Development	3
	611 Risk Management	3
	612 IT Management and Cybersecurity	3
	613 Key Account Management	3
	614 Practical Training	6
	615 Special Electives	3
	3	
	621 Webinars 622 Conferences	3
	631 Thesis & Defense	6
<b>Required Total Number of Credits</b>		<b>45</b>

In order to graduate with the MBA program a student must gain **a minimum of 45 credits** by:

1. Obtaining 18 credits from 500 - level courses (*i.e.* Completing all of them).
2. Obtaining a minimum of 18 credits from 600 and 610 - level courses (*i.e.* Completing a minimum of 6 courses or 5 courses if practical training is one of them).



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3. Obtaining 3 credits from 620 - level courses.
4. Obtaining 6 credits for writing and defending the thesis.

Total number of time needed to comply with the above requirements must not exceed 24 months, in justified cases and upon the approval of the Vice Provost must not exceed 36 months. Further, the common base requirement must be completed within 12 months, while 9 months time frame is strongly encouraged.

A student can register for 631 course after completing all 500 - level courses. The thesis can be defended after 600, 610 and 620 - level courses are completed.

### **Credit Hour Policy**

Student earns credits for completing study activities of different nature. Every course represents a certain number of credits. Credits quantify the scope of the course. It corresponds to the work represented in intended learning outcomes and verified by evidence of student achievement.

Historically, LIGS University ("LIGS") was using credit hours (based on average amount of time needed by student to complete the learning outcomes) rather than credits. For the sake of compatibility and possibility of an easy and transparent transfer, LIGS has adopted credits rather than credit hours.

Typically, 3 credits are awarded upon successful completion of the course that consists of independent and guided study (learning outcomes are checked by an online test) and an independent seminar work. Upon passing a test, student is awarded one point, upon successful completion of the seminar work, student is awarded two points. Three points in total mean a successful completion of the course and award of three credits. There are several special cases, namely webinars and conferences, where active participation totals 3 credits, practical training worth 6 credits and masters' thesis defense worth 6 credits.

Credits are recorded in the Student Electronic Records by the Office of the Registrar within the Student Services Center.

See the MBA structure table above that outlines the study program.

### **Degree Requirements and Graduation**

To graduate from MBA program at LIGS University a student must complete all compulsory study activities and earn a total of 45 credit hours.

Specifically, student must:

- i. complete the common base module consisting of 6 courses, i.e. obtaining total of 18 credits;



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- ii. complete a minimum of 6 courses (or 5 courses if practical training is one of them) from the specialization module, i.e. obtaining total of at least 18 credits;
- iii. earn 3 credits by active participation in both webinars (half point each) and conferences (two points each); minimum of three points earns 3 credits, *e.g.* two webinars and one conference participations satisfy the requirement; and
- iv. write and defend a masters' thesis.

When learners complete all the requirements for a degree, they are eligible for degree conferral. Following are the steps to conferral:

- Student Advisors review students' academic record to determine whether they have successfully completed all of the requirements of their programs.
- Student Advisors send verified records to the Registrar for final validation.
- Students Advisors ask the students to pay the Graduation fee as outlined in the Fees for additional service table.
- Students receive via email an official letter of completion and Degree conferral, and copies of their official diploma and transcript.
- Official diploma and transcript together with a graduation cap is sent to the student's contact address.
- Students are invited to a Graduation Ceremony (online or physical).

The graduation ceremony is typically held once a year in a selected location where all the LIGS University graduates are invited.

Due to a covid-19 pandemic period, LIGS University started to offer an online graduation ceremony which was held in Zoom. The university will continue with the concept in the future as it has proved itself and is appreciated by graduates who are not able to attend the physical graduation.

### **Student Services Center**

LIGS University Student Services are designed to assist students as they fulfill their MBA Degree Completion Plan. As a comprehensive distance learning-based institution, we offer those services that our students most require.

