Welcome to the Brandeis International Business School (IBS). We are delighted that you chose to pursue your graduate business education with us. You are joined by outstanding candidates literally from around the world. In fact, our entering class includes students from 36 different countries. You will work closely together in teams, challenge each other in debates, exchange ideas from your individual cultures, and develop meaningful friendships which will last well beyond your years here. Please review this face book, become familiar with your fellow students and begin to reach out to them.

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

We will provide you with many fruitful opportunities to supplement your formal class work. Our CEO Forum brings leading practitioners to speak on campus, and in many cases, to meet with you in small groups. IBS has a number of clubs and associations which you can join—from the Business Consulting Club to Net Impact. Our IBS Football Team (‘soccer’ to many of you) has made its mark on the fields against local graduate school competitors. There will of course be social events where you can simply enjoy yourselves and take time from your busy schedules to relax. Also, we encourage you to take advantage of being just a few miles from Boston, a vibrant, culturally rich city with much to offer.

Our University’s namesake, U.S. Supreme Court Justice Louis D. Brandeis, continues to inspire us at IBS today. Justice Brandeis viewed business as an honorable profession and our students uphold a commitment to maintaining the highest ethical standards in the study and future practice of business. As we continue to train global business leaders, it is wise for us to appreciate the critical role that ethical business practices play across the globe.

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

Bruce R. Magid, Ph.D., Dean
Martin and Ahuva Gross Chair in Financial Markets and Institutions
Welcome from the IBSSA!

We are delighted to welcome you all to Brandeis International Business School! IBSSA (IBS Student Association) is a forum to discuss issues, brainstorm and organize IBS events, and to bridge students and the administration. IBSSA is an exceptional platform to exhibit and fine-tune your event coordination, time management, and leadership skills. We are a group of motivated individuals who want to showcase our creativity while simultaneously making an impact on the Brandeis Community; past events include: academic competitions, social events, sports activities, and many successful fundraisers.

The purpose of the club is to:

- Organize exciting events for the IBS students
- Identify and resolve issues facing the students at IBS
- Stimulate interest in community service activities
- Aid new students in adapting to the IBS community

We look forward to continuing our work and to be more effective as the year progresses. We welcome all students to join the forum in our efforts to make the IBS community a fun and exhilarating place.

Finally, we warmly welcome you all to the IBS community and wish a great year ahead.

Prathap Gangadhar
President, IBSSA & Staff
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 PhD prepares students for research, teaching and analysis-based careers.
- 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.

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.

**The Mission** of the Brandeis University International Business School is simple: to provide cutting-edge preparation for the global business and financial leaders of the future. Since its inception, the School has targeted the burgeoning opportunities created by the globalization of economic activity. Today, global interconnectedness is transforming business and policy decisions around the world. Our goal is to embrace the trends that are transforming the world economy into a single dynamic marketplace. Our mission is to prepare our students to excel in this demanding new business environment.
Office of the Dean
Bruce Magid, Dean
F. Treenery Dolbert, Associate Dean

Administrative Functions
Admissions & Financial Aid
Holly Chase, Assistant Dean

Administration & Student Services
Kate Goldfield, Assistant Dean

Career Services
Elana Givens, Assistant Dean

Technology & Facilities Services
Jim LaCreta, Senior Manager

Executive Offices
Development & External Affairs
Michael Appell, Executive Director

Strategic Planning
Simon Sherrington, Director

Academic Programs
MAief and BA/BAief
Carol Olser, Program Director
Benjamin Gomez-Casseres, Program Director

MBA

MSF
John Ballantine, Program Director

PhD
Blake LeBaron, Program Director

Media & Communications
Matthew Parillo, Sr. Assoc. Director
DEAN
Bruce Magid, Ph.D.
Martin and Ahuva Gross Chair in Financial Markets and Institutions
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Tel: 781-736-4663

ASSOCIATE DEAN
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Tel: 781-736-2244

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Program Manager of Administration and Student Services

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Tel: 781-736-4849

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Tel: 781-736-2734

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Tel: 781-736-4854

Jessica Olans, B.A.
Senior Program Coordinator
jolans@brandeis.edu
Tel: 781-736-4819

DEAN’S OFFICE

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MEDIA

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parillo@brandeis.edu
Tel: 781-736-5206
Who Do I Go To For ...?

- Hand in & pick up IBS student paperwork
- Ask about course exemptions
- Get general program guidance
- Learn about IBS Clubs
- Join IBS Student Association
- Cross-registration information

IBS Office of Administration and Student Services

- Search for job & internship opportunities
- Obtain job advice
- Attend relevant workshops

IBS Career Center

- Status of loans or scholarship
- Deliver transcripts prior to the start of the academic year

IBS Admissions & Financial Aid

- A computer, printer or copier isn’t working

IBS Technology Services

- UNet account isn’t working

University LTS Help Desk

- Ask visa questions
- Inquire about work authorization
- Ask CPT or OPT questions
- Obtain a Social Security number
- Get letters to invite family members living overseas to commencement

University International Students and Scholars Office

- Hand in add/drop forms
- Obtain a transcript (or through Sage)
- Obtain a cross-registration form

