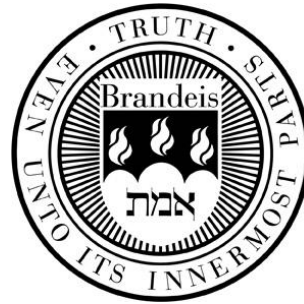


BRANDEIS INTERNATIONAL BUSINESS SCHOOL



MSF PROGRAM GUIDE

PART-TIME PROGRAM

2010-2011

Brandeis International Business School provides cutting-edge preparation for the global leaders of the future. Global interconnectedness is transforming business and policy decisions around the world. We prepare students to excel in the demanding new environment created by this transformation of the world economy into a single dynamic marketplace.

PLEASE NOTE

The information and policies provided in this *Program Guide* are accurate as of the time of printing.

The incoming class for this *Guide's* academic year should view the degree program requirements stated herein as authoritative for the duration of their studies in this program. Changes to degree requirements for subsequent classes will not apply unless specifically stated by IBS.

IBS degree programs have different requirements, and some requirements for a given degree may change over time. Students should not assume that requirements for another student's degree program apply to her/his own degree.

WELCOME FROM
DEAN BRUCE MAGID

Welcome to Brandeis International Business School.

We are delighted that you chose to pursue your graduate education with us. You are joined by outstanding peers from around the world - our entering class includes students from 45 countries. You will work closely together with your fellow students in teams, challenge each other in debates, exchange ideas from your cultures, and you will develop friendships which will last well beyond your years here.

To ensure an engaging classroom experience, we have assembled a world-class faculty team coupled with a challenging curriculum. Our professors will help prepare you to thrive in the rapidly changing global economy. Take advantage of our intimate size and tap into their expertise. Many have trained or worked abroad and bring a valuable international perspective to your studies and future career plans. They are eager to work closely with you.

The teaching of each of the school's core disciplines—business, economics, and finance—embody the academic excellence that has come to be expected of Brandeis University. At every point in the learning process, connections are made with real-world issues in the global economy. Through our vibrant *Centers and Institutes*, executives from across the globe visit to share their perspectives on innovation, entrepreneurship, global finance, and leadership. We have established partnerships with prestigious universities overseas that allow you to engage with the cultures, practices, and networks of other countries.

Finally, our University's namesake, U.S. Supreme Court Justice Louis D. Brandeis, continues to inspire us at IBS today. The school is well attuned to the increasing demand on businesses for responsibility, accountability, and respect for the environment. Our objective is to provide students with a social context for their business studies and a framework for making principled decisions in the face of the full range of issues confronting modern corporations, institutions and governments.

As you prepare to start your studies at IBS, I encourage you to review this Student Academic Guide thoroughly. It contains information to guide you in your academic life here, as well as the requirements you will need to complete your degree.

I look forward to meeting and interacting with you often during the exciting years ahead. We wish you success in all facets of your education at IBS.



Bruce R. Magid, PhD
Dean, Brandeis International Business School
*Martin and Ahuva Gross Chair in
Financial Markets and Institutions*

WELCOME FROM

STUDENT BODY PRESIDENT ARNAUD FRANÇOIS

Welcome!

On behalf of the Brandeis IBS student body, the International Business School Student Association (IBSSA) would like to congratulate you on your acceptance and welcome you as you join us at Brandeis International Business School. IBSSA's mission is to be the guiding student government within IBS and therefore represent its population to the administration, be the main facilitator in discussing students' ideas and organize a variety of social events. In joining IBSSA, you are presented with an exciting opportunity to be an active member of the student body, refine your leadership skills, show your organization competencies and make a significant impact on the IBS community.

Our agenda for the upcoming year includes activities such as:

- Salsa cruise
- Fundraisers
- Bowling, golfing and ice skating
- Debates
- Thanksgiving potluck
- Semi-formal dances

While playing a major role in the social life of IBS, our association also encourages the student body to convey their concerns and ideas to the administration. Your opinions matter a great deal and will help us to improve our school. We look forward to meeting you and getting to know you as the year progresses. You are all welcomed to our weekly meetings and we sincerely hope you will become a core part of our organization.

The IBSSA team is excited to count you as a valuable member of the IBS community and we wish you the best for this upcoming year in your academics, professional opportunity and personal endeavors.



Arnaud François (MAief 2011)
President, IBS Student Association (IBSSA)

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INTRODUCTION

It's a new and exciting beginning for you at Brandeis – and there's so much you will need to know to make the most out of your IBS experience.

During your first days here you will hear about: course options, career services, exemptions, English language support, clubs, technology, degree audits, identification cards, degree requirements, internships, library services, study abroad, areas of concentration, health services, academic integrity, visa requirements, cross-registration, cultural diversity – and the list goes on.

It can all be very confusing – and it certainly can be easy to forget.

You don't have to remember it all, though, because this *Program Guide* puts all that information in one place for you. If you have a question, there's a very good chance your answer can be found in these pages.

The Guide is divided into five sections to help you quickly find what you need:

- Section 1: Life at IBS
- Section 2: Academics
- Section 3: Information about your specific degree program
- Section 4: Campus Resources
- Section 5: IBS Staff and Faculty Directories

We strongly encourage you to spend some time looking through this *Guide* and keep it where you can refer to it often.

Of course, if you don't find your answer here, then you should contact your staff Program Advisor or any member of the Student Services staff.

We forward to welcoming the unique qualities that you will bring to our community, and to helping you meet your educational and career goals.

Welcome!

SECTION 1

LIFE AT IBS

The study of the global economy is at the heart of the educational experience at Brandeis International Business School (IBS). Our mission is to enable students from around the world to become outstanding professional managers, community leaders, and global citizens.

IBS provides a thorough exploration of international business, economics, and finance. The content of our curriculum, the research interests of our faculty, and the composition of our student body all contribute to making us a truly global school. “Cross-cultural fluency” – the ability to operate effectively across borders and in diverse business environments – is a key objective of the School’s teaching. This is reflected in the fact that our alumni occupy key positions in companies and institutions across the globe.

The School offers four degree programs. Each addresses the same broad fields, but differs in specific courses of study and ultimate career paths:

- ♦ The Lemberg MAief prepares students for analytical careers in finance and economics
- ♦ The MBA focuses on management, strategy, and corporate finance.
- ♦ The MSF offers expertise in finance, with options to specialize in international investments or business finance. The program is mainly part-time, and targeted at working mid-career finance professionals, but also enrolls full-time students.
- ♦ The PhD prepares students for research, teaching and analysis-based careers.

IBS offers approximately 30 core courses and 65 electives each year. Core courses are designed for relatively homogeneous audiences (e.g. one program or similar programs). Electives attract students with different interests, core training, experiences, goals, nationalities, and ages.

Core courses and analytical electives are typically taught by full-time faculty, while applied electives are often taught by Adjunct Professors, teacher-practitioners, with exceptional accomplishments in business or finance and a talent for teaching. In addition to great practical experience, many of our adjunct professors also have doctoral degrees.

The interaction of students with varied backgrounds but closely related interests is an integral part of the IBS learning experience. Working in diverse teams – aimed at preparing the student for the global work environment – is an important element of many of the courses here at IBS.

In this section of your Program Guide you will find important and useful information about the three IBS departments that you will have the most contact with during your time here. The Office of Administration and Student Services will be your resource for academic guidance, as well as social and cultural activities. The Career Center will work with you throughout your time at IBS, helping you find internships and preparing you for your career when you transition from your studies to work. Technology Services is on hand to help you make the most of the information systems and computer hardware, and to help you with your own laptop when needed.

You will get to know the staff in each of these departments quite well. They are here to help you according to each of their specialized fields. Please don’t ever hesitate to approach a member of the IBS staff with a question or concern.

IBS OFFICE OF ADMINISTRATION & STUDENT SERVICES

*The IBS OASS is your resource for academic information and advice, community events,
and general support during your time at IBS.*

It doesn't take the new IBS student long to discover the Office of Administration and Student Services (OASS) and learn how much we can help ease the transition to your new university, city, and, for those who come from outside the United States, a new country. From being among the first people the new student meets at Brandeis, to helping students navigate steps along the way to achieving advanced degrees, the staff of OASS is a valuable resource to every student.

The Office is located at the heart of IBS's daily activities, making it convenient for students to ask questions about registration, calendar events, clubs, social programs, and a wide variety of student centered IBS community life as well. Whatever your question or need, OASS is ready to provide answers, information, or support. OASS is your reliable resource – whether for a day-to-day matter, or a more complex issue.

The staff of OASS will help you adjust to the expectations and culture of IBS as well as Brandeis University. For those of you who join us from another country, you'll find our staff ready to help you adjust to your new home.

OASS is the communication and service center for IBS students. In addition to its service role, the Office is very much involved in guiding each student's academic decisions. It works closely with the University Registrar to help achieve a balanced course load and plays a key role in ensuring that students make the most of their educational and cultural opportunities – while also holding students to the highest of standards.

From orientation to course selection to commencement, our staff will figure centrally in your Brandeis IBS experience. We hope your experience at IBS will be truly rewarding – and we'll do all we can to help it be a positive one. Stop by with your questions – or just to say "hello".

IBS Student Association (IBSSA)

The IBSSA is established as a means of representing the interests of the student body of the IBS academic programs. Through the establishment of a Council, it shall:

- ♦ Provide a platform for the discussion of issues of student concern and act as the instrument by which student interests may be voiced to the administration and faculty of the academic programs at IBS.
- ♦ Enrich the graduate experience by providing organized student-centered programs, activities, services, and involvement opportunities which celebrate diversity, promote awareness, and foster leadership, civic engagement and student development.
- ♦ Support as an umbrella organization other student-run recognized organizations and clubs within IBS.
- ♦ Represents the interests of all members of the IBSSA rather than any particular organization therein.

IBSSA 2010-11	
President	Arnaud François
Vice President	Emily Geismar
Advisors:	Karen Muise & Matthew Rocker
Mission Statement:	to be the guiding student government within IBS and therefore represent its population to the administration, be the main facilitator in discussing students' ideas and organize a variety of social events.

Leadership Fellows

Leadership Fellows are second-year students who have been specially selected to work with the IBS Office of Administration and Student Services for their leadership potential and dedication to the IBS student body. They provide leadership to all new students and are always happy to share their academic, social and transitional experiences with first-year students. Trained to work with first-year students, they are a resource for information about courses (both core and elective) and professors, and can offer informed answers to most questions about IBS programs.