LIGS University Student Services Team is available to answer academic, administrative, and financial inquiries flexibly Monday to Friday. If the Student Services Team is unable to resolve a student inquiry, the request is referred to the appropriate Faculty member or administrative staff member. Student support requests are addressed in a timely manner, typically within 24 hours. Students can contact student advisors via LMS or directly via email, whatsapp or phone and arrange a video call if preferred.

An academic plan is established for students upon admission to LIGS University. Students must keep their own records of their academic progress and follow Satisfactory Academic Progress Policy. Student advisors keep track of the progress and contact students regularly to check on them and provide support.



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Ultimately, it is the responsibility of the student to see that he/she is completing the correct courses for the MBA degree.

LIGS University students receive automatic email updates and reminders from their student advisors and LMS. Learners are reminded of deadlines, key assignments and dates, and options available to them for completing course work. Students also get emails with information about upcoming special events, webinars, or conferences, new features, upgrades, etc.

LIGS regularly surveys students to assess satisfaction with the program and courses and also reviews student performance to determine whether program improvements are needed, in line with our mission and objectives. Students who have fallen behind in their progress or who otherwise require support to meet the academic demands of the program can reach out to their student advisor or they can send a message on [study@ligsuniversity.com](mailto:study@ligsuniversity.com). Academic advisors provide assistance by developing progress plans to get students back on track, connecting them with appropriate faculty members and offering resources for improving their skills. Students can also reach out to the LIRN Librarian to ask for help with their papers.

All required enrollment documents, e.g., diploma, unofficial and official transcripts, English Language Proficiency documents, ID card scan and a student's profile picture are retained as a permanent part of a student's record. The records are retained for specific periods of time and are accessed and maintained only by the appropriate authorities at the institution.

### **Disability Strategy**

Our Policy on Equity and Inclusion says "LIGS University is committed to the premise that to truly prepare students for life and work in an increasingly diverse society, postsecondary institutions must embrace diversity and equity within constitutional and legal parameters, commit to improving academic achievement for all students, create an inclusive university environment, and produce culturally competent graduates." (See the full policy on XXX ) Therefore, LIGS makes sure that all students have the same rights. The Leadership is responsible for supporting disabled students and those with language support needs.

Should students require more information about the support that is available for students with disabilities, they can contact us at [info@ligsuniversity.com](mailto:info@ligsuniversity.com). Upon enrollment, students should ensure that they make LIGS administrators aware of any particular needs they have. Support is arranged depending on the individual needs and the LIGS University's ability to provide it.

If LIGS University can provide the support students require then students will be involved in regular discussions about the support and will agree on a Support plan that explains the types of support LIGS University will provide, the levels of that support and over what period.

Students can ask for changes to be made to your Support Plan at any time.



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Additional Support could include:

- Adjustments by the course instructors and supervisors;
- Communication support;
- Provision of assistive equipment and technology (subject to availability);

Full support will be given according to the needs of an individual, during the assessment and examinations.

LIGS University is committed to supporting its students in any way it can, and maintains close regard for students' welfare. The Student Services is the first point of call in all student welfare matters, and will be able to advise on a number of subjects or direct students to the correct agency where they can find help and assistance. Should students wish to speak with a counselor at any time, they should contact the Student Services, who will be able to make arrangements for this.



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## V. Minimum Technology Requirements

Accessing all LIGS University courses requires a working internet connection. In addition, for the best experience, we recommend that students update to the latest stable release of their operating system and browser. Note that LIGS University does not actively block access to any unsupported versions of browsers and operating systems, but we cannot guarantee stability and performance if the minimum thresholds below are unmet.

