

# BBA Connect guidelines

GLION INSTITUTE OF HIGHER EDUCATION

## Access

Each student will receive a personal access to the learning management system (Moodle), the library and a school email address. This access is individual and cannot be shared. In case of non-respect of this rule, disciplinary sanctions will be applied.

## Glion teaching language

In order to ensure high level student experience and group dynamics, please respect our institutional language during all virtual interactions.

### ALL in English:

1. Instructor / lecturer to student
2. Student to instructor / lecturer
3. Student to student

## Netiquette

Netiquette is a term used to refer to etiquette on the internet. Many of your interactions will take place in live virtual sessions or in written collaborative discussions:

Your camera must be turned on during the live sessions and your microphone should be muted unless you want to speak. Failure to do so automatically results in an absence.

In spoken and written comments, be polite, respectful and supportive, avoiding bad language. All emails should be addressed in a formal style; use of titles, no slang, no short-hand, no abbreviations and use of full names.

## Dress code

A professional image is part of the school's image, reputation and employability of students. It is intended to reflect the reputation of Glion as an institution with high standards of professional image.

Students are required to be in business casual dress for live sessions: shirts with ties for men; blouses for women. Clothes should be clean and ironed. Both men and women should be well groomed with men closely shaved or beards neatly trimmed.

An appropriate place to study is vital for your learning and you should not be attending live sessions with instructors and students from your bed.

## Attendance and participation

You are expected to attend every scheduled live virtual classes. Please join live sessions on time, having completed any prior activities as instructed by your faculty.

Participation, punctuality and attendance in live sessions and in tasks and activities on Moodle course pages will be closely monitored by the Academic team.

The teacher / instructor or a member of the academic team will maintain a list of attendance and will track it daily.

Lateness has a direct impact on your grade.

5 days per semester of absences are allowed for **sickness ONLY IF** we receive an email **before** the start of classes.

2 days are additionally allowed for internship interviews if the request is submitted to the Program Coordinator. These cannot be taken on the Monday or Fridays of each week.

An absence without informing the BBA Connect coordinator or more than 5 days absences will result in a sanction up to being suspended from the program.

Absence on assessment day automatically results in 0.

Mitigation can be recognized for military service or death in 1st degree family circle. Student would need to fill in the mitigation form with appropriate evidence).

## Assessment

Each course will be assessed in a specific manner which will be explained clearly by your instructor at the start of each week. Assessment types can vary from quizzes, group projects, practical evaluations and student skills portfolio referred to as Hospitality Professional Skills. These are evaluated through: Communication, working with others, learning how to learn, using technology and numeracy skills.

Any deadlines for submission must be respected. Failure to do so will result in a 0 grade being awarded.

Assessments are evaluated with a grading scale between 1 and 100. 50 is the passing grade for the module. A failed course results in a resit during the week before the start of semester 3.

Remark	Grades in % used in GIHE	US Letter Grades
Excellent	90-100	A
Excellent	80-89.99	B
Very good	70-79.99	C
Good	60-69.99	D
Satisfactory	50-59.99	E
Unsatisfactory	0.00-49.99	F

## **Copyright**

All documents, videos, presentations and materials are the property of the institution and cannot be shared externally. In case of non-respect of this rule, disciplinary sanctions will be applied.

## **Plagiarism and cheating**

Plagiarism is the act of presenting another's ideas or words as one's own.

Cheating includes, but is not limited to, the intentional falsification or fabrication of any academic activity, unauthorized copying of another person's work, or aiding and abetting any such acts.

Plagiarism and cheating are forbidden for any graded assignments such as quiz, test, examination, case study, project or report and will result in a grade of one percent for that piece of work. Should the student fail a course due to this grade, a re-sit examination may not be permitted. A fail given in these circumstances is part of the progression considerations.