University Registrar’s Office

- Inquire about tuition bills and deadlines
- Exit interview for student loans
- Determine best way to pay student bill (eg: wire transfer, credit card, etc.)
- Learn about on-campus student jobs

University Student Financial Services

- Inquire about student health insurance
- Obtain health care (if paid Health Center fee)
- Questions about US health insurance

University Health Center

- Enjoy a quiet study space
- Attend graduate student workshops

University Graduate Student Affairs
University Resources & Contacts

**IBS Admissions & Financial Aid**
- **Location**: Lemberg
- **Mailstop**: 032
- **Tel**: 781.736.2252
- **Fax**: 781.736.2263
- **Web**: brandeis.edu/ibs/prospective_students
- **Main Phone Line**: x62252

**IBS Office of Administration and Student Services**
- **Location**: Sachar
- **Mailstop**: 032
- **Tel**: 781.736.2250
- **Fax**: 781.736.2267
- **Web**: brandeis.edu/ibs/current_students
- **Main Phone Line**: x62250

**IBS Career Center**
- **Location**: Lemberg
- **Mailstop**: 032
- **Tel**: 781.736.4819
- **Fax**: 781.736.2263
- **Web**: brandeis.edu/ibs.careers
- **Main Phone Line**: x64819

**IBS Technology Services**
- **Location**: Sachar
- **Mailstop**: 032
- **Tel**: 781.736.2231
- **Fax**: 781.736.2267
- **Main Phone Line**: x62231

**University Registrar’s Office**
- **Location**: Kutz
- **Mailstop**: 068
- **Tel**: 781.736.2010
- **Fax**: 781.736.3485
- **Email**: registrar@brandeis.edu
- **Web**: brandeis.edu/registrar
- **Main Phone Line**: x62010

**University Student Financial Services**
- **Location**: Usdan
- **Mailstop**: 027
- **Tel**: 781.736.3700
- **Fax**: 781.736.3719
- **Web**: brandeis.edu/offices/sfs
- **Main Phone Line**: x63700

**University Graduate Student Affairs**
- **Location**: Shapiro
- **Mailstop**: 208
- **Tel**: 781.736.3600
- **Fax**: 781.736.3607
- **Web**: brandeis.edu/studentlife
- **Main Phone Line**: x63600

**University International Students and Scholars Office**
- **Location**: Kutz
- **Mailstop**: 040
- **Tel**: 781.736.3480
- **Fax**: 781.736.3484
- **Web**: brandeis.edu/isso
- **Main Phone Line**: x63480

**University LTS Help Desk**
- **Location**: Goldfarb
- **Mailstop**: 046
- **Tel**: 781.736.7782
- **LTS Help Line**: x67782
- **Web**: brandeis.edu/LTS

**University Health Center**
- **Location**: Golding
- **Mailstop**: 034
- **Tel**: 781.736.3677
- **Fax**: 781.736.3675
- **Web**: brandeis.edu/health
- **Main Phone Line**: x63677
Welcome Brandeis 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 a 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 Brandeis University as well as IBS. 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 proud to be 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. The Office works closely with the Registrar to help achieve a balanced course load and play a key role in ensuring that students make the most of their educational and cultural opportunities – while also holding student 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”.

The IBSSA (International Business School Student Association) 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.

<table>
<thead>
<tr>
<th>2008-2009 Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
</tr>
<tr>
<td>Co-Vice President</td>
</tr>
<tr>
<td>Co-Vice President</td>
</tr>
<tr>
<td>Communications</td>
</tr>
<tr>
<td>Treasurer</td>
</tr>
</tbody>
</table>
Leadership Fellows are second-year students who have been selected to work with the IBS Office of Administration and Student Services for their leadership potential and dedication to the IBS student body. They 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. Below is a list of all current Leadership Fellows. All Fellows are selected in the spring semester of the first year to keep the opportunity in mind!

<table>
<thead>
<tr>
<th>Leadership Fellows for 2008-2009</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Silvio Zanardini</td>
</tr>
<tr>
<td>Samuel Abdulazeez</td>
</tr>
<tr>
<td>Marcela Merino</td>
</tr>
<tr>
<td>Claire Rosplock</td>
</tr>
<tr>
<td>David Fortin</td>
</tr>
<tr>
<td>Chibuzor Odogwu</td>
</tr>
<tr>
<td>Yi Li</td>
</tr>
<tr>
<td>Wenying Yi</td>
</tr>
<tr>
<td>Elena Prokopieva</td>
</tr>
<tr>
<td>Hanna Luchnikava</td>
</tr>
<tr>
<td>Mirza Mohammad Amiri</td>
</tr>
<tr>
<td>Aliya Al-Aufi</td>
</tr>
<tr>
<td>Cuong Vu</td>
</tr>
<tr>
<td>Mario Roca Franco</td>
</tr>
<tr>
<td>Begli Nursahedov</td>
</tr>
</tbody>
</table>
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_social_people_organizations.php