### Browsers and Operating Systems

- Microsoft Windows 7+
  - Chrome 51+, latest stable recommended
  - Firefox 49+, latest stable recommended
  - Internet Explorer 10+, Edge or Chrome recommended
  - Edge 31+, latest stable recommended
- Mac OS X 10.9+
  - Chrome 51+, latest stable recommended
  - Firefox 49+, latest stable recommended
  - Safari 9+, latest stable recommended
- iOS 9+
  - Mobile Safari
- Android 4.4+
  - Chrome for Android 51+, latest stable recommended
  - Note: we do not support the legacy Android browser
- Linux (beta)
  - Ubuntu 16.04+
  - Fedora 25+
  - Red Hat Enterprise Linux 7+
  - Chrome 51+, latest stable recommended

### Bandwidth

- Desktop: Broadband service; minimum 300 kbps up/down, 5 Mbps+ recommended
- Mobile: 4G+ connection required, LTE recommended





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### Third-Party Software Requirements

- MS Office. The requirements can be found [here](#).

## VI. Teach-out Policy

A teach-out arrangement adopted by LIGS University (“LIGS”) addresses the fact that as of Q3 2022 LIGS will have stopped accepting new students for its doctoral programs as well as for its M.Sc. program. LIGS will continue teaching existing students of these programs until they have completed their course of study.

Each student will receive an individualized teach-out plan, indicating courses the student must pass to complete the degree program. The student’s individualized teach-out schedule will include an approximate end date for discontinued required courses.

The LIGS’ obligations are as follows:

- LIGS commits to inform all students subject to the teach-out plan about the new circumstances (including the principles of this policy) without unnecessary delay
- LIGS commits to provide each student with an individualized teach-out plan in writing
- LIGS agrees to offer all courses (or equivalents) in the program teach-out schedule
- LIGS commits to (continue) offering individual academic advising and counseling in regard to the student’s individual teach-out plan and teach-out policies mentioned herein
- LIGS commits to cover the cost of the teach-out program in its budget, including but not limited to providing compensation to the faculty responsible for the courses in the teach-out plan. No additional costs beyond those in the student’s original enrollment agreement will be charged to the student as a result of the teach-out.

**The student’s obligations are as follows:**

- The student agrees to abide by the schedule of courses, or the time interval thereof, provided in the individualized teach-out plan.
- The student agrees to successfully complete the courses laid out in the individualized teach-out plan and timeline. Failure to take a course when offered during agreed timeline will not obligate the institution to offer the course again.



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- The student agrees to sign acknowledgment of receipt of the teach-out notification and receipt of the student's individualized teach-out plan.
- The student agrees to remain continuously enrolled in their program to complete the teach-out.
- A student who falls out of the prescribed teach-out sequence as outlined in the student's individualized teach-out plan as a result of failing a course may retake the course if it is offered in the program teach-out schedule. If the course is no longer offered by the college, the student may obtain permission from the Vice Provost to substitute the required course by making alternative external academic arrangements of comparable nature.

The Provost, whenever appropriate/reasonable may rescind some requirements and/or obligations the teach-out students are subject to.



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## VII. LIGS University Faculty

Instructors at LIGS University are referred to as faculty members, professors, lecturers, or tutors interchangeably as any of these references represent the university's mission of providing high-quality graduate-level education. Faculty members are experienced professionals eager and capable of educating students in content knowledge and skills. The faculty member's role is to motivate students in their studies and provide them with high-quality and accurate feedback on all assignments. LIGS University faculty members are experts in their subject fields. They are experienced professionals in the education and business environment who possess the academic credentials indicative of expert status.

Students keep in touch with faculty members in the course of their studies and often also after graduation from the MBA degree program when they are already in the position of equal professional partners and specialists in their field.

It is evident that faculty members play a fundamental role in the quality and benefits of the MBA degree program for students. Therefore, the faculty is carefully selected and provided with all the necessary support by the staff of the university. Faculty members take part in regular meetings and training. Their activities are evaluated on a regular basis.

