



ACADEMIC CONDUCT POLICY

The aim of TAG-College academic conduct policy is to have a unified academic policy that should be followed by all TAG-College instructors. The final goal of this policy is to deliver and build a consistent image in TAG-College students' minds about TAG-College academic integrity, standards and policies that are designed to contribute to building a top business school based on international standards.

The major incentive that has led to propose TAG-College academic conduct policy is that we have noticed some variations at our college related to implementing TAG-College quality assurance guidelines, teaching methodology, teaching methods, examination style and methods, and grading system. These variations have led students to have contradictory conclusions about our teaching and quality assurance methodologies that are TAG-College backbone strategies to achieve our intended strategic goals. The proposed TAG-College academic conduct policy is by NO means intended to restrict TAG-College academic staff freedom, it intends to organize our academic conduct policy that should be formalized as an institutional process through TAG-College system and quality strategy. The success of this policy depends on its implementation as an ongoing process and behavior by TAG-College faculty.

The proposed TAG-College academic conduct policy cornerstones consist of:

Teaching Methodology

1. Based on TAG-College quality policy, a complete course description is prepared for each course of our MBA program that is designed using international standards and specifications. We recognize that there is a complete course description for each course and this description should be completely delivered for each course in the assigned semester. The variation lies in the implementation process while teaching some courses. The course syllabus should be completed in line with its intended learning outcomes. The instructor is responsible for the successful operation of each course. This is essential to achieve TAG-College vision and its image.
2. Academic dishonesty: There are a number of issues that should be emphasized at the beginning of each course and semester to all students related to aspects that are considered academic dishonesty. These aspects are plagiarism, using unauthorized material or citation in an academic work, cheating and any other illegal material, cases and exercises.
3. Submission of written assignments and cases: Each instructor should provide the students with complete details related to the assignments or cases. These include the due date and the weight given to the assignments and cases.
4. The instructor is responsible for the successful achievement of the intended learning outcomes specified in each course syllabus.



5. If there are undelivered lectures due to official holidays, it is compulsory that the instructor be responsible for delivering sufficient make-up lecture/s that should compensate the undelivered lectures and contribute to achieving the course intended learning outcomes. If the weekdays are not suitable for the students and the instructor, the instructor may compensate undelivered lectures on Fridays since TAG-College's facilities are available on that day. TAG-College deanship and management are ready to handle such issues seven days a week to achieve TAG-College strategic quality intentions. The instructor should communicate this policy to the students clearly at the beginning of each course and emphasize implementing it uncompromisingly.

Examinations Style and Methodology

1. The examination style is a very critical aspect that determines quality of graduates and measures the MBA intended learning outcomes and goals. We need to change the examination process as often as practical since it is a very essential step for our program's success. Further, it is known that TAG-College has made a strategic decision to use the case study approach in teaching and delivery of the MBA program and its concentrations to achieve TAG-College vision. Consequently, using multiple choice and/or true or false examinations on the MBA level is inappropriate and would diminish the quality of the MBA. The examination style and methodology should focus on encouraging critical thinking and problem solving skills as a prerequisite for preparing future business leaders.
2. Make-up examinations: There should be a strict policy related to exam absenteeism. If a student does not attend a specific exam there should be measures to control this issue and the student should provide solid evidence that prevented him/her from attending the exam within a maximum of 3 working days. The reason behind this policy is that the majority of students' absenteeism justifications are inappropriate, if not fake. Otherwise, based on TAG-College regulation, the instructor should give the absent student zero mark in that exam. In case of accepting a student justification, the instructor must prepare a make up exam within a maximum period of one week and the examination level should be advanced enough to achieve equity and integrity among students. In all cases, the instructor should state clearly at the beginning of each class this policy and assure the fact that accepting exam absenteeism justifications is not a simple process throughout TAG-College. It is the responsibility of the instructor to implement this policy accurately and professionally in all classes and exams.