<table>
<thead>
<tr>
<th>CLUB NAME</th>
<th>STUDENT CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBS Football Club</td>
<td>Esteban Ferro <a href="mailto:eferro@brandeis.edu">eferro@brandeis.edu</a></td>
</tr>
<tr>
<td>International Business Women</td>
<td>T.B.D.</td>
</tr>
<tr>
<td>Emerging Markets Investment Club</td>
<td>Amanda Dorion <a href="mailto:adorion@brandeis.edu">adorion@brandeis.edu</a></td>
</tr>
<tr>
<td></td>
<td>Mark Haley <a href="mailto:mhaley@brandeis.edu">mhaley@brandeis.edu</a></td>
</tr>
<tr>
<td>Brandeis Consulting Club</td>
<td>Vera Bondarenko <a href="mailto:verab@brandeis.edu">verab@brandeis.edu</a></td>
</tr>
<tr>
<td>International Marketing Club</td>
<td>T.B.D.</td>
</tr>
<tr>
<td>Net Impact</td>
<td>Lee Ann Peterson <a href="mailto:leeannp@brandeis.edu">leeannp@brandeis.edu</a></td>
</tr>
<tr>
<td>IBS Basketball Club</td>
<td>Satyam Panday <a href="mailto:spanday@brandeis.edu">spanday@brandeis.edu</a></td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>T.B.D.</td>
</tr>
<tr>
<td>Golf Club</td>
<td>&quot;Howard&quot; Tsan hung yu <a href="mailto:tsan@brandeis.edu">tsan@brandeis.edu</a></td>
</tr>
<tr>
<td>Graduate Finance Club</td>
<td>T.B.D.</td>
</tr>
<tr>
<td>Brandeis Chapter of NSHBMA</td>
<td>Marcos Rodriguez <a href="mailto:marcos.rodriguez.m@gmail.com">marcos.rodriguez.m@gmail.com</a></td>
</tr>
<tr>
<td>IBS Squash Club</td>
<td>Satyam Panday <a href="mailto:spanday@brandeis.edu">spanday@brandeis.edu</a></td>
</tr>
<tr>
<td>NBMBAA</td>
<td>T.B.D.</td>
</tr>
<tr>
<td>IBS Private Equity Club</td>
<td>Chibuzor Odogwu <a href="mailto:odogwu@brandeis.edu">odogwu@brandeis.edu</a></td>
</tr>
<tr>
<td></td>
<td>Gregory Tavernier <a href="mailto:gtaverni@brandeis.edu">gtaverni@brandeis.edu</a></td>
</tr>
<tr>
<td>African Business Club</td>
<td>Orobosa Igbu <a href="mailto:oigbu@brandeis.edu">oigbu@brandeis.edu</a></td>
</tr>
<tr>
<td>Toastmasters</td>
<td>Kaloyan Ivanov <a href="mailto:kivanov@brandeis.edu">kivanov@brandeis.edu</a></td>
</tr>
<tr>
<td>IBSSA</td>
<td>Prathap Gangadhar <a href="mailto:prathapg@brandeis.edu">prathapg@brandeis.edu</a></td>
</tr>
</tbody>
</table>
IBS has partnerships with almost 20 universities across the world where IBS students can elect to study for one semester. Even students who have already met the international experience requirement before they get here often study abroad at one of our partner universities.

**IBS Partner Universities**

- Copenhagen Business School  
- ESSEC, Paris  
- ESC Rouen, France  
- ESADE, Barcelona  
- ITAM, Mexico City  
- Keio University, Japan  
- Tel Aviv University, Israel  
- Waseda University, Japan  
- Yonsei University, Korea  
- Euromed-Marseille, France  
- European Business School, Germany  
- Erasmus University, Netherlands  
- Fundacao Getulio Vargas, Brazil  
- International University of Japan, Japan  
- Luigi Bocconi University, Italy  
- Maastricht University, Netherlands  
- National Chengchi University, China  
- WHU Koblenz, Germany  
- University of International Business & Economics, China

Students may study abroad for one semester and receive credit for up to 4 courses toward a Brandeis degree. To receive the full 4-course credit students must take the normal course load at the partner university and complete courses with satisfactory grades. Students typically study abroad in the fall of their second year, but can study abroad during the spring semester. Students considering this option should consult with the Assistant Director.

The courses students take abroad normally fulfill the elective part of the Brandeis degree requirements. In unusual cases, students may complete a core course requirement or receive credit for additional coursework. Students must get approval for this in advance; please consult the Program Director or the Assistant Director.

The study abroad process will begin when the student arrives on campus. It is recommended that the student consider this option as soon as s/he arrives and to begin to research the schools of interest. The OASS Assistant Director can answer questions and provide resources to aid in decision making.

