

## PROGRAM RULES SCIENCE & MANAGEMENT MBA COLLÈGE DES INGÉNIEURS ITALIA

### 1. General Organization

The Science & Management MBA Program of Collège des Ingénieurs Italia (hereinafter "Program") - is reserved to Doctor of Philosophy (PhD), selected through a selection process managed by Collège des Ingénieurs Italia s.r.l. (hereinafter "CDI ITALIA").

CDI ITALIA mission is:

- a) to provide theoretical-practical post-graduate training, functional for accessing the world of work and by providing companies with paid consultancy and assistance with a "learning through action" approach
- b) to implement managerial training programs.

The Program, which is tuition fee for the participants, is based on alternating classroom seminars and learning through action through - by participating in missions at CDI ITALIA partner companies. Classroom training aims to enable participants (hereinafter "Participants") to acquire the skills necessary for the success of the mission in the Company, also through teamwork and the mutual exchange of information / knowledge.

The final award of the MBA diploma (Master in Business Administration) Collège des Ingénieurs Italia certifies the participations to the classroom seminars, a satisfactory level of knowledge and competence acquired and the mission results; these achievements are regulated by article 5 of this document.

Participants have a contract stipulated with CDI ITALIA throughout all the duration of the contract and are obliged to respect the rules hereunder mentioned.

### 2. Formazione in aula

Classroom seminars are based on the subjects indicated in the Syllabus.

Classroom seminars will be executed by CDI ITALIA and/or by the others Collège des Ingénieurs affiliated companies, and, in other locations as by the annual CDI Italia program, usually Monday to Friday with timetable communicated from time to time by CDI ITALIA.

Participation in the classroom seminars **is compulsory**, except in cases of motivated absence and previously authorized by CDI ITALIA and in cases of absence due to illness. In these cases, the Participant is required to inform CDI ITALIA the same day within the time of the start of the activities and to produce the related medical certificate by the following day.

Absences for more than 10 days, excluding cases of illness, may be the cause of non-awarding the Diploma. In the hypothesis of absences due to illness, if these - during the duration of the program - exceed a total of 10% of the time dedicated to classroom seminars, CDI ITALIA reserves the right to have the participant carry out alternative individual study programs, in order to favor the acquisition of skills not acquired due to absence.

### 3. Assessment of learning in classroom

The following classroom seminars will be subject to an individual and / or group learning assessment:

1. Corporate Finance
2. Strategy
3. Marketing
4. Interprocess management
5. Innovation module
6. Project management
7. Investments

Further, also the following will be subject to assessments:

8. Business Presentation (project will be based in the context of the mission in a partner company)
9. Mission Evaluation
10. Professional behaviour throughout the all program

The professors of the classroom seminars will assess the learning of the participants according to the methods of their choice, and will deliver an individual or group note to the management of CDI ITALIA with the following possible judgments:

- A = excellent
- B = satisfactory
- C = mediocre
- D = insufficient

In the event that the participant has obtained a D evaluation, he may request the evaluation be repeated; in this case, the new judgment becomes the final. In case of confirmation of level D, the provisions of point 5 below apply.

### 4. Mission Evaluation

The mission at partner companies is subject to evaluation.

The overall evaluation of the mission will be carried out with the same judgment criteria provided for the evaluation of learning related to classroom seminars.

In the event of illness/leave for more than 1 week, CDI ITALIA reserves the right, in accordance with the Company, to extend the mission or not.

The final evaluation C or D of the Mission involves the non-attribution of the MBA diploma.  
In case of interruption of the Mission, CDI ITALIA reserves the right to decide how to proceed.

## 5. Final Evaluation

At the end of the program, the participant will have received 10 evaluations (7 relating to classroom seminars, 1 related to the business presentation, 1 related to the mission, 1 to the professional behaviour demonstrated during the program).

The MBA diploma of Collège des Ingénieurs Italia is attributed to the participant if the following conditions have been met :

- in none of the evaluation being assessed the judgment must be a D
- grade C must not be awarded more than twice for seminars and business behavior

## 6. Obligations of the participants

Participant must:

- participate promptly and regularly in classroom seminars sessions, with the clarifications referred to in point 2 above, and to encourage the smooth running of these sessions
- certify their participation in classroom seminars sessions by signing an attendance sheet
- fully develop the Mission at the partner company
- maintain the utmost confidentiality on the information that will come into their possession during the entire Program (Mission in the company and related corporate strategies, business presentation, classroom seminars course contents)
- without prejudice to their dependence on CDI ITALIA, comply with the general provisions and practices in place at the partner companies during the development of the mission
- use the equipment of CDI ITALIA or of the partner (telephones, fax machines, computers, photocopiers, printers, etc.) exclusively for purposes related to the execution of the mission
- comply with the organizational and / or procedural provisions and / or relating to health and safety that may be issued by CDI ITALIA in addition to this regulation
- notify CDI ITALIA of any changes in address, telephone, etc. with respect to what was communicated at the time of recruitment or of this document
- promptly inform CDI ITALIA of any fact or event that could jeopardize the regular running of the program
- always inform CDI ITALIA and the Company of days / hours of leave / holidays / illness ...
- In the event of illness (even for 1 day only), the certificate issued by the general doctor must be sent (a copy to INPS and a copy to CDI ITALIA).
- in case of absence due to illness or other reasons during the Mission period, CDI ITALIA reserves the right to decide how to proceed
- in the event of renunciation of participation in the MBA, from the signing of the contract with CDI ITALIA to the start of the courses, the candidate must reimburse the costs incurred by CDI ITALIA (booking travel, hotel, selection ...) as required by the contract.