

UBCE Joint Degree Program Rules and Regulations

Article 1 (Ground Principles)

(1) These rules and regulations apply to students who enroll in the UBCE Joint Degree Program operated by The Academy at Harvard Square (TAHS) under the partnership of Energo University. (2) TAHS and the students participating in the UBCE Joint Degree Program shall strictly adhere to the agreement's provisions and work in good faith to promote academic learning, sound lifestyle, and safety. The students are obliged to acknowledge and adhere to the instructions and recommendations of TAHS. (3) This transfer program is a collaborative initiative between The Academy at Harvard Square and Energo University. It allows Energo students to transfer to TAHS' partner universities for the remaining years.

Article 2 (Purpose)

The UBCE Joint Degree Program is designed to provide a smooth transition for students majoring in STEM, Business, Social Sciences, and other concentrations, ensuring they receive a globally competitive education while maximizing credit transferability. The students who wish to participate in the UBCE Joint Degree Program shall agree to comply with the following rules and regulations.

Article 3 (Definitions)

(1) The term "Program" means the UBCE Joint Degree Program operated by The Academy at Harvard Square (TAHS). (2) The term "Student" means the student enrolled in the UBCE Joint Degree Program. (3) The term "Institute" means The Academy at Harvard Square (TAHS). (4) The term "University" means the partner universities of TAHS.

Article 4 (Admission Requirements)

(1) The student shall be a current student at Energo University. (2) The students who meet the following admission requirements: (a) GPA: 2.7 or higher. It may vary by the partner university. (b) The student must meet the minimum English proficiency requirements of TAHS Partner Universities. However, without sufficient TOEFL or IELTS scores, UMass Boston and some Partner Universities accept the TAHS College English certificate instead of official TOEFL/IELTS scores. (c) High School Graduation or its equivalent

Article 5 (Program Structure)

(1) The student shall be transferred to one of the TAHS Partner Universities based on his/her admission evaluations. (2) TAHS will review the students' transcripts to determine which courses taken at Energo University are transferable. Students must submit their course syllabi along with their grade reports for evaluation. Energo University may prepare syllabi in English versions of their transferable courses and provide these materials to students upon request. (3) The student will become fully independent without the institution's support after successfully completing the transition semester. However, after the transition semester, the student can request optional academic support from the institution with additional fees.

Article 6 (Program Contents and Duration)

The institute and the university shall assist the student to optimize his/her academic performance until the student completes the program. A detailed academic calendar and an admission packet will be provided. (1) The duration of the Transition Semester is one academic semester. The specific duration may be indicated on the registration invoice for each enrollment (2) Program includes: (a) One academic semester (Transition Semester) including 12-15 credits (b) Academic Management including Curriculum Alignment (c) Academic Counseling (d) the Partner University Transfer Admission (e) Enrollment Administration and the U.S. Entry Support (f) Initial Settlement Support: orientation, information support for housing (i.e., college dormitory or off-campus housing) (g) Scholarship Application Support upon the successful completion of the Transition Semester: The amount and availability of scholarships vary depending on the Partner University

Article 7 (Basic Regulations)

(1) The student shall not speak or behave in a derogatory manner against any parties, including the university's and the institute's staff members, at any time during the program. (2) The student shall always be aware of the safety and health regulations during the program and follow the institute's and university's instructions and guidelines. The student shall not fail to comply with the institute for the duration of the program on significant issues concerning academics, health, travel, safety, and living arrangements. (3) In case of an emergency situation, the student should contact the campus police or 911 as soon as possible. (4) The institute and the university shall not assume any liability for any issues of the student's health, safety, accidents, or crimes. (5) The student shall endeavor to be successful in the program by developing an exemplary life attitude and study skills.

Article 8 (Academic Rules)

(1) The student shall consult a TAHS academic advisor regarding course selection before the Transition Semester begins. The student shall be assigned to classes based on consultation with the university and the institute's academic advisor. (2) An additional tuition and fees may be charged if the student selects credit courses outside the institution's guidelines. (4) The student shall regularly consult with the academic advisor to prevent his/her grades/scores from decreasing during the Transition Semester. (5) If a student has failed a course with an F grade or a withdrawal, the student may be required to retake the course with additional tuition and fees.

Article 9 (College Preparatory Program)