Grading System

1. Sixty percent (60%) of each course grade is used to assess the students' work during the semester before taking the final exam which counts towards 40% of the final grade. Each instructor is required to give a "midterm exam" for each course he/she teaches as a compulsory part of the 60% of the students' work during the semester. The only exception to this policy are the research courses and/or research seminars and cases/projects that do not lend themselves to regular examinations but a final exam in these courses is compulsory according to the GJU and TAG-College regulations.
2. Each course grading plan should be clearly communicated to the students at the beginning of each class and should be included in the written syllabus.
3. Students' evaluation and grading should be based on their completion of course requirements as stated in the course description.
4. Grading curves are not allowed except in those instances where the instructor can provide justification for such procedure.
5. The culture of "very high" grades should be extremely limited except for students who are really described as outstanding. This does not mean that high grades are not given, but high grades are given to truly outstanding students. If all the students in the class receive very high marks there has to be a justification provided to the Dean.

All policies in this document should be strictly implemented by all TAG-College full time and part time faculty members.

GUIDELINES FOR THE USE OF FACULTY

The Talal Abu Ghazaleh College of Business (TAG-College) is pleased to have you on its faculty and wishes you a most pleasant experience and successful professional development.

The following information and guidelines have been prepared to provide you with information about TAG-College's operations.

The Student Body

Our students are all high achievers who have obtained very high averages from the universities in which they graduated and they have met very high admission standards. These students are very critical, very demanding, and expect a high quality of delivery.



The Case Method Approach to Teaching

The objective of TAG-College is to become the premier school of business in the region. In the short time since we started classes in the fall of 2006, we have acquired the reputation of being the top business school. TAG-College was not started to just become another business school, our aim since the beginning has been to provide the students with a very high quality of education. The administration of TAG-College has decided on the policy of using the case method of teaching whenever this is appropriate. We would like the students to learn to work in groups, to make presentations, to engage in discussions, and to be able to express their knowledge in good written form. Our motto from the beginning has been to provide a college *“where the gifted become leaders”*.

Professional Attire and Demeanor

TAG-College’s objective is to prepare the business leaders of the future and in order to develop professionalism in the students at an early stage, TAG-College expects all students to wear proper attire in their classes and to conduct themselves in a very professional manner. The Talal Abu Ghazaleh Organization which is the financial supporter of TAG-College has always enforced a dress code on its executives and staff members to reflect the professionalism of the organization. As such TAG-College requests that all male members of the faculty wear a suit with a necktie while in class or at least a sport coat with a necktie. Female faculty members have to wear attires that are appropriate in a professional business environment.

The wearing of jeans is not acceptable.

Language of Instruction

English is the language of instruction at TAG-College and we expect all faculty members to conduct their classes in English. Occasional reliance on Arabic terminology is acceptable but should not be the norm.

Office Hours

Faculty members should have sufficient office hours to allow their students to consult with them. Full time faculty should have office hours at least equal to the number of credit hours they teach; these hours should be prominently displayed at the doors of their offices and should be included in the course syllabi. All faculty office hours along with their telephone extensions and emails will be posed on the bulletin boards. Part time faculty members should be available for consultation with their students at least one hour before the start of their classes.



Grading System

The final grades in each course are reported on a percentage basis as follows:

90 – 100	Excellent
80 – 89.9	Very Good
75 – 79.9	Good
70 – 74.9	Pass
Below 70	Fail

The minimum grade awarded in each course should be 50.

To graduate from the program, students must have a minimum cumulative grade point average of 75% and pass a comprehensive exam in their field of specialization.

Mail Boxes

Faculty members are provided with mailboxes that are installed on the second floor. These mail boxes will contain memos and notices to the faculty in addition to personal mail that is received. For personal mail, please provide the following address:

c/o Talal Abu Ghazaleh College of Business
P.O.Box 921951
Amman 11192, Jordan

Student Absences from Classes

A student is allowed two unexcused absences for each class taken. A student who exceeds the allowable absences without a valid excuse or medical excuse acceptable to the Dean will not be allowed to take any exams given after his/her return, and a final grade of 50% will be awarded unless the student withdraws during the allowable period.

A student with valid excuses cannot be absent for more than three class meetings. A student who exceeds the allowed number of absences will be considered to have withdrawn from the course. If the student does not withdraw during the allowable period, a grade of 50% will be awarded.

Medical excuses should be obtained from a recognized medical clinic or hospital and should be submitted to the Dean within a period not to exceed two weeks from the date of absence. Other non-medical excuses should also be submitted to the Dean within two weeks from the date of absence.



Faculty Absences from Classes

Faculty members are expected to meet their classes as scheduled. In the event a faculty member is unable to meet his/her class, that faculty member should contact the Dean prior to his/her absence (except for emergency cases) explaining the reason. Arrangements should be made to schedule a make up class or for another faculty member to cover the class.