The professional competence and intellectual vigor of its faculty are the most important measures of a university's quality. In recognition of that fact, LIGS University supports the individual development of its faculty members by encouraging and rewarding academic achievement in teaching, scholarship, and all other facets of a faculty member's professional life. Faculty development is the responsibility of the Chief Academic Officer, as well as of the individual faculty member. Because the development of an academic career is a highly individual matter in terms of the direction and level of one's aspirations and the rate of their pursuit, the University attempts not only to create a generally supportive atmosphere but to provide specific programs of assistance.

A variety of specific programs are sponsored that are designed to help faculty members with their teaching and with their overall professional growth. The University's faculty development policies serve to:

- recruit new faculty members who add specific needed strengths to our faculty and who are dedicated to excellence, both in their scholarly pursuits and in their teaching.
- aid and encourage newer faculty members by helping them to understand the University's and colleagues' expectations, and the criteria and standards for advancement
- encourage the departments to codify their criteria for evaluating their faculties, and to make these criteria and standards accessible to the faculty members



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- aid in harmonizing faculty members' personal career goals with departmental and University objectives, and give due recognition to faculty members for contributions toward the realization of these objectives.
- encourage faculty members to strive consciously to improve their teaching, their professional service, and their stature in their scholarly fields
- recognize and reward high attainment by faculty members in any or all of these areas.

The philosophy of lifelong learning and development applies also to faculty members at LIGS University. LIGS University recognizes that faculty must continue to develop throughout their career and provides various means to maintain academic vitality.



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## VIII. Administration, Faculty, and Board of Trustees Team Information

### Members of the LIGS University Administration

***Makovsky, Pavel, Ph.D.***

President and Chief Executive Officer

Ph.D., University of Jan Amos Komensky, Prague, Czech Republic

Ph.D.r., University of Jan Amos Komensky, Prague, Czech Republic

MBA, A&W Business School, Prague, Czech Republic

MA, Charles University, Prague, Czech Republic

***Krautstengl, Alan, Ph.D.***

Senior Vice President and Provost

***Vlk, Jan, ???***

Executive Vice President / COO & CFO

***Matta, Zdeno, RNDr.***

Vice Provost / Compliance Officer

### Members of the LIGS University Faculty



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Name	Courses Taught	Role	Academic Credentials
Agba Sunday Michael			
Alexander George			
Aubry Michael			
Bartovska Ilona			
Batovska Bibiana			
Bednarcik Zdenek			
Biruk Vladimir			
Brant Vojtech			
Carter Lee Jason		Guarantor	
Coelho Ken			
Cuello Marina Ines			
Drabkova Zita		Guarantor	
Duba Jan			
Forcen Pilar			
Gumel Babandi		Guarantor	



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Hanel Ales			
Hassan Hend			
Hebnar Jan			
Hinkova Marketa			
Holmes Jonathan			
Hussein Magdy			
Jelinek Roman			
Jindra Tomas			
Joukl Petr			
Kalinova Katerina			
Kitasho Philip			
Kittner Marek			
Kljucnikov Aleksandr			
Kosmaly Peter			
Koten Petr			
Kratka Libuse			





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Kumar S. Suresh		Guarantor	
Largacha-Martinez Carlos			
Lawal Umar			
Lindauer Roman			
Livancic Fejzagic Ena			
Llauro Roberto		Guarantor	
Lostakova Olga			
Makovsky Pavel			
Makovsky Petr			
Manini Muganda Munir		Guarantor	
Marelova Lucie			
Masin Petr			
Mateo Eva			
Matta Zdeno		Guarantor	



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Muthu Catherine			
Nevole Antonín			
Nguyen Minh			
Nowicki Radka			
Pak Viktor			
Panteli Pantelis			
Pibil Jan			
Pokorny Richard			
Queralt Fontanals Ana Maria			
Rataj Milan			
Rathninde Anu			
Rehorek Richard			
Salas Alexandra		Guarantor	
Sedlak Miroslav		Guarantor	
Sergeenko Grigory		Guarantor	