Each Leadership Fellow works with a specific group of first-year students and is there to help the new student with any questions or concerns s/he may have. If you haven't been contacted by your Leadership Fellow, please send a note to or stop by to see Viola Morse (vmorse@brandeis.edu). Below is a list of all current Leadership Fellows. New Fellows are selected in the spring semester of the first year, so keep the opportunity in mind!

Leadership Fellows for 2010-2011			
Name	Home Country	Program	E-Mail
Emre Atasayar	Turkey	MBA	emre@brandeis.edu
Lilia Bikbaeva	Russia	MBA	lbikbaeva@gmail.com
Idil Bilgic Alpaslan	Turkey	PhD	iba@brandeis.edu
Melissa Branzburg	USA	MBA	mbranz@brandeis.edu
Yash Dubal	India	MBA	ydubal@brandeis.edu
Elisa Guadiana Chong	Mexico	MBA	eigch@brandeis.edu
Shashank Juvekar	India	MBA	ssj@brandeis.edu
Prithvi Mavilla	India	MBA	pmavilla@brandeis.edu
David Nieman	USA	MA	Dnieman@brandeis.edu
Raj Nunna	India	MBA	rajnunna@brandeis.edu
Binay Shrestha	Nepal	MBA	binay@brandeis.edu
Na (Grace) Wang	China	MA	gracenw@brandeis.edu
Matthias Wurmboeck	Austria	MBA	mwurm@brandeis.edu
Angela Zeleza	Malawi	MA	anzel@brandeis.edu
Naiwen Zhang	China	MA	znw@brandeis.edu
Martin Zhunior	Ukraine	MBA	mzhunior@brandeis.edu

IBS Clubs & Organizations

IBS students have established clubs and organizations designed to bring the community together through shared hobbies and goals. Students interested in forming a club should consult with the Office of Administration and Student Services.

For more information about clubs at IBS, please go to:

http://www.brandeis.edu/global/current/student_life/studentclubs/student_clubs.html

The current IBS student clubs are:

1. African Business Club

- President: Angela Zeleza
- Club Advisor: Benjamin Gomes-Casseres
- Mission Statement: To raise investment awareness in Africa

2. Analysis Tools Club

- President: Naiwen Zhang
- Club Advisor: Robert Carver
- Mission Statement: The club will be responsible for working with Professor Carver to provide regular Advanced Excel Skills workshops starting next semester (fall 2010). Based on the need of IBS students, the ATC could develop additional events on a variety of analysis tools, such as Access, Matlab, Stata, SPSS, etc.

3. Asian Business Club

- President: Binay Shrestha
- Club Advisor: Peter Petri
- Mission Statement: To enhance learning about the emerging economy of Asia.

4. Assoc. Internationale des Étudiants en Sciences Économiques et Commerciales (AIESEC)

- President: Suchitra Deshpande
- Club Advisor: Detlev Suderow
- Mission Statement: Develop the leadership and intercultural skills of members through meetings, conferences, and international internships.

5. Association for Latino Professionals in Finance and Accounting (ALPFA)

- President: Emily Geismar
- Club Advisor: T.B.D.
- Mission Statement: To be the leading Latino professional association dedicated to enhancing opportunities for CPAs, accountants, finance, and related professionals, and students, while expanding Latino leadership in the global workforce.

6. The Association for Operations Management (APIS)

- President: Alena Shulakova
- Club Advisor: Brad Morrison
- Mission Statement: Builds operations management excellence in individuals through superior education and training, comprehensive resources, internationally recognized certifications, and a worldwide network of accomplished industry professionals.

7. ASCEND

- President: Qin Xia
- Club Advisor: Geri Brehm
- Mission Statement: To promote the development of and foster leadership skills in Asian and Pacific Islander students interested in pursuing a career in accounting and finance.

8. Brandeis Consulting Club

- President: Chad Kresser
- Club Advisor: Katherine Prum
- Mission Statement: Dedicated to supporting the professional development of Brandeis IBS students interested in consulting careers.

9. Chinese Student and Scholars Association

- President: Jianqing Hu
- Club Advisor: Gary Jefferson
- Mission Statement: To organize, promote, and conduct traditional culture activities.

10. Emerging Markets Investment Club (EMIC)

- President: Amisha Chaudhary & David Rusirare
- Club Advisor: Alon Raviv
- Mission Statement: Develop its members investment knowledge and skill

11. Entrepreneurship Club

- President: Alena Shulakova
- Club Advisor: Charles Reed
- Mission Statement: Intended to help people with tools, workshops, mentors, and any other activity related to provide incentives for entrepreneurship in IBS students.

12. European Business Club

- President: Matthias Wurmboeck
- Club Advisor: John Ballantine
- Mission Statement: Increase awareness of European cultural and business matters for Brandeis IBS Students and Alumni.

13. Golf Club

- President: Gonzalo Molina Sieiro
- Club Advisor: Matthew Rocker
- Mission Statement: This club is meant to let all skill level players learn/practice the game of golf.

14. IBS Football

- President: Arnaud Francois
- Club Advisor: Matthew Rocker
- Mission Statement: The purpose of the club is to give the possibility to students that are interested in football (soccer) to play it easily.

15. IBS Sales and Trading Club

- President: Gabriel Pitat
- Club Advisor: Carol Osler
- Mission Statement: To gather and share ideas regarding market evolution and discuss trading ideas.

16. IBS Squash Club

- President: Scott Pettingell
- Club Advisor: Matthew Rocker
- Mission Statement: To help create unity and give people a release of study pressures by playing squash.

17. International Business Women Club

- President: Melissa Branzburg
- Club Advisor: Katherine Prum
- Mission Statement: Focus on professional development, assessing career opportunities, and providing a platform for fostering lasting relationships between women at IBS.

18. International Marketing Club

- President: Lilia Bikbaeva
- Club Advisor: Grace Zimmerman
- Mission Statement: This club seeks to become a platform for professional growth to students with passion for marketing.

19. More than a Profit

- President: T.B.D.
- Club Advisor: T.B.D.
- Mission Statement: To create consulting opportunities and case studied approaches to social entrepreneurship companies to generate job and internship opportunities for students.

20. National Black MBA (NB MBA)

- President: Benjamin Amankwata
- Club Advisor: Alfonso Canella
- Mission Statement: NB MBA supports students by providing innovative programs to stimulate their intellectual and economic growth, building partnerships with stakeholders who help facilitate their growth and increasing access to graduate management education programs and career opportunities in management fields.

21. National Society for Hispanic MBA (NSH MBA)

- President: Gonzalo Molina Sieiro
- Club Advisor: Viola Morse
- Mission Statement: Fostering Hispanic leadership through graduate management education and professional development in order to improve society.

22. Net Impact

- President: Helena Cardenas
- Club Advisor: Michael Appell
- Mission Statement: To increase, connect, and support students in using business tools to create a positive impact on the world.

23. Toastmasters

- President: Nils Teissier du Cros
- Club Advisor: Detlev Suderow
- Mission Statement: To develop leadership and communication through the Toastmasters International meeting format.

Brandeis Clubs & Organizations

In addition to the above IBS clubs, the University has numerous student-run organizations. Undergraduate and graduate students band together to bring global Brandeis to life through the promotion of cultures, work for social justice and political engagement.

Here is a partial list of the campus-wide student organizations. All of those listed below are open to both undergraduate and graduate students. For links to more information on individual organizations: <http://people.brandeis.edu/cgi-bin/clubs>

(Please note that, since these clubs are student initiated, you may find that any given club will be more or less active depending on the students involved. For this reason, the clubs listed below and on this link may be inactive at any given time.)

<u>Arts & Culture</u>	<u>Social, Political & Activism</u>
<ul style="list-style-type: none">• African Club• African Dance Company• AHORA! (<i>Hispanic/Latino Awareness Group</i>)• Arab Culture Club• Argentine Tango Society• Asian American Student Association• B'yachad (<i>Israeli folk dancing</i>)• Capoeira Brandeis (<i>Brazilian art</i>)• Caribbean Connexion• Chinese Cultural Connection• Diverse City (<i>explores world cultures</i>)• Hellenic Society• International Club• Japanese Student Association• Korean Student Association• Russian Club• Salseros (<i>latin salsa dancing</i>)• South Asian Students Association• Southeast Asia Club• Turkish Student Association	<ul style="list-style-type: none">• Amnesty International• Arab Jewish Dialogue Group• Brandeis International Relations Council• Brandeis Israel Public Affairs Committee• China Care (<i>helps orphaned children in China</i>)• Click Drive (<i>charitable support of Oxfam</i>)• Foundation for International Medical Relief of Children• Middle East Forum at Brandeis• Middle East Review Club• Positive Foundations (<i>advocacy for the impoverished</i>)• STAND: A Student Anti-Genocide Coalition• Student Global AIDS Campaign• Student Peace Alliance• Students for Environmental Action• Students for a Free Tibet• Triskelion (<i>Brandeis gay, lesbian, bisexual and transgendered students and staff</i>)

CAREER CENTER

*The IBS Career Center helps you from the very start of your studies to prepare for
and to help you find the next step in your career.*

The IBS Career Center is dedicated to helping students find the careers that best suit their abilities and their aspirations.

The IBS Career Center staff has many services and resources for job seekers, including, but not limited to:

- Alumni Career Network
- Assessment of Job Skills and Aptitude
- Career and Company Research Tools
- Career Counseling
- Career Fair
- Career Education Course
- Company Presentations
- Job Postings for IBS students via the IBS CareerLINK system
- Mock Interviews

You will receive regular communications from the Career Center about the resources available and how you can use them. You will be notified of career events and other opportunities to advance and enhance your career.

The Career Center currently has five full-time staff members, three Executives in Residence, as well as five faculty members who dedicate a portion of their time to counseling students about their careers. A list of these counselors and their contact information is available in the IBS Career Center.

During the first two months of your time at IBS, each student will be assigned an introductory meeting with a member of the Career Center. During this individual meeting, you will have the opportunity to begin to discuss your thoughts and develop your plans for your career. These interviews are mandatory for all first-year students.