**Program Time Line**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Study Abroad Fair</td>
</tr>
<tr>
<td>December</td>
<td>Study abroad applications due</td>
</tr>
<tr>
<td>January</td>
<td>Study Abroad placements made with students returning from their semester abroad</td>
</tr>
<tr>
<td>February</td>
<td>Final study abroad decisions due</td>
</tr>
<tr>
<td>May-July</td>
<td>Apply for student visa. Make travel arrangements. Travel grant issued.</td>
</tr>
</tbody>
</table>

**Travel Grants**

Students need to make their own travel arrangements for their semester abroad. Students will be reimbursed after buying their tickets. Students going to Europe or South America will get a reimbursement of up to $900. Students going to Asia will be reimbursed up to $1,400. The Student Services office at IBS must receive receipts and signed exchange contracts to process the reimbursement. The receipts must show travel destinations, dates consistent with the student’s summer plans, and proof of payment.
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 of 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 3.0] (This is available at: http://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. 3.1]. [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. 3.1].... 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 3.2].
Some violations of Brandeis University expectations for academic integrity during exams:

- Seeking information from another student
- Sharing information with another student
- Use of notes (printed, hand-written or electronic)
- Communicating in any form with another student including:
  - Use of cell phone texting
  - Talking
  - Non-verbal signals

The Handbook also explains procedures for adjudicating suspected violations [Sec. 21] and states that penalties may include “failure on the assignment, failure in the course, suspension from the University or other sanctions” [Sec. 3.0]. Finally, it 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. 3.0]

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**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 Handbook 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: This is your responsibility!
The Contradictions of American Academic Writing

The student is expected to do research so that her/his writing is substantiated by knowledgeable sources. But, the student is also expected to form her/his own thoughts about the subject, giving credit to those sources. This may seem like somewhat of a contradiction. The following chart is intended to help clarify these distinctions (from: Purdue University, Online Writing Lab, "Avoiding Plagiarism").

<table>
<thead>
<tr>
<th>Show you have done your research</th>
<th>Write something new and original</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal to experts and authorities</td>
<td>Improve upon, or disagree with, experts and authorities</td>
</tr>
<tr>
<td>Improve your English by mimicking what you hear and read</td>
<td>Use your own words, your own voice</td>
</tr>
<tr>
<td>Give credit where credit is due</td>
<td>Make your own significant contribution</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Need to Document</th>
<th>No Need to Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>When you 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</td>
<td>When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject</td>
</tr>
<tr>
<td>When you use information gained through interviewing another person</td>
<td>When you are using “common knowledge” — folklore, common sense observations, shared information within your field of study or cultural group</td>
</tr>
<tr>
<td>When you copy the exact words or a “unique phrase” from somewhere</td>
<td>When you are compiling generally accepted facts</td>
</tr>
<tr>
<td>When you reprint any diagrams, illustrations, charts, and pictures</td>
<td>When you are writing up your own experimental results</td>
</tr>
<tr>
<td>When you use ideas that others have given you in conversations or over email.</td>
<td></td>
</tr>
</tbody>
</table>
PLEASE NOTE: The primary source used in this section on Academic Integrity is from Purdue University as cited below.

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

- 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.

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
- Mock Interviews

Students will receive regular communications from the Career Center about the resources available and how to make good use of them. Students will be notified of career events and other opportunities for career advancement and enhancement.

The Career Center currently has four full-time staff members, two Executives in Residence, as well as five faculty members who dedicate a portion of their time to counseling students about their careers. In addition, the Career Center hires qualified temporary Career Counselors to meet with students to advise them and to review their career documents.

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

The Career Center offers a required 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. Students with prior work experience and excellent, up-to-date career search documents may opt out of this requirement. 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. It provides graduate students with a foundation and necessary tools for identifying target positions, conducting an effective and efficient job search and building career-planning and job-search skills that will be useful throughout their careers.

**Professional Development**

The Office of Career Services can help the student prepare for her/his career search through career counseling and workshops. The Office provides instruction in writing both resumes and cover letters, and they also periodically offer small workshops designed to aid students interviewing techniques, frequently presented by industry professionals. Information on job searching strategies is available, including topics on informational interviewing, industry and company research, telephoning contacts and salary negotiation. One-on-one counseling and coaching on all of the above is available throughout the year.
Career Advising

When seeking to set up an advising appointment, please do so by email. The following advisors are available to every IBS student:

**Staff Advisors** – Full-time staff with counseling responsibilities [denoted by (FT)] are available Monday-Friday.

- **Elana Givens** (ft), Assistant Dean for Career Services, egivens@brandeis.edu
- **Marcia Katz** (ft), Sr. Associate Director of Career Development, mgkatz@brandeis.edu
- **Katherine Prum** (ft), Assistant Director, Employer Relations, kprum@brandeis.edu
- **Jessica Olans**, Senior Program Coordinator, jolans@brandeis.edu

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

- **Professor Brenda Anderson** – banders@brandeis.edu
- **Professor Robert Carver** – rcarver@brandeis.edu
- **Professor Alfonso Canella** – alfonso_canella@yahoo.com
- **Professor William Sherden** – wsherden@hotmail.com
- **Professor Detlev Suderow** (’70) – suderow@brandeis.edu

**Executives in Residence** – Executives in Residence are also available for advising. Their office hours will be posted at the beginning of each semester.

- **Mr. Charles Housen** – cbpaper@aol.com
- **Mr. Daniel Pfau** (’73) – drpfau@gmail.com

**Faculty Members** – IBS faculty members are available for both advising on their own courses and broader future plans. Faculty office hours are listed on syllabi and also on the faculty profile pages on the School’s website.

**Faculty Advisors** – Faculty Advisors are a specific group of faculty dedicated to working with students to help pursue career and internship opportunities, and make appropriate course selections.