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Sirucek Martin			
Slajs Jan			
Stanek Evžen			
Stegl Jiri			
Stipakova Viktoria			
Sukkar Amr		Guarantor	
Tan Kian Hua			
Tejkal Karel			
Tislerova Kamila			
Tsvasman Leon		Guarantor	
Urdzikova Jana			
Vesela Kamila			
Veteska Jaroslav			
Vlckova Alena			



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Vlk Jan			
Vojíkova Dana			
Wong David			



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## **Members of the LIGS University Board of Trustees**

***Reed, William, Ph.D.***

Chair of the Board

***Robinson, Gary D., Ph.D.***

Vice Chair of the Board

***Fournier-Bonilla, Sheila D., Ph.D.***

Member of the Board

***Gellova, Marta***

Member of the Board

***Jones, Richard, Ed.D.***

Member of the Board

***Kratochvil, Jaroslav***

Member of the Board

***Makovsky, Petr***

Member of the Board

***Krautstengl, Alan, Ph.D.***

ex – officio member

Senior Vice President & Provost of LIGS University

***Makovsky, Pavel, Ph.D.***

ex – officio member

President & CEO of LIGS University

***Vlk, Jan***

ex – officio member

Executive Vice President & COO, CFO of LIGS University



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## IX. Core Subject Area Catalog

The following is a complete list of LIGS University's course offerings, along with brief course descriptions.

### **501 Management (3 credits)**

This course introduces concepts and management practices and functions of management. It covers the basic theories from the field of management. However, the goal is to learn the art of management and be able to use it in practice. Attention will be focused on identifying and creating managerial skills that make allowances for the personality of the individual manager. The students are introduced to various styles of management and leadership as well as management structures that provide them with an overview and insight on the subject matter.

### **502 Marketing (3 credits)**

This course provides students with necessary theoretical knowledge, but a strong emphasis is placed also on the ability to perform marketing activities in practice. It is of utmost importance that students get a proper picture of what marketing actually is and what it is not to be able to think about the subject with the right perspective.

### **503 Finance (3 credits)**

In the Finance course, the participants will become familiar with the core principles of financial management, with different kinds of tools in financial management as well as methods for measuring and managing business performance. This course provides insight on the subject of finance from the point of view of non-financial managers. The world of finance is introduced from a highly practical point of view, which can be very well used not only in corporate financial management but also in management of personal finance.

### **504 Communication (3 credits)**

This course outlines communication theories, strategies, and best practices that support effective communication between people and within organizations. Key topics include the types of communication, the communication process, strategic communication, organizational communication, and communication management.

### **505 Intercultural Communication (3 credits)**



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The goal of this course is to provide the students with the theoretical and practical framework allowing them to analyze and acquire a deeper understanding of different cultures with which they may be confronted in their professional lives. The goal is also to draw their attention to potential issues and conflicts arising from the lack of knowledge and understanding of different cultures and possible solutions.

### **506 Human Resources (3 credits)**

This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered.

### **601 Project Management (3 credits)**

This course will provide the students with very important information and knowledge on how to get the desired result after managing projects. At first the course introduces students to the basic concepts of project and process management. Another part of the course is dedicated to the important term of the Project Scope, its definition, verification and changes. Upon successful completion of the course students are going to be well prepared to handle projects effectively in a realistic environment with all changes and risks involved.

### **602 Strategic Management (3 credits)**

This course provides a systematic foundation on the principles, role, and process of the strategic framework in the effective leadership and management of organizations. Key topics substantiate strategy development and implementation, the role of strategy in organizational alignment and success, and various strategic management approaches, concepts, and tactical parameters.

### **603 E-Commerce (3 credits)**

In this e-commerce course, the students will become familiar with the core principles of Internet, e-commerce, e-business, online marketing as well as about the main technological and social changes that are taking place in today markets. This course progressively describes all of the elements of the value chain for e-business and e-commerce. A process-oriented approach is used to present the electronic transactions that occur between companies, consumers, and public administration. Along with the organization of digital products and services, special attention is paid to marketing, distribution, and customer relationship care.