The Career Center offers a course on Career Education at IBS. The course, "Launching Your Global Career" is offered during the first module of each semester and yields half-course credit on a credit/no credit basis. The goal of this course is to equip students with the career management skills essential to surviving and excelling in today's global labor market. To supplement this course, the Career Center offers small workshops designed to aid students with various aspects of the career search such as specialized types of interviews (e.g., telephone interviews, team dynamic interviews, case interviews), networking, industry and company research, alumni communications and salary negotiation.

One-on-One Counseling

One-on-one counseling and coaching is available throughout the year. Full-time staff with counseling responsibilities (denoted by *) are available Monday through Friday and schedule appointments via email.

Elana Givens*, Assistant Dean for Career Services
Marcia Katz*, Sr. Assoc. Dir. of Career Development
Geraldine Brehm*, Assoc. Dir., Career Advising
Katherine Prum*, Assoc. Dir., Employer Relations
(To Be Named), Sr. Project Coordinator

egivens@brandeis.edu
mgkatz@brandeis.edu
gbrehm@brandeis.edu
kprum@brandeis.edu

Other Resources

Faculty Career Advisors and Executives-in-Residence are available by appointment and may be contacted directly via email. Please see Career Services for background information on these advisors.

Faculty Career Advisors – Faculty Career Advisors are available for counseling, but have more limited availability.

- ♦ Alfonso Canella alfonso_canella@yahoo.com
- ♦ Detlev Suderow suderow@brandeis.edu
- ♦ Brenda Anderson banders@brandeis.edu
- ♦ William Sherden bsherden@brandeis.edu
- ♦ Xin Wang xinwang@brandeis.edu
- ♦ Grace Zimmerman gzimmerm@brandeis.edu
- ♦ Robert Carver rcarver@brandeis.edu
- ♦ Elif Sisli Ciamarra esisli@brandeis.edu

Executives in Residence – Executives in Residence, experienced business executives who volunteer their time, are also available for advising. They meet students in the Sachar Building, Room 130C. Their office hours will be posted at the beginning of each semester.

- ♦ Alan Glou alan@glou.com
- ♦ Charles Housen cbpaper@aol.com
- ♦ Daniel Pfau drpfau@gmail.com

TECHNOLOGY SERVICES

The IBS Technology Services helps you with your access to Brandeis computer and email networks, manages the IBS computer cluster, and helps you with your personal laptop.

Access to Computers

- IBS has a computer cluster with 40 PC's in the 2nd level of the Sachar Lounge for the use of IBS and affiliated students, faculty and staff. These systems are connected to the Brandeis network and have software such as Microsoft Office, Acrobat Pro, Stata, Matlab, SPSS, Mathematica, Photoshop Elements and various web based research software. From these computers, one can gain access to personal UNET space, a copier and cluster printers.
- There are 3 public IMac computers located in the World Court Lounge. While these computers do have some important software, they are not connected to the Brandeis network and will not be able to access UNET space or cluster printers.
- For PhD students, there are 6 PCs in the PhD Lounge which contain the same software packages as the main IBS Computer Cluster. These systems are for use of PhD student only.
- A Bloomberg Lab is located on the ground floor of the Lemberg building with 11 Bloomberg Terminals. These terminals are to be used for Bloomberg Only.
- Any classes that may be scheduled in a Bloomberg Lab location have priority over individual access.

All non-PhD room computers may be used at any time of the day or night when students are normally granted access to the building.

Due to the high demand for these computers, we ask students not to conduct unnecessary personal business such as recreational web surfing, video watching or game playing on these machines. The IBS Technology Department asks that all students be mindful of their peers and vacate a computer when it is not in use. If you will be away from a workstation for an extended period of time (5 minutes or more), please save any unsaved work, log out of the system, and take your belongings with you. Unattended or "locked" workstations will be rebooted for use of other students.

Approximately every 4 weeks during each semester, the IBS Technology Department performs routine maintenance on all of the computers in the cluster and Ph.D. room. This procedure takes approximately 2-3 hours in which the computers will be unavailable for use. We will try to schedule these so as to not interfere during times of heavy study and/or close to finals. Signs will be posted and emails will be sent out the day before each maintenance and the morning the maintenance takes place. *Please do not save anything on the computers that you wish to keep as all files are erased as part of this routine maintenance.* Each student at Brandeis (and IBS) is given personal UNET space for saving their files. The IBS Technology Department also has Flash Drives for sale to accommodate each student's file saving needs.

Any university student may also use the computer workstations in the Goldfarb, Feldberg, or Shapiro computer clusters. These clusters are open 7 days a week during the fall and spring semesters and with limited hours in between semesters and on summer break.

The Goldfarb cluster is open during normal library hours. The Shapiro Student Center doors are open until 6:00 pm with 24 hr ID card access. The Feldberg cluster is open:

Monday-Thursday	9:00 am – 11:45 pm (09:00-23:45)
Friday	9:00 am – 7:45 pm (09:00-19:45)
Saturday	10:00 am – 5:45 pm (10:00-17:45)
Sunday	12:00 noon – 11:45 pm (12:00-23:45)

The clusters are also open during semester breaks and between semesters although for reduced hours. There are also a number of computer classrooms which are available to students only when there are no classes in session. These classrooms are located in Shiffman, Goldfarb buildings.

There are also clusters of Macintosh computers available to the general university population (including IBS) in the Goldfarb Library and within the Farber Computer Classroom (when class is not in session). The University computer clusters do not have the same software as the IBS cluster, although they do have Microsoft Office, Acrobat and many other programs in common. In addition, these clusters may be very crowded, so it is recommended that IBS students use the IBS cluster whenever possible.

For more information about the campus clusters:

www.lts.brandeis.edu/teachlearn/spaces/cchardware.html

The IBS Help Desk

During the academic year, the IBS Help Desk is available to assist Monday – Thursday, 8am–8pm and Friday 8am–5pm. The Technology Department is located in Sachar, room 102. The main telephone line is 781-736-4853 and email is: **ibstechnology@brandeis.edu**. For a complete list of our services and for more information, please visit: **www.brandeis.edu/global/technology/**

The Network

IBS is part of the Brandeis network and has access to all campus and Internet resources. All applicable rules and regulations set forth by the Brandeis Networking department or LTS must be followed. Failure to follow these regulations may result in loss of network access and/or disciplinary action. In additions, the use of file sharing software such as "torrent" programs and "peer to peer" programs is strictly prohibited.

User Accounts and Passwords

In order to open an account, each student must go to **www.unet.brandeis.edu** and "Open a UNet Account." Once this has been done, the Brandeis email address and login information for LATTE will be complete, and your personal UNET space will have been created. Any information regarding accounts or passwords at Brandeis must be handled via the LTS helpdesk. To access your UNET space, please follow the instructions located at the LTS website below:

<http://lts.brandeis.edu/techhelp/connecting/unethome/index.html>

The IBS Technology Department is not responsible for supporting email, UNET, or password issues.

PLEASE NOTE

Neither Brandeis LTS nor IBS Technology will ever ask for your
username or password via email.
Never give out your login or password to anyone.

Logging In

Computers in the cluster and cubicles are currently running Windows 7. To log in, press the CTRL, ALT, and DELETE keys simultaneously (if needed), then click OK to bring up the login dialog box. Type in user name and password. The domain name must be USERS.

Students will keep their username for their entire stay at IBS. They may change their own password at any time by going to **www.unet.brandeis.edu**.

Brandeis Mailing List Sign-Up

Since most critical information is conveyed via email, *every student must* subscribe to the IBS list services.

After opening a UNET username and password set, the new user is to visit: www.lists.brandeis.edu and sign in to the Brandeis Mailing List page.

1. Type in "ibs" (without the quotes) into the search box on the upper left hand corner of the page.
2. Scroll through the search results until you find your degree and graduation year (e.g., ibsma11 or ibsmba11).
3. Click on the proper list, then click "Subscribe."
4. You will be prompted to enter your email address (only Brandeis email address will be accepted).
5. You are now signed up to receive all important emails from IBS.

Wireless (WiFi)

Each student with a laptop or other mobile device will need to register their system on the wireless network to gain internet access. In order to connect to the wireless network, from your wireless connection tool; select the following wireless network:

- "brandeis_open"
- Open "internet explorer" (for PCs) or "Safari" (for Macs)
 - The web browser will take you to the registration page. If it does not, type into your browser bar "UNET" and hit enter to get to the page.
 - Follow the instructions to register
- Restart your computer
 - If you are still not given network access, please come to the IBS Technology Department

For more information about Wireless go to:

www.its.brandeis.edu/techhelp/connecting/on-campus/wireless/index.html

Printing

Printing and copying are located on the middle level of the IBS computer cluster. Printing is also available in Shapiro and Goldfarb. The cost at all locations is \$0.10 per page.

How to print:

1. When you send a print job you will be prompted to type in your Unet username and then name the Print Job. You can call it anything you'd like. This is simply to identify which one is yours.
2. You then walk to the print station, located next to the printer. Type in your Job name and click log in.
3. Find your print Job and click on it. At the bottom of the page you will see the cost and a prompt for you to insert your card into the reader next to the PC. If you decide you do not want the print out, click the "Logoff" button on the bottom left of the screen. All print jobs that are not printed within 20 minutes are automatically deleted to avoid print queue back-ups.
4. Once you send a print job, it is available at both the upper and lower printers.

Supported Software (University Technology Department)

Since it is not possible to be familiar with all the software programs on the market, Brandeis University LTS has selected a limited number of programs, often the most popular programs in each software category, for support. These are listed on the LTS website at: www.its.brandeis.edu/techhelp/software

The UNet Network

UNet is the name for the Brandeis University Network. This high-speed (10 Mb/s) network allows access to both on-campus and off-campus resources, including e-mail and the Internet. IBS is part of UNet and has access to all campus and Internet resources.

Every student, whether they live in the dorms or off campus, should have a UNet account. New students should sign up for UNet accounts now. You will keep your UNet account as long as you are a Brandeis University student. When you sign up for UNet, you will receive an e-mail account, space for a personal web page and storage space on a university server. You can use a computer cluster anywhere on campus and save your work to your folder on the University server. To open a UNet account, visit the site: www.unet.brandeis.edu and follow the on-screen instructions.