Make Up for Holidays

Faculty members are expected to schedule make-up sessions in the event official holidays fall during scheduled class days.

Changing Classrooms

Classes should be held in the assigned classrooms. In the event a faculty member finds that the room assigned is not suitable, he/she should not move the class to another room without approval from the Executive Director's office.

Course Syllabi

Each faculty member should prepare in advance of his/her classes a syllabus for each course he/she teaches. The syllabus should be provided to the students in advance of the first class meeting and a copy should be provided to the Dean. As a minimum the syllabus should include the following:

- The number and name of the course
- The semester (or summer session) in question.
- The name of the instructor.
- The instructor's office hours.
- The instructor's e-mail address.
- The instructor's telephone extension (for full time faculty).
- A brief description of the objectives of the course.
- The textbook or textbooks being used.
- The weekly assignments.
- The dates of the examinations.
- The due dates for papers, projects, or class presentations.
- The composition of the final grade. [The final examination in each course should count for 40% with the remaining 60% based on mid-term examinations, papers, projects, presentations, class participation, and other components that an instructor may want to include.]
- The grading policy of the instructor.

A sample format of a syllabus is shown as an appendix to this document.



Examinations and Papers

There should be three examinations including the final examination for each course. One of the mid-term examinations may be replaced by a term paper, a project, or a class presentation as stated above. The final grade should consist of the following:

Examinations, Papers, Class Projects, Class Presentations, etc.	60%
Final Examination	40%

Examinations should be coordinated with the Dean's office that will provide the necessary additional proctors to supervise the examinations.

Submission of Final Grades

All final grades have to be approved by the Dean. The Dean's office will provide the faculty with instructions related to the submission of final grades

Extra care should be given in determining the final grade of each student. A faculty member should have sufficient documentation to substantiate the grade given in the event a student appeals his/her final grade.

Scholarly Work

Faculty members are expected to be active in research and to have their research published in refereed journals. They are also expected to participate in refereed conferences and have their papers published in the proceedings of these conferences.

The scholarly requirements related to tenure and promotion are specified in the Faculty Handbook.



كلية طلال أبوغزاله لإدارة الأعمال
Talal Abu-Ghazaleh College of Business

الجامعة الألمانية الأردنية
The German - Jordanian University

كلية طلال أبوغزاله لإدارة الأعمال
Talal Abu-Ghazaleh College of Business



APPENDIX

Sample Syllabus



TALAL ABU GHAZALEH COLLEGE OF BUSINESS

**MASTER OF BUSINESS ADMINISTRATION PROGRAM
or MA in Intellectual Property Program**

**MBA/IP (Insert course number)
Course Title**

**Dr. (Instructor's Name)
Assistant/Associate/Professor of XXXXX**

Fall 2008



MBA/IP (course number)
Course Title
Fall 2008

Description. This course prepares
[Provide course description and objectives]

Textbook. Name of Textbook, edition, author, publisher, year of publication.

Methodology. The course consists of short lectures, discussions, team work, individual research, case studies and case presentations. Class participation is essential for success in the course.

Attendance. Attendance is expected at every class meeting.

Assignments. Students are expected to read the chapters and prepare the assigned exercises and problems in advance of the class meetings. Group assignments require participation from all members of the team. Assignments outside the textbook will also be given during the semester.

Academic Conduct. Students are expected to conduct themselves in an ethical manner in this course

<u>Grading</u>	Mid Term Examination (specify 1 or 2)	%
	Project(s), Paper(s)	%
	Presentations	%
	Cases	%
	Etc.	%
	Total semester work	60%



Academic Policies. Students are to abide by the academic policies outlined in the College Catalog.

Make-Up Policy:

Announcement will be made in class for make up sessions in the case official holidays fall on scheduled class days.

Office: Room No.
Telephone Extension
E-mail Address
Cell Phone or Other Phone (OPTIONAL)

Office Hours: 00.00 – 00.00
(At least equal to the number of credit hours being taught)
& by appointment.

Par time faculty should indicate that they are available one hour before the start of class.

TAG-College stresses on the importance of knowing the students. As such every student should make an attempt to meet with the professor during his/her office hours or by appointment so that he/she can get to know all the students personally.