Below is a list of the Faculty Advisors. Each of the Faculty Advisors has his or her own range of experience. Students should bear this in mind when they are selecting a Faculty Advisor to approach for advice.
Professor Robert Reitano, rreitano@brandeis.edu – Professor Reitano received his Ph.D. in Mathematics at MIT and provides advice in the field of finance. At IBS, he has taught Options & Derivatives and was the Executive Vice President and Chief Investment Strategist for John Hancock/Manulife. He has been published in the following journals: Journal of Portfolio Management, North American Actuarial Journal, Transactions of the Society of Actuaries and Actuarial Research Clearing House.

Professor Carol Osler, cosler@brandeis.edu – Professor Osler received her Ph.D. from Princeton University and is proficient in the field of finance and economic advising. She has taught the following classes: International Macroeconomics, Foreign Exchange, Financial Theory, and Advanced Financial Theory at IBS. Her professional experience has included serving as a Senior Economist at the Federal Reserve Bank, and a professor at both Columbia and Dartmouth Universities. Her writing has appeared in Economic Policy Review, Current Issues in Economics & Finance, European Economic Review.

Professor Brad Morrison, bmorriso@brandeis.edu – Professor Morrison received his Ph.D. from MIT University and advises students in the field of business. Classes he has taught at IBS have included Supply Chain Management, Global Outsourcing, Operations Management, and Business Dynamics. He has been a partner at a leading global management consulting firm and has more than 15 years of consulting experience in the retail and consumer products and healthcare industries.

Professor Chad Bown, cbown@brandeis.edu – Professor Bown received his Ph.D. at the University of Wisconsin and can advise students in the field of international trade. He has taught International Trade Policy and Institutions, Services in World Markets, International Trade Agreements and Disagreements, and International Trade Theory at IBS. He has been published in The Review of Economics and Statistics, Canadian Journal of Economics, Journal of International Economics, and The World Economy.

Professor Paroma Sanyal, psanyal@brandeis.edu – Professor Sanyal received her Ph.D. from University of California, Irvine. She specializes in advising the field of economics. She teaches Regulating Competition, Industrial Organization at IBS.

Professor Charles Reed, creed@brandeis.edu – Professor Charles Reed received his MBA from Harvard University. He teaches Entrepreneurship and advises students in the fields of marketing and entrepreneurship. His early career was with Corning Inc., Johnson and Johnson, and Dennison Manufacturing, where he held senior positions in sales management, manufacturing management, strategic planning, business development, research management and general management. He also managed divisions or subsidiary companies in the medical instrumentation, computer supplies, and test equipment industries.
Internships

Standard Process - Full-Time Students Only

Requirements for all students (international students must also follow guidelines below) who wish to pursue an internship for academic credit:

1. Internships are available to all full-time students.
2. Students must have been enrolled at IBS for two academic semesters.
3. Students can enroll in 297a a maximum of 1 time and 297g a maximum of 2 times, for a maximum of three internship experiences. The 297a Field Project course yields 2 credits, while the 297g yields one credit each.
4. Each internship must be a minimum of 6 weeks in length and 100 hours.

Guidelines for International Students

International students who are offered an internship, must comply with F-1 or J-1 Visa regulations. Students cannot conduct “volunteer” internships according to visa regulations and they must be enrolled either in the 297a or the 297g course in order to receive one type (Curricular Practical Training) of immigration authorization. Students will be working with both IBS and the ISSO prior to beginning the internship to insure that the proper immigration work authorization is obtained. F-1 Visa Holders must have been in F-1 visa status for a minimum of two academic semesters before pursuing an internship. Typically, this means that a student can pursue an internship in the summer after the first year of course work at IBS. Internships must be for academic credit to receive Curricular Practical Training (CPT). J-1 Visa Holders (exchange students) are eligible to pursue internships after the completion of the semester and should consult ISSO for more details about Academic Training (AT). J-1 Visa Holders sponsored by Fulbright, Laspau, Ford Foundation, etc must consult with the program sponsor prior to enrolling in an internship experience.

It is advisable for all international students to attend an employment workshop sponsored by ISSO. Information is on their website (www.brandeis.edu/isso).

F-1 Visa Holders

Internships for academic credit are eligible to receive CPT. One of the requirements of CPT is that the student enrolls in an internship course. To do this they must:

- Discuss internship with an IBS advisor. Internship must be related to the student’s field of study.
- Enroll in 297a or 297g (BUS, ECON, or FIN) with an add/drop slip. The faculty advisor must sign the add slip.
- The student and her/his advisor must complete and sign the Faculty Recommendation form.
- The student must obtain an offer letter from their potential employer. This letter must include the following information:
  - Name and address of employer, on letterhead, signed by supervisor.
o Dates of employment – must be specifically outlined with beginning AND ending date. The dates must correspond with the academic calendar. If the dates are not stated or extend beyond the last day of exams, then the student will need to get a new offer letter from the employer.

o Paid/unpaid (either need CPT)

o Amount of hours worked per week – during Fall and Spring Term, this must be under 20 hours per week.

o Position title and brief description of duties. Student must be working in his/her major field of study.

o Student will then deliver to Karen Muise: job offer letter, completed add slip, and CPT Faculty Recommendation form (must be filled by both the student AND faculty member who must also sign the form)

- Karen Muise will not complete a CPT until all three pieces of documentation have been received.