Access to E-Mail from Off-Campus

You can get your mail from by visiting the UNet site at either of the following:
www.unet.brandeis.edu
www.go.brandeis.edu/gmail

The LTS Help Desk

Library Technology Services (LTS) is the University's technology department. It maintains a Help Desk, staffed by students who have been carefully screened and trained, to answer questions and to troubleshoot hardware and software problems. When you cannot solve a problem on your own, you should call the Help Desk.

The Help Desk may be reached at ext. 9UNET. You may occasionally be put on hold when you call, particularly at the start of each semester when the number of calls greatly increases, but a consultant will answer shortly. The Help Desk wait time is considerably shorter than the help lines of most software manufacturers. When you speak to the consultant, carefully and completely describe the problem you are having. If you are receiving any error messages, write them down and read them to the consultant.

The majority of problems are resolved over the telephone. If your problem cannot be resolved, a ticket in the TIS system will be created for you and you will be given the ticket number. Write this down as this is your reference point for future inquiries as to the resolution of your problem. If the Help Desk cannot resolve your problem, they will refer the problem to the appropriate resource.

Hardware Repair and Purchasing

The ITS Repair Shop is an authorized Apple Service Provider and honors all Apple limited product warranties as well as AppleCare agreements. In addition to Apple products, the Repair Shop also services HP, Dell, IBM, Vectra, Compaq, Sony and other brand name computers. Products that are out of warranty are serviced with a minimum labor fee, in addition to any parts needed for repair. The shop is open Monday through Friday from 9 a.m. until 5 p.m. and is located on level one of the Goldfarb Library. For more information, go here: www.its.brandeis.edu/techhelp/helpdesk/

Brandeis University has special pricing deals with Dell and Apple Computer that offer computers below retail price. Both desktop and laptop models are available. For the current models and prices, see: www.its.brandeis.edu/techhelp/hardware.

Further Information

For more information about the technology services that IBS provides, please visit our webpage at:
www.brandeis.edu/global/technology/

For information about the technology services provided by the University, visit the LTS webpage at:
www.its.brandeis.edu

SECTION 2

ACADEMICS

This section of your *Guide* will provide you with the information you need to make the most of your academic pursuit and to achieve your final goal.

SOME BASICS YOU SHOULD KNOW	
Academic Calendar	The University's Academic Calendar is available on the Registrar's website (www.brandeis.edu/registrar). This calendar contains all the dates/deadlines you need to know to plan your semester. Each student is responsible for knowing these dates.
Add/Drop Period	<p>The first couple weeks of each semester is referred to as the "Add/Drop Period" because you can change the courses you are enrolled in directly on Sage (see below). After that time, the approval of the instructor and your Program Advisor are required in order to add or drop a course.</p> <p>There is an additional Add/Drop Period mid-way through each semester when the second modules start. (See the next section for more information on modules.)</p>
Auditing a Class	To "audit" a class means that you sit in on the class and may participate but do not take exams or receive a grade. No credit is given for auditing a course. The instructor's permission is required. Some courses do not lend themselves to auditing and the instructor may refuse.
Class Participation	In an IBS classroom, your participation is not only welcomed, but it is required. In most courses, you will be graded on participation and it will be part of your final grade.
Credits	<p>REQUIRED: You need 64 credits for your MA or MBA degree, and 40 credits for MSF.</p> <p>MINIMUM: To be a full-time student you must be enrolled in at least 12 credits.</p> <p>MAXIMUM: The maximum number you may take in any semester is 20 credits.</p> <p>AVERAGE: The average number of credits per semester that you need to take in order to earn an MA, MBA or MSF (full-time program) degree is 16.</p>
Cross-Registration	Brandeis belongs to a consortium of universities in greater Boston which permit each other's students to take courses at their school. In order to cross-register, you must go to the Brandeis Registrar's Office in person.
Deadlines	Academic deadlines are not arbitrary. Missing a deadline can have very unfortunate results – including not being able to graduate on time. Knowing and meeting deadlines is every student's responsibility.
Disabilities	If you have a physical or learning disability that requires special accommodation in the classroom or examinations, please contact Kate Goldfield in Student Services to make appropriate arrangements.
Examinations	<p>Final exams are scheduled by the University Registrar and the schedule is published well in advance of the end of the semester. Students may not take exams early. Speak to the instructor for rescheduling if you miss the exam.</p> <p>Rescheduling of exams is not done lightly. The student must have a serious and compelling reason to get permission to reschedule the taking of an exam, and must contact the instructor as soon as possible to discuss it.</p>

Exemptions	If you believe you have already satisfied one or more of your degree requirements, you can submit an Exemption Petition to your Program Advisor with the necessary documentation. Until you have received official notice that you have been exempted from the requirement, you should assume that you still need to fulfill it.
Flying Home	If you want to buy an air ticket home before you know your final exam schedule, do not book your travel before the last day of exams. You should not assume that the instructor or your advisor will approve your request to take the exam at a later date.
Holds	A hold can be placed on your account by (1) Student Financial Services due to an overdue bill, (2) ISSO for not fulfilling visa requirements or (3) Health Services for not fulfilling University health requirements. Having any hold on your account will prevent you from registering, adding or dropping courses until the hold is removed. Holds can only be removed by the department responsible for placing it.
Latte	Latte is the network communications program used for course work related communications. Instructor, students and teaching assistant use this for posting assignments and asking questions.
Program Director	Each Degree Program has a professor who serves as the Program Director. You are always welcome to speak to the Program Director about any of your questions or concerns about your degree.
Program Advisor	Each of the degree programs has a staff Program Advisor who can help you with most of your questions and needs regarding your degree.
Registrar	The University Registrar is responsible for the course registrations, academic policies and records of the University. There will be times when you may have to visit the Registrar's Office in Kutz Hall for signatures or documentation.
Sage	Sage is the network database that students and staff use for official academic records. You will do most of your course registering in your Sage account. You can also view your transcript at any time on Sage. Whatever is shown in Sage is considered official.

UNDERSTANDING COURSE NUMBERS

Types of Courses

Brandeis International Business School (IBS) offers two types of courses: full-semester (referred to as a "course") and half-semester (referred to as a "module").

When making your class selections each semester, it's important to keep in mind that although a module earns half the credit of a full course, while it is in session it meets just as frequently and is just as demanding as a full course.

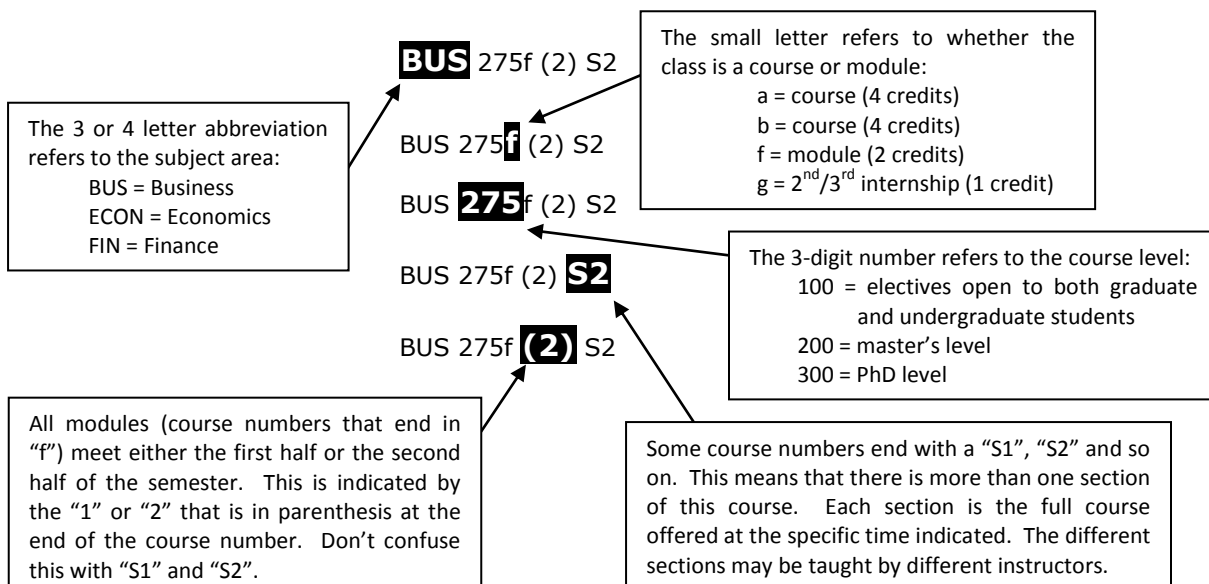
	COURSE	MODULE
Frequency & Class Length	Meets either once each week for 3 hours or twice a week for 1½ hours.	Meets either once each week for 3 hours or twice a week for 1½ hours.
Course Length	Meets for the entire semester.	Meets either the first half or the second half of the semester.
Credit	4 credits	2 credits

** Note: see below for credits related to internships*

How to Read a Brandeis Course Number

By way of example, the course number for *Transnational Negotiations* looks like this: **BUS 275f (2) S2**

This will serve as our sample for how to read a Brandeis course number. It indicates that it is (a) a business subject, (b) a module, (c) the second section, and (d) it meets in the second half of the semester. Here's how to get that information out of that course number:



Class

The Class # is different from the Course #. Some courses have multiple sections but have the same course number. The way the specific sections are identified is through the 4 or 5-digit Class #. Whenever registering for a course/module, *you should always provide both of these numbers*.

REGISTERING FOR COURSES

Registration at IBS takes place according to the schedule and process set by the University Registrar. The dates for enrolling in classes can always be found in the Academic Calendar, which is available on the Registrar's website (www.brandeis.edu/registrar).

Open Enrollment

At the start of each semester there is an "open enrollment" period. For the Fall Semester, this usually starts in mid-August and ends in mid-September. During this time, you can freely add or drop courses through Sage. Keep in mind that your ability to add or drop a course may be limited by:

- **class size** – You might not be able to enroll in a course because it has reached its maximum size.
- **consent** – A course may require the consent of the instructor; this can be for a variety of reasons.
- **restricted enrollment** – A course may be listed as "MBA only", for example.
- **non-IBS course** – Signing up for courses at other Brandeis schools usually requires a paper form.
- **pre-requisites** – Even though Sage may permit you to enroll in a given course, if it has a pre-requisite that you do not have, you will be asked to drop the course.

- **holds** – Having any hold on your account will prevent you from registering, adding or dropping courses until the hold is removed. Holds can only be removed by the department responsible for placing it (Student Financial Services, Health Services, or ISSO).