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### **604 Supply Chain and Logistics(3 credits)**

Within the framework of the Integral Logistics and supply chain management course, students will learn in a broader concept of logistics, which is applied to all aspects of material flow both inside an enterprise and between enterprises. A substantial part of material flow is planning and controlling production, planning or, more precisely, predicting demand, sales management and the problematics of purchases.

### **605 Financial Management (3 credits)**

This course covers current practices in corporate financial reporting and fundamental issues relating to asset valuation and income determination. The emphasis is on financial statement analysis, reporting techniques, and the interpretation of financial disclosures to help improve risk assessment, forecasting, and decision-making. The use of cost analysis in decision-making contexts is also discussed.

### **606 Global Marketing (3 credits)**

This course applies the marketing discipline, including theory, strategies, processes and tools, to the challenges and opportunities in the global environment. Key topics include the strategic approach to market selection and approach, and the application of marketing concepts, practices and tools across cultures and locations.

### **607 Data Science (3 credits)**

This course takes students through all the important modules that they need to know about, including machine learning and programming languages. It also teaches important concepts such as data acquisition, data mining, data processing, and data analysis. This course is designed keeping in mind the current industry trends and skills required to become a successful data scientist. Data science encompasses a set of principles, problem definitions, algorithms, and processes for extracting non-obvious and useful patterns from large data sets. Many of the elements of data science have been developed in related fields such as machine learning and data mining.

### **608 Crisis Management (3 credits)**

The aim of the Crisis Management Course is to provide the program participants with a set of contemporary principles and functions of Enterprise in unstable, challenging, turbulent conditions along with different crisis strategies and business continuing models. This course on crisis management offers students the basics in identifying, preventing, and controlling crisis situations.





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### **609 Corporate Social Responsibility (3 credits)**

This course examines the theoretical aspects and best practices of ethical accountability of organizations and companies of different sizes and maturity levels. In addition to the approaches and concepts of an organization's responsibility towards its various stakeholders, key topics also include policies and behaviors as well as indicators of social responsibility.

### **610 HR Planning and Development (3 credits)**

This course examines the role of HR's operational strategizing for ensuring greater employee retention through training and development programs. Employees' need for satisfaction determines not only their productivity on the job, but also their willingness and dedication to the company. Through the design and enhancement of training programs with employee development strategies, the employees gain greater motivation from the perception of the company's loyalty to them and their needs as much as they care about the company's needs. This course is designed to cover the essential elements to developing training and development programs focusing on improving employee perceptions of the company as they improve their own career potential.

### **611 Risk Management (3 credits)**

The Risk Management Course aims to expose students to the complex and wide spectrum of risks that people and organizations must manage in today's fast-changing global world, as well as risk management's core concepts, frameworks, and techniques.

Students will learn the methods of management, measurement, and control of these risks. The whole process of identification, assessment, analysis, and response, along with risk control, governance, and culture and risk assurance is covered in the course of the class.

### **612 IT Management and Cybersecurity (3 credits)**

Modern life is digital. IT is a spine of each business. How to create an effective IT team, how to organize hardware, software and networks, why IT should become not a supportive, but central part of your business. Aim of the course is to give the overview of how to make a "digital fortress" for of your business and how your business must use IT in a most effective way.

### **613 Key Account Management (3 credits)**

The aim of this course is to increase the student's chances of obtaining more sales and greater revenue success from your existing clients. Student will learn about the reasons, benefits, and risks of applying the KAM issues to the corporate environment.



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**614 Practical Training (6 credits)**

**615 Special Electives (3 credits)**

**621, 622 Webinars and Conferences (3 credits)**

**631 Thesis and Defense (6 credits)**