- When all three documents are received and signed by Karen Muise, the student will then deliver all three documents to ISSO so that they may authorize the CPT.

- After receiving the CPT authorization from ISSO (within 2 weeks), the student can begin the internship according to the dates provided on the offer letter.

Special Summer Rules

In fall and spring, the 297a and 297g Field Project course is covered by regular tuition. In summer, the cost is $500.00. If the internship is unpaid, the fee is waived.

- Any internship over 20 hours per week is considered “full-time”.

- Two part-time internships is the maximum a student can take at one time. Each internship must be 20 or fewer hours.

- If the student is pursuing two part-time internships, the student must apply for two CPT authorizations, using the same academic advisor.

- The two CPT’s can be covered by enrolling in only one section of 297a or 297g (this is why it is important to have the same academic advisor).

- Doing concurrent internships in summer will count as one of a student’s three opportunities for 297a or 297g.
Technology Services

Access to Computers

IBS has a computer cluster in the main Sachar lounge for the use of students, faculty and staff. There are 50 PCs in the cluster, 5 Macs on the 2nd floor of Lemberg, and 3 email machines in the World Court. There are also 4 PCs in the Ph.D. lounge for the use of Ph.D. students only. All other computers may be used at any time of the day or night when students are granted access to the building.

Due to the high demand for these computers, we ask students to not conduct unnecessary personal business such as recreational web surfing or game playing on these machines. Also, we ask students not to start using a machine and leave personal belongings at the workstation and walk away from it for an extended period of time. Such unattended machines will be considered vacant. Please do not "lock" the computers either. Such improper use of an IBS computer will result in the student being logged off, which will result in the loss of any unsaved work.

Any university student may also use the PCs in the Goldfarb cluster, the Feldberg cluster or the Hughes cluster when classes do not occupy these rooms. These clusters are open 7 days a week during the fall and spring semesters.

The Goldfarb and Hughes clusters are open during library hours. 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.

The university 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.

There are also clusters of Macintosh computers available to the general university population (including IBS) in Farber and Feldberg. Farber is open the same hours as the library; Feldberg has the same hours as the PC cluster above.

The IBS Help Desk

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 line is 781-736-4853 and email is: ibstechnology@courier.brandeis.edu.

The Network

IBS is part of the Brandeis network and has access to all campus and Internet resources. The network is a 10/100 mbps Ethernet with a fiber backbone and dual T1 lines to the Internet.
User Accounts and Passwords

Each student should go to https://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.

Logging In

Computers in the cluster and cubicles are running Windows XP. Press the Ctrl, Alt, and Delete keys simultaneously (if needed) and say 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 https://unet.brandeis.edu/.

Brandeis Mailing List Sign-up - MANDATORY

After getting a UNET username and password set, the new user should visit: https://lists.brandeis.edu/wws/ and sign in to the Brandeis Mailing List page.

Type in “ibs” (without quotes) into the search box on the upper left hand corner of the page. Scroll through the search results until you find your degree and graduation year (e.g.: ibsma09 or ibsmba09). Click on the proper list, then click “Subscribe.” You will be prompted to enter your email address (Brandeis email address will only be accepted). You are now signed up to receive all important emails from IBS.

Wireless

The wireless gateway requires users to begin by opening a web browser and going to any URL. This will be intercepted and directed to the wireless gateway login screen. Guests to campus can log in with the email address. Users with UNet accounts should log in with their UNet username and password. Failure to log in will result in not being able to access network resources. Once logged in, the user will be directed to the original URL entered.

If you have any SSID set up on your wireless device, you need to add an SSID of one of the following:

- **brandeis_unet_wireless**
  Open unencrypted network with limited protocol support
- **brandeis_unet_secure**
  WPA2 encrypted network with unrestricted access
- **brandeis_unet_voice**
  Voice device network (Only LTS approved and configured devices)

For more information about Wireless go to: http://web.brandeis.edu/pages/view/Netaccounts/WireLess
Printing

There are two print stations and card readers. One is located on the upper level and one on the lower level of IBS. Machines to add printing are in Shapiro and Goldfarb. The cost is $0.10 per page.

How does printing work?
1. When you send a print job you will be prompted to name the Job. You can call it anything you'd like. This is 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, just leave it. All print jobs that are not printed within 20 minutes will be deleted to avoid print queue back-ups.
4. Insert your card. The reader will let you know your balance. Click Print.

Supported Software

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

Running Programs from the Server

Although most programs have been installed locally on the clusters computers, some may have to be run from the servers. You may access these programs by double clicking on the Network Neighborhood icon on the desktop. Find the server icon and double click on it. Select the appropriate shared directory for the program desired and double click on it. A window showing the contents of the directory should appear. Double click on the application’s icon to launch the program.

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: https://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 http://unet.brandeis.edu or http://bmail.brandeis.edu.

The LTS Help Desk

Library Technology Services (LTS) 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 in the Feldberg Communications Center, room 12.

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 http://lts.brandeis.edu/techresources/hwsoftware/.