After the close of open enrollment, you will not be able to add or drop a course without the approval of the instructor and your Program Advisor.

Early Enrollment

For current students, there is the opportunity to enroll in classes before the open enrollment period. Near the end of each semester, there is an “early enrollment” period. This is organized in such a way that is fair to all students. The way this process works is:

- the Registrar’s Office sends each student an email with a set of appointment times
- these appointments are the times that the student can go on Sage to enroll in courses
- the appointment is a window of time (e.g.: Monday, April 12, 1:00pm-8:00pm)
- each appointment has limitations as to how many courses the student may enroll in, for example:
 - first appointment: may enroll in a total of 4 credits
 - second appointment: may enroll in 4 more credits, for a total of 8 credits
 - third appointment: may enroll in 12 more credits, for a total of 20 credits

Once the early enrollment period is complete, it is not possible to make any enrollment changes, additions, or drops until the open enrollment period starts.

ADVISING

IBS offers several levels of advising to help you through the academic requirements and course selection process. First, you are likely to find answers to many of your questions here in this *Guide*. When you have questions that are not answered in these pages, or if you would like to discuss any aspect of your studies, you have several resources.

Program Advisor – There is a staff member of OASS who functions as the staff Program Advisor for each program. This advisor is normally your best first choice for most of your academic or program-related questions. While you are always welcomed to approach anyone in OASS with your questions, the following people will be the most knowledgeable about your specific program:

- **MAief; BA/MA; Exchange** – Christopher Johnson
- **MBA; PhD** – Viola Morse
- **MSF** – Karen Muise

Program Director – Each degree program is directed by a member of the faculty who has special expertise in the field. Not only can your Program Director answer your questions about the program you are enrolled in, but s/he can also help you make course selections that will be best suited for your specific career goals.

- **MAief; BA/MA** – Carol Osler
- **MBA** – Ben Gomes-Casseres
- **MSF** – John Ballantine
- **PhD** – Blake LeBaron

Faculty Advisors – Sometimes a student needs assistance of a more customized sort. In this case, your Program Advisor or Program Director will identify a member of the IBS faculty to help you. Whether your interests relate to International Real Estate, Private Equity, Asian markets, or any other aspect of your academic and career goals, there is a member of the faculty who can help you.

Leadership Fellows – There are times when the advice of a peer can be the most helpful. Asking a second year IBS student about a course or instructor can be very helpful in your planning. One of your best peer resources is your Leadership Fellow.

Career Advising – In addition to the staff of the Career Center, there are Faculty Advisors and Executives in Residence who are available to assist you. Please refer to the Career Services section of this *Guide* for details.

ACADEMIC POLICIES & PROCEDURES

IBS has high standards for all of its students. The faculty expects students to attend classes, participate in discussions, and submit quality assignments. Students are expected to abide by the University's regulations regarding academic honesty and plagiarism (see www.brandeis.edu/studentlife/sdc/rr/). The following policies help ensure that these high standards are met and that every student has the same opportunities and is treated equitably.

Grading

The lowest grade that will earn credit at IBS is a B-. The exception to this is that each student is permitted a total of two courses with C+ (total of 8 credits) over the course of the program of study. Any C+ grade or lower beyond this exception will not earn credit.

Adding and Dropping Courses

Students may add and drop courses (space permitting) during the open enrollment period at the beginning of each semester. Once this period is closed, the adding and dropping of courses is accomplished by completing an Add/Drop Form (available outside OASS) prior to the add/drop deadline.

- MA and BA/MA students must obtain the signature of Christopher Johnson.
- MBA students must obtain the signature of Viola Morse.
- MSF students must obtain the signature of Karen Muise.
- All students seeking to drop a course after the close of open enrollment will be required to obtain the signature of the instructor.
- Once the student has the necessary signatures, s/he must personally deliver the Add/Drop Form to the University Registrar's Office in Kutz Hall. No add or drop will take place without this final step.

There is a date each semester after which a student may no longer add or drop a course. This date, as well as all University deadlines, is published on the Academic Calendar, which can be seen at: www.brandeis.edu/registrar

Part-Time MSF students should consult Section 3 of this Guide for details about financial impact of dropping courses.

Exemptions

Petitions to be exempted from a degree requirement are to be submitted to the respective program advisor by the end of the first semester of study. Petitions submitted after this time might not be considered. The student will receive a copy of the petition indicating if the exemption has been granted. Students should not presume that requests will be approved.

Holds

Certain offices of the University have the authority to place a “hold” on a student’s account, which, among other things, will block the student’s ability to add or drop a course. In such a circumstance, the hold status will be indicated on the student’s Sage account. The office responsible for the hold will be identified. The student must see the office responsible for the hold in order to have it lifted. The following holds are possible:

- **Student Financial Services** – outstanding bill or lack of payment agreement
- **Health Center** –medical documentation; proof of insurance; inoculations
- **ISSO** – international students required to check in with ISSO

Final Exam Schedule and Booking Personal Travel

The final exam period is identified in the annual Academic Calendar available on the University Registrar’s website at: www.brandeis.edu/registrar

Students should not book any travel prior to the end of the exam period. While instructors make every effort to accommodate unavoidable schedule conflicts, they are under no obligation to reschedule an exam for a student who disregards the scheduled exam period. Instructors are not permitted to administer a final exam prior to the scheduled exam date. The Registrar publishes the actual exam schedule as the end of the semester nears.

A Word About Deadlines

Deadlines for the payment of bills, enrollment in courses, submission of various forms and applications are set by the University and are applicable to all students. The student is responsible for meeting all deadlines. Failure to do so can have unfortunate consequences. All deadlines are published in the academic calendar which is available on the Registrar’s website: www.brandeis.edu/registrar

Declaring an Area of Concentration

Students may select one, and only one, area of concentration in which to focus their studies. The student must formally declare a concentration before applying for graduation. The concentration will appear on her/his transcript, but is not printed on the diploma. The “Declaration of Concentration” form can be found outside of the OASS office or online at: www.brandeis.edu/global/current_students. Specifics about concentrations can be found in Part II of this Guide.

Absence from Classes

Students are expected to attend all classes unless they have valid excuses, such as illness or family emergency; we advise contacting professors to inform them of extended absences. Even if it means a quick email or voice mail before catching a flight, students should let professors know. Also, students anticipating an extended absence should contact their Program Advisor.

An initial notification does not necessarily mean that students will be allowed extensions or make-ups for quizzes or tests. Such requests will need to be discussed with the professors in detail. Professors will work with students on completing missed work however they deem appropriate. Unexcused absences may be taken into account in grading.

Incompletes

Students are expected to complete all coursework, final exams, and papers by the deadlines professors assign. If a student is unable to fulfill this expectation, a request for an Excused Absence (EA) or an Excused Incomplete (EI) may be appropriate.

An Excused Absence ("EA") indicates that the student has completed the required coursework, but was not able to take the final exam on the scheduled date. Through a written agreement with the professor, the student may take the exam during the exam conflict day, during a university break through a proctor, or during one of the makeup exam days at the start of the following semester.

An Excused Incomplete ("EI") is a written agreement between the student and the instructor granting an extension beyond the end of the semester to complete written work or projects. The due date should be mutually agreed upon by the student and instructor, but should not extend the published deadline in the academic calendar.

To arrange an EA or EI, a student should contact the instructor and request an incomplete, outlining the reasons for an absence from the final exam or explaining why coursework cannot be completed. It is at the instructor's discretion whether to grant an incomplete or not.

Academic Review Committee

The Academic Review Committee ("ARC") convenes at the end of each semester (and on an as-needed basis during the semester) to review students' academic progress. A group of faculty and staff, the Committee's purpose is to ensure high academic standards for all IBS students and to address academic policies. Accordingly, the academic records of students with "unsatisfactory grades" or an "unsatisfactory rate of work" (both defined below) are discussed. Depending on a student's record, the ARC may recommend academic counseling, require a leave of absence, or in extreme cases require administrative withdrawal.

Academic Progress Issues: Two-year MAief and MBA Students: A GPA below B-, at least one "unsatisfactory grade", or an unsatisfactory (low) rate of work, may trigger a review by the ARC.

Unsatisfactory Grades: IBS two-year masters students are permitted up to two (2) semester-equivalent grades of C+ as part of their 16 course grade record, as long as the overall GPA is at least B-. That is, up to two C+ grades will be considered "satisfactory". Any grades below C+ as well as any C+ grades beyond the permitted two are considered "unsatisfactory grades". Courses in which the student receives an "unsatisfactory grade" will not be counted toward graduate credit.

Unsatisfactory Rate of Work: A full time student must also maintain a satisfactory rate of work, defined as at least three courses (12 credits) each semester. If a student completes fewer than three semester-equivalent courses during any semester, the student's record will also be reviewed by the ARC. Depending on performance in prior coursework, the student may be encouraged to take more courses in subsequent semesters to ensure that the time it takes to complete the degree will not be extended.

Taking fewer courses during each semester than a "normal" load of four can have a cumulative effect, so that a student may need to take courses during a summer session or remain at IBS for an additional semester. The costs for this additional coursework are incurred by the student. Scholarships are only offered for the typical 4-semester residency at IBS.

Administrative Withdrawal: While Administrative Withdrawal is an extreme action rarely taken, please keep in mind that a failure to make satisfactory progress towards your degree can result in being withdrawn from IBS as a student. Normally the ARC will work to ensure that the student can remain, but under unusual circumstances, students may be asked to leave for academic performance after the second or third semesters.

First Semester – If a student has a GPA below a C+ or an unsatisfactory rate of work after the first semester at IBS, the student may be administratively withdrawn. The student may be re-admitted after spending at least one semester away from IBS and after the student demonstrates why re-admission is appropriate. A formal admission application will not be required; instead the student will need to submit an essay explaining the reasons for poor academic performance and a resume of activities while not enrolled at IBS.

Second & Third Semester – Students in their second or third semester at IBS may also face Administrative Withdrawal for an unsatisfactory rate of work or unsatisfactory grades, and the ARC will review students’ work at the end of the first year of study and the end of the first three semesters.

Written Warning – A student who fails to achieve satisfactory grades or a satisfactory rate of work in any semester will be given a written warning. If the situation is not rectified as described in the warning and according to the time specified, the student may be administratively withdrawn.