(1) Students who do not meet the program admission requirements indicated the program admission requirements will need to complete the College Preparatory program at TAHS. (2) The College Preparatory Program may consist of the following: (a) A 12-week program (one term) includes 20 hours of College-Level Academic English per week and up to two optional college courses based on English proficiency and schedule. (b) It helps students strengthen their language skills, academic readiness, and independence for a smooth transition to U.S. university life. The student must work diligently enough to receive the TAHS College English certificate upon completion of the courses. (c) If the student's current English proficiency is lower than TAHS EI Level 3 (equivalent to TOEFL iBT 60), two terms (24 weeks) may be

required, depending on Partner Universities. (d) Tuition & Fee for the College Preparatory Program is indicated on the registration invoice to cover College English training and Academic Coaching. College Course tuition is charged separately for students taking the College Preparatory Program courses. (3) The criteria to advance to the UBCE Joint Program are as followed: (a) English Proficiency (i) Waived: Official TOEFL score and SAT score in case that the students complete the courses of TAHS EI Level 5 and advance to University of Massachusetts Boston (ii) Required: Official English Proficiency Test score required for admission of the UBCE Joint Program in case that the students advance to the partner university except for University of Massachusetts Boston (iii) The institute's academic advisor or program director aggregates the evaluations from the university and the institute. (b) Grades (i) a minimum GPA of B for optional college courses (ii) When the grades/scores are insufficient, the institute may approve an extension of the Optional Preparatory Program semester for additional tuition and fees (iii) Completed credits which meets the university academic regulations and policies will be counted toward as the credits required for graduation (c) Sincerity and Personal Motivation (i) Required recommendation letter that evaluates the student's sincerity reflected from the course during the program, written by an academic advisor or program director at the institute. (ii) The letter refers to the academic advisor or program director's observation reports on the student's class attendance, assignments, life at the designated housing, and class performance at the university and the institute.

Article 10 (Academic Classes at the University and the Institute)

(1) The student shall comply with the laws and regulations of the United States, the Commonwealth of Massachusetts, or the state where the partner university is located, the university, and the institute. The student shall not be involved in any violence, verbal abuse, sexual behavior, or mischief during their participation in the program. (2) The student shall fulfill his/her duty to complete tests, any homework assignments, and tasks assigned to them by the university and the institute. (3) The institute may provide academic courses and services that reinforce the university learning and the skills required for academic success with additional tuition and fees. (4) The student shall respect and comply with the U.S. and local regulations, laws, and the culture of the university and the institute. If the student violates or refuses to comply with any regulations, a complaint can be filed against the student, and the student may be disciplined or sanctioned by the university, the institute, and/or law enforcement agencies.

Article 11 (Prohibition)

(1) The student who violates the following prohibition shall be expelled from the university, the institute, and the program, and be subject to immediate return to his/her home country. (a) Possession and/or use of weapons, possession and/or consumption of illegal drugs, hallucinogens, or any food that causes hallucination, and dissemination of pornographic material (b) Theft, violence, abusive language, and bullying that harms other students physically and/or psychologically (c) Physically attacking or using abusive language toward any staffs of the university, the institute, and designated housing, or other program-related staffs in all facilities (d) Frequent absences that keep the student from participating in the program as intended by the program goals and format (disciplinary action is determined after the third warning from the university and/or the institute) (e) Any kind of sexual harassments based on

the U.S. law, the state law, or school regulations (f) Violation of the U.S. law or local regulations resulting in criminal proceedings (g) Serious violation of university regulations (determined by the university and the institute)

Article 12 (Program Completion and Feedback)

(1) Upon successful completion of the program, the student shall be requested to complete an exit interview with the institute's academic advisor and program director. (2) The institute shall collect the student's testimonials of his/her program experience in English and his/her native language during or at the end of the program. The student is requested to cooperate. (3) The student grants permission to the institute to use his/her testimonials, progress information, photos, etc., to analyze, develop, and promote the program.

Article 13 (Refund)

(1) No refund shall be issued if a student violates U.S. laws and UBCE policies or abandons the program due to a lack of willpower. (2) In the case of a student's own declining health condition or family financial issue, the refund policy outlined in sub-articles (3) through (9) hereunder shall apply. A student must submit an official statement issued by a United States hospital or a recognized government. (3) A refund shall be issued in the United States currency at the same rate as on the date a student submits his/her tuition and fees. (4) A refund check shall be issued by a bank in the United States and delivered by mail, enabling a student to track the refund and confirm receipt with his/her signature. Postage and processing expenses will be deducted from the total refunded amount. (5) The UBCE refund policy may differ from the partner universities' refund policy. (6) Total refund fee shall include only TAHS' academic services; academic counseling fees, TAHS' course fees, TAHS' administrative fees, etc. It shall exclude the tuition and fees of the partner universities. (7) Refund of the tuition and fees of the partner universities shall follow their policies. (8) The program's start date shall be indicated on a registration invoice. (9) Refundable amount shall be based on the academic calendar: (a) The period from application submission to I-20 issuance: 100% of the Program fees may be refunded except for non-refundable deposits, application & I-20 processing fee, and bank handling fee. (b) The period from I-20 issuance to 31 days before the program's class start date: 80% of the Program fees may be refunded, except for non-refundable deposits, application & I-20 processing fees, and bank handling fees. (c) After the program's class start date, there will be no refund at all.

Article 14 (Other Provisions)

In cases not specified in the UBCE Joint Program rules and regulations, the laws of the United States and the rules and regulations of the partner universities shall apply.

Article 15 (Student Agreement)

By signing and dating, I certify that I have read the entire rules and regulations of the UBCE Joint Degree Program and agree to uphold and comply with these rules and regulations.

Student Name

Student Signature

Date