Please take some time and view http://lts.brandeis.edu/. This page is a great resource for most of your technology questions and concerns.
Introduction: Residency and Degree Requirement

The Ph.D. Program normally requires at least four years of graduate study, including at least three years in residence and a fourth year devoted primarily to completion of a doctoral dissertation (begun by the third year). Students must complete the doctoral degree within eight years from the inception of their study at Brandeis. The International Business School (IBS) expects that most required coursework will be completed within the first two years of study. The median time to completion of the Ph.D. is about 5 years.

The normal course load in the first two years is four courses per semester. In addition to the Ph.D. research seminar (Econ 399a) for students in the second and later years, Ph.D. students are required to take a total of 14 semester courses while in the program. Of the 14 courses, 7 are core requirements.

Ph.D. students in years 3-5 are also required to be involved in one outside research/teaching experience per year. This is designed to give our Ph.D.’s important experience with real world research problems outside the Brandeis environment, or teaching activities for students in other settings. This may involve other universities, consulting firms, financial service firms, or projects of the student’s own design. Students are expected to synthesize these experiences with their thesis research. Students are required to take 2 credits of independent research in each of years 3-5.

This one term course can be completed in the fall, spring, or summer. For an outside research experience the course needs to correspond to the period in which the outside research is undertaken. It may be fulfilled with either an internship course, Econ 297a, or as an independent study (Econ 299a) with a Brandeis faculty member as advisor. Students cannot do more than one of these courses per academic year. Students completing the degree in less than 5 years, do not need to make up the extra courses, and students in the 6th year and beyond are exempt from this requirement.

Ph.D. students may also enroll in the internship course (Econ 297a) that correspond to outside research activities in their first two years of residence, but they are limited to taking this course three times during the first two years. Therefore, students could be involved in a maximum of 6 internship experiences off the Brandeis campus. Three of these could be in the first two years, and 3 more during years 3-5.

Ph.D. students are also required to work as either a teaching or research assistant at IBS in years 1-5 in the program. This will involve 10 hours of work per week in each semester. Exceptions to this can be made for students who have outside funding that restricts their work hours.
Core Requirements (offered every other year)

Theory (4 courses)
- ECON 301a Advanced Microeconomics I
- ECON 302a Advanced Microeconomics II
- ECON 303a Advanced Macroeconomics I
- ECON 304a Advanced Macroeconomics II

Econometrics (2 courses)
- ECON 215a Econometrics w/Int’l Applications
- ECON 312a Advanced Econometrics

These masters courses are required for students without sufficient background in any of the following three core areas. These requirements will be determined by the Ph.D. director when students arrive in their first year of the program.
- FIN 201a Financial Theory
- ECON 202a Applied International Macroeconomics
- ECON 260a International Trade Policy

Courses in two of the following fields are required (offered every other year). (360a and 330a are required for all students)

International Trade (2 courses)
- ECON 360a International Trade Theory
- ECON 340a Industrial Organization

Finance (3 courses)
- FIN 270a Options and derivatives
- FIN 271a Pricing Derivatives on Equities
- FIN 310f Advanced Asset Pricing

Advanced macroeconomics (2 courses)
- ECON 330a International Macroeconomics
- ECON 307f Empirical methods for dynamic economic models

International Business (2 courses)
- BUS 270a Managing International Business
- ECON 340a Industrial Organization

International Development (2 courses)
- ECON 271a Agents of Development
- ECON 370a Development Economics

Electives (four courses)
To complete the 14-course requirement, students must take elective courses (four semester courses or the equivalent**).

Students can choose their electives from fields outside their concentration and from other appropriate courses offered by Brandeis or consortium schools (see below).

**Any course whose number is followed by an “f” is a modular course that meets for half a semester. A modular course receives half the credit of a full-semester course. Two modular courses equal one full-semester course.
Electives must be approved *in advance* by the student’s advisor. Students interested in a special course that is not offered at Brandeis may, with the advisor's advance permission, cross-register at one of several Boston area universities, or create an independent study course (BUS/ECON/FIN 298a) with an appropriate faculty member. Graduate students may take one course per semester outside Brandeis (see below). Under special circumstances and with permission from IBS, a student may take up to two courses outside Brandeis in a particular semester. Ph.D./M.S. students should not plan to cross-register during their first year. Please note that a student may not take more than two cross-registration courses in a year.

**Language**

There is no language requirement. Students are encouraged to consult with their advisor on whether knowledge of an additional language is appropriate. Students wishing to become more familiar with another language will be supported in their efforts. Language classes are available from the various language departments at Brandeis University. The Graduate School of Arts and Sciences also offers smaller reading courses in some of the major foreign languages.

**Core and Field Examinations**

Following the satisfactory completion of the core courses, students must pass written general qualifying exams in Microeconomics and Macroeconomics. These exams are given in May of the first year. A student who fails one or both parts of the general qualifying exam will have one automatic opportunity to retake the exam early in the fall of the second year.

Students must also pass exams covering their two fields of concentration following the completion of field coursework. These exams are usually taken in May of the student’s second year in the Ph.D. Program. A student who fails one or both field exams may, with permission, retake the exam(s) early in the fall of the third year.

After the first year, all Ph.D. students in residence enroll in Econ399a (Topics in International Economics and Finance). This workshop provides opportunities for advanced students to present papers and define thesis objectives.