Appeal – In the event that the ARC has determined that a student is to be Administratively Withdrawn, the student may petition to remain at IBS if s/he believes that there are compelling extenuating circumstances which resulted in the unsatisfactory performance. The petition will be reviewed by the ARC.

ACADEMIC INTEGRITY

Standards of Academic Integrity at Brandeis

Earning a degree demands a lot of hard work. Our system of education in the United States makes expectations of both the institution and the student. These standards exist to provide equity in the educational system, so that there is an equal opportunity for every student. The final reward of an education, a degree, is intended to be the result of genuine effort on the part of the student, and of the diligence of the University to ensure that fairness has been maintained.

Brandeis University prides itself on its reputation for the highest of standards for academic integrity. Like the University as a whole, the International Business School values every student – and seeks to ensure that every student is treated with dignity and respect. We expect the same from our students in how they treat one another, and how they enter into their educational experience here at IBS.

During the past year or two there have been a few violations at IBS of our standards of academic integrity; some of these have led to judicial review and formal action by the University. Some of these violations have been unintentional, perhaps due to insufficient understanding of our standards. Because our students come from widely different educational cultures, it may be worth reviewing our standards and their meaning here.

It is important that the student understand these standards since s/he will be expected to abide by them. If these expectations are unclear, it is the student’s responsibility to speak to someone in Student Services or to the Program Director. More information and useful links can be found on our website under Administration in the section for Current Students.

Official Definition of Academic Integrity at Brandeis

As described in the current handbook *Rights and Responsibilities*, which each student receives at Orientation the fundamental requirement is that:

**“a student shall not submit work that is falsified
or is not the result of the student’s own effort”**

[Section 4.0].

The full text of *Rights and Responsibilities* is available at: www.brandeis.edu/studentlife/sdc/rr/.

This means ...

... in written exams, papers, and presentations:

"A student's name on any written exercise (e.g., examination, report, thesis, theme, notebook, laboratory report, computer program, etc.), or in association with an oral presentation constitutes a representation that the work is the result of that student's own thought and study. Such work shall be stated in the student's own words, and produced without the assistance of others, except as quotation marks, references, and footnotes accurately acknowledge the use of other sources (including sources found on the internet)" [Sec. 4.1]. [See further discussion of "avoiding plagiarism" below.]

... in exams:

"Talking during an examination, or possession or use of unauthorized materials or equipment during an examination constitutes an infringement of academic honesty [Sec. 4.1].... To provide, either knowingly or through negligence, one's own work to assist another student in satisfying a course requirement constitutes an infringement of academic honesty" [Sec 4.2].

Examples of Violations of University Academic Integrity

The following are offered as examples of what is considered as unacceptable behavior during an exam:

- Seeking information from another student
- Sharing information with another student
- Knowingly letting another student see your paper/answers
- Communicating in any form with another student including:
 - Texting
 - Talking
 - Non-verbal signals
 - Hand-written, printed or electronic notes

Rights and Responsibilities also explains procedures [Sec. 19] for adjudicating suspected violations and ranges for conduct actions and sanctions [Sec. 21] and states that penalties may include "failure on the assignment, failure in the course, suspension from the University or other sanctions" [Sec. 4.0]. It also states that it is the student's responsibility to understand these requirements and to ask for clarification if needed: "A student's lack of understanding is not a valid defense to a charge of academic dishonesty" [Sec. 4.0]

What This Means in Practice

Although these standards are, for the most part, self-explanatory, some specifics may be helpful. In practice, these standards mean:

- **Don't copy, buy, or borrow papers or presentations** from others or from the internet and hand them in as if they were your own – not whole papers and not parts of papers.
- **Give credit to the work of others** in your papers; this can be confusing, and is discussed further below under “Avoiding Plagiarism.”
- **Don't copy the work of others during exams or allow yours to be copied.** Both sides of this transaction are violations.
- **Get approval** from each involved instructor if you are doing a project that you would like to use to fulfill requirements in more than one course.
- **Ask your instructor or Student Services for clarification** if any of this is unclear.
- **Submitting work for a group project that violates any of these standards** could jeopardize the academic standing not only for you, but for your entire group.

Avoiding Plagiarism

The central point to avoiding plagiarism is to give credit to the work that has been done by others that is used in research, writings and presentations. This can sometimes be trickier than it sounds – even professional writers, journalists and scholars have failed to follow this basic rule. Plagiarism is a serious matter. For a professional author, journalist or consultant, it can mean losing your job – as well as serious damage to your career. For a student, it can mean failure of a course, or even expulsion. Using someone else's work and presenting it as one's own is not only dangerous, but it is dishonest – to the School, to fellow students, and to the student. Clearly, plagiarism is to be avoided. It is absolutely essential that the student who does not already know how to properly document sources learn to do so.

Key Elements to Remember

- ✓ **The goal is always to write in your own words, avoiding too many direct quotes. The professor is interested in the student's thoughts, not an author's.**
 - ◆ Quote sparingly
 - ◆ When you quote, use citations
 - ◆ Present what you learned in your own words, not in those of others

- ✓ **The basic principle is that if you quote, or paraphrase, or use key ideas from someone else, you must report this in your paper or presentation.**

This applies to words, major arguments, unique concepts, as well as (importantly) to tables, graphs, maps, and figures. For direct, word-for word quotes, you must put the copied words between quotations marks; if you used your own words to express the idea or information in a source, then no quotes are needed, but you must still cite the source. The one exception is when the information is common knowledge.

- ✓ **Material is probably "common knowledge" if it fits into one or more of the following categories:**
 - ◆ You believe it is information that your readers will already know
 - ◆ You think the information could be found with general reference sources
 - ◆ You find the same information undocumented in at least five other sources

- ✓ **Use Footnotes, Endnotes, or Parenthetical References in the body of the text in order to give proper credit.**

If you have any questions about how to do this properly, it is your responsibility to learn the correct methods. At the end of this section of this *Guide* you will find a list of references for this purpose. A good discussion on the topic can be found in the article "Avoiding Plagiarism" from Purdue University. Read it and discuss it among yourselves and, if you wish, with instructors.

- ✓ **When in doubt, cite the reference.**

No trouble will ever result from providing a reference when you don't need to – but it certainly can (and most likely will) if you neglect to provide a reference when it is needed.

- ✓ **The main criterion is this: You must give enough information so the reader can find the source that you cited.**

REMEMBER

It is your responsibility to make sure that all work you submit meets these standards of academic integrity.

This includes any contribution you make to group work/projects.

Deciding when to Give Credit

Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure credit is given where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied.

<p style="text-align: center;">"YES"</p> <p style="text-align: center;">You <u>DO</u> need to document sources when you...</p>	<p style="text-align: center;">"NO"</p> <p style="text-align: center;">You <u>DO NOT</u> need to document sources when you...</p>
<p>... are using or referring to somebody else's words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium</p> <p>... use information gained through interviewing another person</p> <p>... copy the exact words or a "unique phrase" from somewhere</p> <p>... reprint any diagrams, illustrations, charts, and pictures</p> <p>... use ideas that others have given you in conversations or over email.</p>	<p>... are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject</p> <p>... are using "common knowledge" — folklore, common sense observations, shared information within your field of study or cultural group</p> <p>... are compiling generally accepted facts</p> <p>... are writing up your own experimental results</p>

Recommended Resources for the Student
and
Sources Used in Creating this Section on Academic Integrity

- ♦ Aaron, Jane E. *The Little, Brown Essential Handbook for Writers*. New York: HarperCollins, 1994.
- ♦ Gefvert, Constance J. *The Confident Writer*, second edition. New York: Norton, 1988.
- ♦ Heffernan, James A.W., and John E. Lincoln. *Writing: A College Handbook*, third edition. New York: Norton, 1990.
- ♦ Howell, James F. and Dean Memering. *Brief Handbook for Writers*, third edition. Englewood Cliffs, NJ: Prentice Hall, 1993.
- ♦ Leki, Ilona. *Understanding ESL Writers: A Guide for Teachers*. Portsmouth, NH: Boynton/Cook, 1992.
- ♦ Lester, James D. *Writing Research Papers*, sixth edition. New York: HarperCollins, 1990.
- ♦ Purdue University: http://owl.english.purdue.edu/handouts/print/research/r_plagiar.html and "Online Writing Lab: 'Avoiding Plagiarism'" Copyright ©1995-2003 by OWL at Purdue University and Purdue University. All rights reserved.

Use of this site, including printing and distributing our handouts, constitutes acceptance of our terms and conditions of fair use, available at <http://owl.english.purdue.edu/lab/fairuse.html>.

To contact OWL, please visit our contact information page at:
<http://owl.english.purdue.edu/lab/contact.html> to find the right person to call or email.

- ♦ Rodrigues, Dawn, and Myron C. Tuman. *Writing Essentials*. New York: Norton, 1996.
- ♦ Swales, John, and Christine B. Feak. *Academic Writing for Graduate Students*. Ann Arbor, MI: University of Michigan Press, 1994.
- ♦ Walker, Melissa. *Writing Research Papers*, third edition. New York: Norton, 1993.

The primary source used in this section on Academic Integrity
is from Purdue University as cited above.

SECTION 3

MSF DEGREE PROGRAM (PART-TIME)

Master of Science in Finance

Introduction

The Masters of Science in Finance is an advanced professional degree targeted for students who have significant work experience and real interest in developing their financial skills. The MSF program at Brandeis International Business School brings a mix of real world experience and academic theory to the class room. Graduate students from all IBS programs participate in night classes, so part-time MSF students can expect to experience the full international aspect of the student body. Students are expected to complete most of the foundation (core) course requirements before they pursue more advanced finance courses. The MSF program also has a special week long summer workshop in a world financial center, such as London, Tokyo, Turkey or Poland. Many MSF students, particularly those concentrating in International Investments will find that the World Financial Center workshop is an integral part of their program.

Degree Requirements

Introduction: Residency and Degree Requirements: The Master of Science in Finance is typically an 18-24 month, part-time program in which students can complete work at their own pace. Please speak to your program director or a member of the Student Services staff if you feel you will need extra time to complete your degree.

During the MSF program, you will take an equivalent of 10 full-semester courses, (40 credits). Half-semester courses, called modules, are 2 credit courses. The residency requirement is a minimum of eight (8) courses taken at Brandeis. MSF students are given the option of transferring in a maximum of two (2) courses from another graduate program with the approval of the Program Director and Student Services. Please refer to the Transfer Credit section of this handbook for more detailed information about transfer credit.

