

**INSEAD**

The Business School  
for the World®

# **PARTICIPANT GUIDELINES AND CODE OF CONDUCT**

**GOVERNING THE**

**XXXXXXXX-INSEAD EXECUTIVE MBA PROGRAMME**

**(XXEMBA)**

**CLASS OF 2020**

## 6. POLICY ON ABSENCES

Attendance is a requirement for the completion of each course. Therefore, participants may not be allowed to sit for an exam if they have missed more than 25% of the course.

Any absence - even for a small portion of a module - will only be accepted by the Deans of the XXEMBA Programme under exceptional circumstances (such as illness or natural disaster) and will not be granted for business obligations. Please think ahead and schedule carefully, in coordination with the employer. Obviously, in order to grant the degree, we must ensure that participants fully take part in the curriculum. In case of absence, the EMBA office will decide upon actions to be taken. In some cases, this could mean re-taking the course with the following XXEMBA class and graduate accordingly.

Thus, the rules of absence:

- Avoid as much as possible, so that graduation is not delayed.
- A written request must be submitted through the EMBA office to the Directors of both schools, well in advance of the expected absence.
- In order to graduate, participants must retake any missed or deferred classes with the subsequent 2 promotions within 2 years, subject to the approval of the ADC. After this point, the degree candidacy is lost.
- Teaching fees are not refundable.
- Making up missed classes with other EMBA courses in both schools is not permitted.

## 7. NORMS OF CLASSROOM BEHAVIOR

A good part of the learning in the XXEMBA programme will come from interactions with other participants – in the classroom, in group work, or outside. It is the responsibility of all – participants, faculty and staff – to contribute to that learning community, by avoiding behaviour that would be disruptive to others, and promoting mutual learning and excellence. Participants should behave as they wish their classmates to behave.

Behaviour that participants in the XXEMBA community expect from each other:

- Attend all sessions of every course;
- Arrive on time, and remain in class until the end of the session;
- When relevant, move quickly to group work activities in cubicles, and return to the classroom at the scheduled time;
- Only use mobile devices (laptops, phones, blackberries, etc.) when directly relevant to the class, and allowed by the professor;
- Do not leave during class frequently to take a call;
- Dress and behave appropriately (no disruptive activities, no consumption of food or alcohol in class, however, odourless snacks are allowed);
- Be well prepared, and ready to contribute to the discussion and learning process;
- Behave tolerantly and with respect towards peers and faculty. Participate actively without being offensive;
- Respect and adhere to all rules and guidelines outlined by individual professors in the classroom. Participants who are uncertain about an individual faculty member's rules or guidelines should directly seek clarification from each faculty member.

Promoting a responsible, tolerant, and engaging environment for learning is beneficial for all participants.

## 8. CODE OF CONDUCT

Every Institution requires rules of conduct. It is rare that these rules need enforcement. Certain rules are essential to guarantee an excellent studying experience and environment.

### Principle

Both XXXXX and INSEAD are dedicated to the creation and dissemination of knowledge. With so many diverse interests and nationalities, we need guidelines to support everyone's learning experience. The guidelines below (which constitute the Code of Conduct) uphold our values; they demonstrate respect for others in XXXXX-INSEAD communities and for the facilities; and they help to maintain our reputation in the external community.

The Deans of the XXEMBA Programme are responsible to the two Schools for the conduct of every XXEMBA participant and may, if they see fit, take all necessary steps to investigate any alleged violation of the Code of Conduct, **formally warn** a participant about their conduct, suspend them from their studies, or expel them from the Programme altogether, **after appropriate warning**. The decision of the Deans to suspend or expel shall be final and not subject to any reimbursement of programme fees or expenses.

### General Guidelines

We ask participants to respect the right of fellow participants to get the most out of their XXXXX-INSEAD experience, as well as the concerns of faculty and staff who are acting in the interests of the whole XXXXX-INSEAD community including, but not restricted to, the XXEMBA Programme. For example, it is important that participants arrive punctually for class and other meetings.

We do not tolerate verbal or physical abuse or harassment of other participants, faculty or staff. Nor do we tolerate abuse of the email system including spamming, sending email with content likely to cause offence or constitute harassment.

### Campus Guidelines

Participants are required to abide by the XXXXX-INSEAD parking regulations (when applicable) and park only in the permitted spaces. Both schools reserve the right to take appropriate action against cars that are inappropriately parked.

Participants are asked to respect the physical property, cleanliness and overall appearance of the campuses, and in particular not to leave litter in the classrooms and amphitheatres.

### Classroom Behaviour

Participants are required to be punctual for every class and switch off the mobile phone and laptop when attending the class. Participants need to fully concentrate and actively participate during the class. Therefore, participants need to be fully prepared for the module before attending the classes.

### Candidacy Retention

Candidates who have been admitted, but cannot register by the prescribed date should request in advance for approval of candidacy retention, stating the reason and duration for deferral. Upon confirmation of receiving the tuition fee, the EMBA office shall retain the participant's candidacy and in the meantime sign a "Candidacy Retention Agreement" with the participant. The duration for candidacy retention is one year, maximum two years. A written request should be submitted to the EMBA office three months prior to the date the participant wishes to resume his/ her study. Upon approval by the EMBA office, the participant may participate in the successive class.

### Transfer of School or Class

Requests for transfer of school or class shall not be entertained.

### School Suspension and Resumption

Participants who cannot proceed with their study due to medical or personal reasons should request suspension of schooling. Participants who wish to resume schooling should submit a request to the EMBA office three months in advance.

### Leaving the Program

Participants shall leave the program should any of the following occur:

- Failing two core courses;
- Failing one core course and failing again the make-up exam;
- Failing one core course and passing the make-up exam, but subsequently failing another core course;
- Counterfeiting data or plagiarizing in research;
- Having diseases or injuries that hamper further study.