**Dissertation**

Ph.D. students begin the transition to research in the 2nd year when they are required to take part and present in the Ph.D. seminar. Presentations in the second year often represent work at a very early stage, but can be an initial step toward a dissertation topic. By the third year, the Ph.D. candidate should begin work on the dissertation. This process often begins with an informal agreement between the student and a faculty member who is prepared to supervise the work. The initial work on the thesis is then presented in the Ph.D. thesis seminar during the third year.

In the 3rd year and beyond, the thesis takes shape and a formal committee consisting of the advisor plus two other IBS faculty members, plus one reader from outside IBS, is assembled. (This reader can come from another Brandeis department or outside Brandeis entirely.) Once the committee is satisfied that
the thesis is complete, and the student is ready, a thesis defense date will be scheduled. At the defense the student presents the core of the thesis work. The committee will inform the student if the thesis passes, and whether it needs any corrections or modifications. Once completed, the thesis is submitted to the University, and the degree is awarded during the next degree period.

**Taking Courses Outside IBS and Economics at Brandeis**

Where appropriate, students may take courses in other Brandeis departments such as Politics, History, Sociology, African and Afro-American Studies, or Foreign Languages and also in the Heller School for Social Policy and Management. A student must receive permission in advance from his/her advisor and the Director before enrolling in the course. These courses are not normally used to satisfy the 14-course requirement.

**Taking Courses Outside Brandeis**

Brandeis has cross-registration arrangements with Babson College, Bentley College, Boston College, Boston University, Tufts University and Wellesley College. Course listings for these universities are available at the Registrar’s Office and the particular college’s website. Only one course per semester can be taken at a school other than Brandeis. Cross-registration forms are available in the Registrar’s Office.

The decision to cross-register should be carefully discussed in advance with the advisor. The student must submit a description of the course to the Assistant Dean for Administration and Student Services prior to enrolling in the course; cross-registration forms will not be signed without approval of the course by the Assistant Dean and/or the Director of the Ph.D. Program. Cross-registered courses are subject to the same restrictions as Brandeis courses and must meet the minimum standards of graduate study set by the International Business School (i.e., courses must be at graduate level for credit and the courses must complement the International Economics and Finance degree).

Enrollment in courses outside Brandeis is subject to availability of space at the host institution. Students should be aware that courses at other schools may not begin or end during the same week as at Brandeis. A student interested in cross-registering should meet with his/her advisor as quickly as possible to avoid missing any classes at the other school.
**Satisfactory Progress**

Permission to register and renewal of financial aid are contingent on satisfactory progress toward completion of degree requirements. The following standards are used to evaluate satisfactory progress:

A grade-point average of at least 3.0 in required courses (C+ grading policy does not apply to PhD students)

**Exams:**
- Theory prelim at end of first year
- (One automatic opportunity to retake a prelim in fall of 2\(^{nd}\) year)
- Both field exams by end of second year
- (Opportunity to retake a field exam with permission in fall of 3\(^{rd}\) year).

**Thesis:**
- Initial draft approved for defense by thesis committee.
- Theses defended, approved, and submitted to University

**TA/RA:**
- Satisfactory performance in assigned duties

**M.S. in International Economics and Finance**

The M.S. degree option has four goals:

1) Offer a promising student with borderline admissions qualifications a chance to demonstrate ability as a Ph.D. candidate

2) Provide a two-year master’s degree program for students who wish to undertake advanced training in economics and finance but from the outset do not plan to stay at Brandeis for more than two years

3) Provide a terminal degree for students who do not continue in the Ph.D. Program

4) Award an intermediate academic credential for continuing Ph.D. students

Requirements for the M.S. degree include completion of 13 semester courses, usually including the core courses plus approved electives, with grades of B- or above. However, the new C+ grading policy is applicable (students are permitted up to two C+ grades out of all courses taken). In addition, candidates must pass at least one part of the theory prelim or submit a substantial research paper.
Academic Policies

Brandeis International Business School has high standards for all of its students. The faculty expects students to attend classes, participate in discussions, and submit quality assignments. We also expect our students to abide by the regulations regarding academic honesty and plagiarism as outlined in the 2007-2008 Rights and Responsibilities Handbook1. Furthermore, we encourage students’ development outside of the classroom. If students fall below our expectations, we have supports in place to help achieve successful completion of our programs. The following policies have been developed to monitor student academic progress.

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 the Assistant Dean of Administration and Student Services.

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, or 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 could take the exam during the exam conflict day, during a university break through a proctor from a nearby university, or during one of the makeup exam days at the start of the following semester.

An Excused Incomplete, or 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 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, its purpose is to ensure high academic standards for all IBS students. Accordingly, the academic records of students with "unsatisfactory grades” or an "unsatisfactory rate of work” (both defined below) are discussed.

1 Please refer to: http://www.brandeis.edu/studentlife/sdc/rr/RNR0708.pdf
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”, will 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 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 typically incurred by the student. Scholarships are only extended for the typical 4-semester residency at IBS.

Administrative Withdrawal: 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. (A student can, instead, petition to remain at IBS if he/she believes there were compelling extenuating circumstances that resulted in the unsatisfactory performance; the petition will be reviewed by the ARC.)

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. 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.