Degree requirements include five (5) "core courses", three (3) "concentration courses", and two (2) in elective coursework. The core courses for the MSF should generally be completed before the more advanced finance courses.

Planning Your Courses in the MSF Program

It is **highly recommended** that you take all core courses before continuing with your elective courses. Since many core courses are prerequisites for the elective courses it is important that you plan your schedule carefully.

We suggest that you sit down with your program director or academic advisor and map out a plan for your MSF degree. You will be given an academic planning form to fill out at orientation. Please complete this form and turn it in to Karen Muise, the MSF Program Administrator, during your first semester of study.

Core Courses

ECON 201a	Global Economic Environment
ECON 210f*	Fundamentals of Statistical Analysis
FIN 212a	Accounting & Financial Analysis
FIN 201a	Financial Theory
FIN 202a	International Corporate Finance
FIN 217f*	Financial Modeling I

*Module course – course numbers that end in “f” are half-semester courses that yield 2 credits.

Electives

MSF students can choose their elective coursework from many offerings in the International Finance and Business areas. Please consult the IBS web page at:

www.brandeis.edu/global/current_students.php for the prerequisites associated with each course, the schedule of classes, and course syllabus.

Through elective course work, students will focus their studies into “concentrations.” A concentration can unify a student’s body of work. In the MSF program, the available concentrations are International Investments and Business Finance. An MSF student who does not choose to focus in a concentration will automatically receive a general concentration in Finance. Students who choose a general finance degree must take at least three Finance classes.

After completing the requirements (core and concentration), students may then choose 2 additional electives in finance or courses from other areas at IBS.

Those who opt to focus on the International Investments concentration will receive the degree “MSF with a Concentration in International Investments”, and Business Finance concentrators will be “MSF with a Concentration in Business Finance.” A concentration is achieved by taking three courses beyond those in the core requirements in a particular field. You must complete the declaration of concentration process before you apply for graduation. The form can be found at: www.brandeis.edu/global/current_students.php. Below is a list of courses that will fulfill concentration requirements. Electives may not be offered every year and are subject to change.

Concentrations

1. International Investments Concentration

Three full classes or equivalent are required. The following elective courses will meet the necessary requirements for a concentration in International Investments:

- Fixed Income
- Options and Derivatives
- Trading & Exchanges: Foreign Exchange
- Country Risk Analysis
- Relative Value of Securities
- World Financial Centers
- International Portfolio Management
- Hedge Fund Management
- Financial Risk Management
- Computer Simulation and Risk

Students planning to pursue a concentration in International Investments should plan to take at least 2 of the following classes (and at least one other additional course from above list):

- Fixed Income (Fin 261a)
- Options and Derivatives (Fin 270a)
- Trading & Exchanges: Focus on Foreign Exchange (Fin 230a)
- International Portfolio Management (Fin 263a)

2. Business Finance Concentration

Three full classes or equivalent are required. The following elective courses will meet the necessary requirements for a concentration in Business Finance:

- Managerial Accounting
- Intermediate Financial Accounting
- Applied Corporate Finance
- Credit Risk Analysis
- Financial Planning and Control
- Financial Statement Analysis
- Financial Strategies
- Mergers and Acquisitions
- World Financial Centers
- Capital Budgeting
- Project Finance

Students planning to pursue a concentration in Business Finance should plan to take at least 1.5 of the following classes (and at least 1.5 additional courses from above list):

- Managerial Accounting (Fin 214a)
- Financial Statement Analysis (Fin 216f)
- Intermediate Financial Accounting (Fin 213a)

3. General Concentration in Finance

Students who are not planning to focus on a concentration should plan to take at least two of the following classes as part of their Finance degree program and at least one other finance elective course:

- Fixed Income (Fin 261a)
- Options & Derivatives (Fin 270a)
- Managerial Accounting (Fin 214a)
- Financial Statement Analysis (Fin 216f)
- Intermediate Financial Accounting (Fin 213a)
- Trading & Exchanges: Focus on Foreign Exchange (Fin 230a)
- International Portfolio Management (Fin 263a)

General Course Offerings

Below is a list of when core and elective courses at IBS are typically offered by semester. Please remember that these lists are subject to change. For detailed information on current degree requirements, course schedules and the course syllabus, enrolled students should consult the current student's page: www.brandeis.edu/global/current_students.php.

Please see complete course listing for each semester to see which courses are offered in the evening and which ones are offered during the day.

FALL

Core

- **FIN 201a** – Financial Theory
- **ECON 201a** – Global Economic Environment
- **ECON 210f** – Fundamentals of Statistical Analysis
- **FIN 212a** – Accounting & Financial Analysis
- **FIN 217f** – Financial Modeling I

Electives

- **FIN 213a** – Intermediate Financial Accounting
- **FIN 214a** – Managerial Accounting
- **FIN 223f** – Project Finance
- **FIN 234a** – Capital Budgeting
- **FIN 242f** – Credit Risk Analysis
- **FIN 244f** – Credit Risk Analysis II
- **FIN 246a** – Applied Corporate Finance
- **FIN 261a** – Fixed Income
- **FIN 270a** – Options and Derivatives
- **FIN 285a** – Computer Simulation and Risk
- **ECON 232f** – Country Risk Analysis

SPRING

Core

- **ECON 210f** – Fundamentals of Statistical Analysis
- **FIN 202a** – International Corporate Finance
- **FIN 212a** – Accounting and Financial Analysis
- **FIN 217f** – Financial Modeling I

Electives

- **FIN 216f** – Financial Statement Analysis
- **FIN 214a** – Managerial Accounting
- **FIN 218f** – Financial Modeling II
- **FIN 233f** – Relative Value of Securities
- **FIN 241f** – Financial Planning & Control
- **FIN 242f** – Credit Risk Analysis I
- **FIN 261a** – Fixed Income Securities
- **FIN 263a** – Int'l Portfolio Management
- **FIN 266f** – Hedge Fund Management
- **FIN 270a** – Options and Derivatives
- **FIN 235a** – Investing in Energy
- **FIN 280a** – Financial Risk Management
- **FIN 232a** – Mergers and Acquisitions

SUMMER

Core

- **FIN 201a** - Financial Theory
- **FIN 202a** - Int'l Corporate Finance

Electives

- **FIN 233f** - Relative Values of Securities
- **FIN 216f** - Financial Statement Analysis
- **FIN 255a** - World Financial Centers
- **FIN 261a** - Fixed Income

Tuition

Tuition is paid for on a course-by-course basis. Tuition for 2009-2010 is \$3500.00 per 4 credits, \$1750.00 per 2 credit module. Part-time MSF students also receive a \$200 per course book allowance. On campus parking is free after 5:00 pm.

Registration and Sage

Online registration is currently available on SAGE. We ask that all students utilize the SAGE system to register, make changes, and pay for classes. SAGE can be accessed at: www.sage.brandeis.edu/servlets/iclientservlet/student/?cmd=login.

Please refer to the Class Registration section of this handbook for more detailed instructions on course registration.

Dropping Courses and Refund Policy

It is important to note that there are several deadlines applying to withdrawal from a class. The only fee that may be refundable in part is the tuition fee. No refund will be made because of illness, absence or dismissal from class. Refer to the Academic Calendar for specific dates.

Full Semester-Long Courses

- Before the opening day of instruction through the last day of registration – 100% refund.
- On or before the fifth Friday following the opening day of instruction – 50% refund
- After the fifth Friday of class, no refund will be issued!

Module Courses

- On or before the second Friday of class – 100% refund
- After the second Friday of module instruction – no refund

Transfer Credit

If you have taken a graduate-level course in accounting, statistics, investments, or international corporate finance at an academic institution within the past five years, and received a grade of B or higher, then you may qualify for a transfer credit.

You will need to submit a copy of the course syllabus, and an official transcript showing your grade to the Program Director for approval. You may obtain transfer credits for up to two graduate courses taken outside of Brandeis, meaning that you would only have to take eight courses here to earn your degree.

Exemption from Requirements

If your preparation is strong in a particular area and you believe that you qualify for an exemption from a particular requirement you will need to submit a "Requirement Completion Form" to the MSF Program Director for approval. A "Requirement Completion Form" is available online at http://www.brandeis.edu/global/current_students.php.

You must apply for course exemptions during your first year at IBS. Be sure to include supporting documentation for your petition. Please note, being exempted from a requirement will not reduce your workload, however, it does give you more freedom to enroll in electives that may be of particular interest.

Staying In Touch

We like to keep in contact with all MSF students. We understand that you are working adults and not the typical student. We are happy to work with you to make the most of this program for you. If you need to change your enrollment plan or need to arrange extra time to complete your degree, please talk to us.

If you are nearing the completion of your degree (within 2 semesters), it is very important to inform Karen Muise, kmuisse@brandeis.edu, at the beginning of the semester. This will expedite the processing of your degree audit. You will also be given a schedule of deadlines for degree applications, etc.

Please remember to activate and check your Brandeis e-mail on a regular basis while you are a student as well as after graduation. We like to keep in touch with all our IBS Alumni.

Assurance of Learning Goals

The International Business School has recently put in place "assurance of learning goals" for its programs. The objective of the goals, required to meet accreditation standards set by AACSB International, is to ensure that every student in each of our programs leaves the School having gained certain fundamental knowledge and skills. You can find the goals for the MSF program at the end of this section.

Over the course of the year we will be testing whether students have attained the goals using a variety of measurements. The tests will be conducted mainly in the context of courses (for instance targeted questions in mid-term and final examinations), but also by other means, such as surveys, stand-alone tests, evidence of overseas and linguistic experience. Mostly you will have to do nothing over and above your normal studies to demonstrate attainment of the goals, as they are closely aligned with the School's core curriculum.

While faculty will monitor individuals' performance in relation to the goals, it will not be reflected in a student's academic record, which will continue to be based on grades.

The School will use the results of the measurements of the learning goals to help improve its programs and ensure that they enable you to meet your own academic and career objectives.

Program Goals

1. Financial Concepts

"Students will understand fundamental financial concepts and be able to apply them to issues in corporations and markets in a global context."

2. Global System

"Students will have a practical understanding of the economic/finance and social/political dimensions of global economic environments that can be applied to the analysis of real-world problems."

3. Quantitative Techniques

"Students will be able to apply critical analysis of statistical evidence to inform business decisions."

4. Professional Communications Skills

"Students will have the written, presentational, and collaborative skills to (a) work individually or with peers from around the world to articulate a case based on complex data, and (b) advocate that case before an international audience."

SECTION 4 CAMPUS RESOURCES

IN CASE OF AN ON-CAMPUS EMERGENCY
DIAL **3333**

FROM ANY CAMPUS PHONE TO REACH CAMPUS POLICE

TO REPORT AN EMERGENCY FROM YOUR CELL PHONE
DIAL **781.736.3333**

BRANDEIS COUNSELING and RAPE CRISIS HOTLINE
DIAL **781.736.TALK (8255)**

AVAILABLE SEVEN-DAYS-A-WEEK: 10:00pm to 2:00am

Department of Public Safety – (www.brandeis.edu/publicsafety)

Located in the Stoneman Building, the Department of Public Safety is composed of the following five units:

1. **University Police** – the University police are responsible for the protection of life and property on and within the confines of the 325 acres and 95 buildings that make up the environs of Brandeis University. The department, consisting of a chief, four sergeants, 13 police officers, two security officers and four parking monitors, monitor the campus 24-hours-a-day, seven-days-a week.
2. **Brandeis Emergency Medical Corps (BEMCo)** – BEMCo is a student-volunteer organization, was created in the late 1970s with the intent of providing timely and efficient emergency medical care to the Brandeis community. BEMCo responds 24-hours-a-day during the academic year to the emergency first-aid needs of the community.
3. **Escort Safety Service** – the Office of Transportation employs two part-time drivers, some 40 student employees and contract bus services to provide safe and efficient transportation for all members of the community who need to travel from one point to another on campus or who need to commute to downtown Waltham, Cambridge or Boston. The on-campus service operates from 8 a.m. to 2:30 am, and the Waltham to-and-from campus service operates from 4 p.m. to 2:30 am, seven-days-a-week throughout the academic year.

Keep in mind that severe weather conditions may result in the escort safety service being unavailable due to safety concerns. Anyone requiring an escort when the service is unavailable or after 2:30 a.m. should contact the University police at (781) 736-5000

4. **Parking and Traffic** – Responsible for registering, monitoring and controlling all motor vehicles operated by the members of the Brandeis community and their guests. Annual parking passes, day-visitor passes are available through this office. Visitors can obtain a parking pass at the main entrance gatehouse between 8 a.m. and 2 p.m., Monday-Friday. Student guests who are staying overnight must register with the University police and obtain a temporary pass for their vehicle.
5. **Transportation** – Provides van rentals to community members for academic and social events.

Campus Van and Shuttle Service

- **Daytime Van** — Operates from 8 a.m. to 5 p.m., Monday through Friday, during the academic year, though on a limited basis during Thanksgiving, February, spring/Passover breaks and semester recess. The shuttle service travels a scheduled route throughout the campus. Schedules are available at the beginning of each academic year. For more information, contact the police dispatcher at (781) 736-5000 or your student planner.
- **Daytime Crystal Shuttle** — Operates from 8:30 a.m. to 4:30 p.m., Monday through Friday, during the academic year, on school days only (including study days and finals period). The shuttle follows a 15-minute route, making pick-ups along the loop road, Charles River Apartment complex and Charles River parking lot. Schedules are available at the beginning of each academic year. For more information, contact the police dispatcher at (781) 736-5000 or your student planner.
- **Evening and Late Night Van** — Operates from 4 p.m. to 2:30 a.m., seven days a week, throughout the academic year, with the exception of Thanksgiving, February, spring/Passover breaks and semester recess. The van leaves Rabb every 15 minutes, traveling throughout the main campus, Foster Apartments and the Charles River Apartment complex, making scheduled stops. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at (781) 736-4999 or your student planner.

Waltham Van and Shuttle Service

- **Daytime Crystal Shuttle** — Operates from 8 a.m. to 4 p.m., Monday through Friday, during the academic year, on school days only (including study days and finals period). The shuttle follows a 40-minute route starting from the rear of Spingold, then making scheduled pick-ups in the city of Waltham before dropping off at the Shapiro Campus Center. Schedules are available at the beginning of each academic year. For more information, contact the police dispatcher at (781) 736-5000 or your student planner.
- **Evening and Late-night Van** — Operates from 4 p.m. to 2:30 a.m., seven days a week, throughout the academic year, with the exception of Thanksgiving, February, spring/Passover breaks and semester recess. The van leaves from Rabb every half hour, traveling from the main campus to various scheduled stops throughout the city of Waltham. Schedules are available at the beginning of each academic year. For more information, contact the Escort Safety Service dispatcher at (781) 736-4999 or your student planner.

Boston/Cambridge Shuttle Service

- **Cambridge/Boston Shuttle Service** — Operating from 6 p.m. to 3 a.m. on Thursdays; 3:30 p.m. to 3 a.m. on Fridays and Saturdays; and 12:30 p.m. to 11 p.m. on Sundays, throughout the academic year. This bus service travels from Usdan Student Center to Harvard Square in Cambridge to MIT, with a final stop at Beacon and Massachusetts Avenue outside Kenmore Square in Boston. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at (781) 736-4999 or your student planner.

International Students and Scholars Office (ISSO) (www.brandeis.edu/acserv/isso)

The ISSO determines visa eligibility and prepares and issues all immigration documents needed for non-immigrant students, scholars and their dependents to obtain visas to come to Brandeis University to study, teach and/or conduct research.

The office assists international students, scholars and their dependents with immigration benefits and procedures (i.e. extensions of stay, transfer of visa status to and from Brandeis, changes of status, work permission, etc.). It also advises them about their rights and responsibilities as non-immigrants living, studying and working in the United States. The ISSO provides advice and counsel to international students and scholars on financial, academic and personal issues which may impact their legal status in this country and at this university.

ISSO is located on the second floor of Kutz Hall.

Library & Technology Services (LTS) – (www.lts.brandeis.edu)

LTS is responsible the campus libraries, research systems and campus technology. LTS seeks to create a rich environment of people, technology, information, and facilities that serves learning, teaching, and scholarship and that provides high quality, accessible, and reliable systems to support operational decision-making, planning, and analysis.

Business and Economics Librarian Jason Bernard supports the IBS community as a member of the Research and Instruction group of LTS. He regularly visits IBS and is eager to offer one-on-one support to students for their research efforts. Jason offers research support and instruction via workshops, video tutorials and individual meetings. Jason is also available to offer one-on-one guidance to students with questions relating to research and academic integrity, such as how to avoid plagiarism. He can train and assist students with the various research programs available to them: Bloomberg, Global Insight EIU and EndNote (all available on the LTS Business and Economics guide at www.brandeis.libguides.com/business. Contact Jason via email at jbernard@brandeis.edu.

Graduate Student Affairs – (www.brandeis.edu/gradstudent)

The Office of Graduate Student Affairs supports and encourages life on campus for graduate students outside of the classroom and serves as a liaison between graduate students and university administration. The office coordinates events and programming among the three graduate schools on campus. They advise and assist the Graduate Student Association (GSA) and the Graduate Student Senate, offer programming throughout the year and run Graduate Student Orientation in the fall.

Graduate Student Affairs has a lounge and resource area with computers, a fax machine, a refrigerator, microwave and a plasma-screen TV. The center is open from 9am-7pm, Monday-Thursday, and from 9am-5pm on Friday. The office, lounge and resource area are located in the Graduate Student Center in Kutz Hall on the first floor across from the Registrar's Office.

The office has also established a large, quiet study area reserved for the use of graduate students. The study area is located on the first floor of the Gerstenzang Science Library.

Graduate Student Affairs also publishes and distributes to all IBS graduate students a ***Graduate Student Handbook and Planner***, which is an excellent resource for graduate students seeking information about Brandeis or living in and around Waltham.

Student Financial Services (SFS) – (www.brandeis.edu/offices/sfs)

The Office of Student Financial Services offers assistance to students and families in paying for a Brandeis education. In addition to providing instruction and counseling on applying for need-based financial aid, and determining eligibility for such funding, the Office of Student Financial Services provides guidance on financing the cost of a Brandeis education via private student and parent loans and payment plans as well as information relating to bill charges, payments and federal student loans.

The Office of Student Financial Services also coordinates all hourly on-campus student employment and maintains an up-to-date listing of all available on- and off-campus job opportunities.

SFS is located on the second floor of the Usdan Student Center.

Campus Card Office – (www.brandeis.edu/departments/uservices)

The Campus Card Office issues campus ID cards, regulates WhoCash, administers the university meal plans and more. If you need further assistance with your campus ID card or any of its applications, visit or contact the Campus Card Office. Campus Card Office is located in Kutz Hall, one level below the Registrar and Graduate Student Affairs.

Book Store – (www.brandeis.bkstore.com)

Located in the Shapiro Campus Center, the Book Store sells text books, University apparel, and small household needs.

Gosman Sports & Convocation Center – (www.brandeis.edu/athletic)

Brandeis offers an excellent athletics facility for its students' use. The facility and sports fields are located across South Street from the main entrance to the campus.

Chapels and Campus Chaplains – (www.brandeis.edu/studentlife/desc.html#chaplaincy)

The chaplains of Brandeis University warmly welcome you to the Brandeis community. As Jewish, Christian and Muslim leaders, we welcome students of all faiths. We are here to be of service to the entire Brandeis community.

Brandeis encourages and supports all expressions of spiritual and religious life on campus. The university's three chapels — the Berlin Chapel (Jewish), the Bethlehem Chapel (Catholic) and the Harlan Chapel (Protestant) — serve as the focal point of spiritual and religious activity on campus. In addition, a Muslim prayer room and resource center are located in the Usdan Student Center.

The Interfaith Chaplaincy is housed in Usdan Student Center 133. For more information about specific services, please contact the Chaplaincy at (781) 736-3570.

ZipCar – (www.zipcar.com/brandeis)

Brandeis partners with ZipCar to provide car-sharing services. Two self-service ZipCars are available 24-hours-a-day, seven-days-a-week. The cars are located at the Stoneman Building (Public Safety).

SECTION 5

IBS FACULTY & STAFF

DEAN'S OFFICE

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