

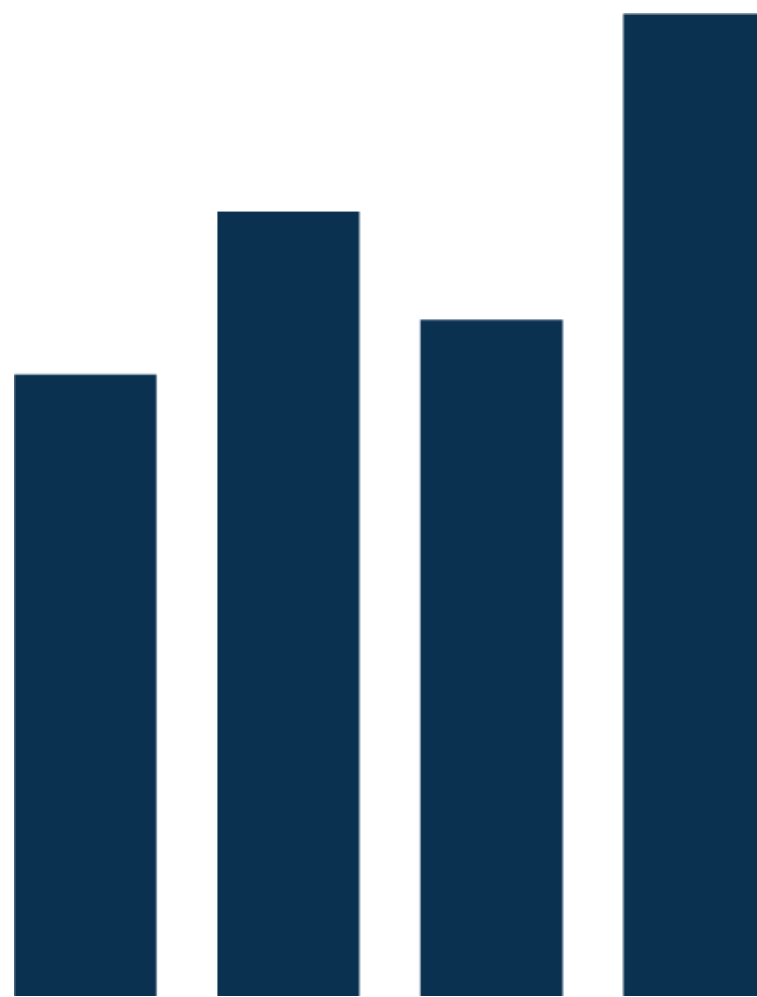
IBU

International  
Business  
University



Student

# Handbook



**TORONTO CAMPUS**  
655 Bay St., Suite 200,  
Toronto M5G 2K4, Canada

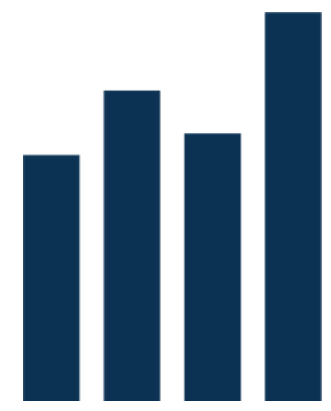
**OTTAWA CAMPUS**  
979 Bank St #206  
Ottawa, ON K1S 3W7

**CALL US** - (416) 923-1111  
**TOLL FREE** - 1 (866) 923-3111

# Welcome

# MESSAGE

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Dear Student,

We at **International Business University** are committed to creating a positive and impactful educational experience for you. As you navigate your way to adapt to live, work and learn successfully, we will do our best to ensure you feel welcome, safe, and supported.

We are fortunate to have a plethora of faculty and staff dedicated to you and your success, and you will always find a host of individuals to call on for advocacy or advice. If you are looking for support and not sure where to start, your Student Services staff and the team at Registrar's Office are available to answer questions, provide support and get you connected in the right places.

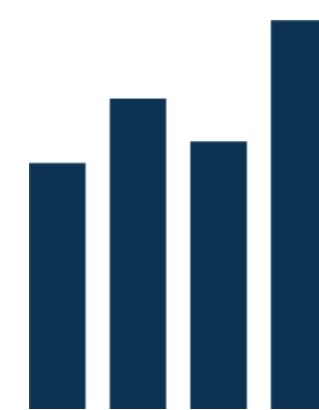
The information provided in this handbook regarding university policies and student conduct is provided in the spirit of creating a healthy, safe and inclusive campus environment. Please take the opportunity to familiarize yourself with these expectations and procedures.

We are here to support you all the way through your graduation, and beyond so that you will maximize your potential and pursuit of your educational dreams!

Best,  
The Registrar's Office Team

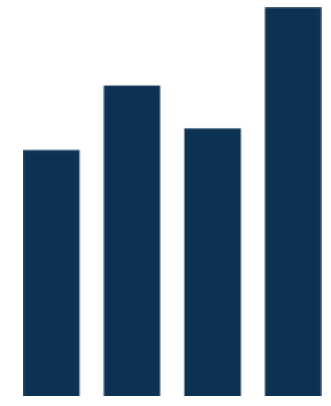
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# About IBU



**International Business University started with the vision to establish an independent teaching-oriented and student-centred university in Canada.**

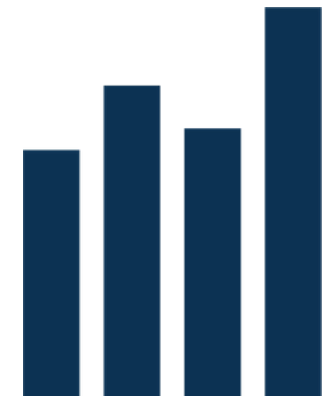
In 2015, a founding group of academics and business people came together to make this vision a reality. Right from the start, the intent was to establish a university specializing in business education with a global perspective encompassing businesses in Canada and around the world.

After extensive consultations with educational experts and business representatives, the group prepared innovative proposals to establish the university and its inaugural degree in 2019. Ontario's Post Secondary Education Quality Assessment Board (PEQAB) considered the group's proposals in June 2020, approving the application for a university title and the first of its programs.

Ontario's Minister of Colleges and Universities granted final consent on December 4, 2020, making IBU the first homegrown independent university ever to be established in the province.



# About IBU



IBU announced in March 2023 that it met all of Ontario's International Student Program (ISP) requirements to be recognized and approved as a Designated Learning Institution (DLI) by the Canadian Government (DLI# O282326631372)

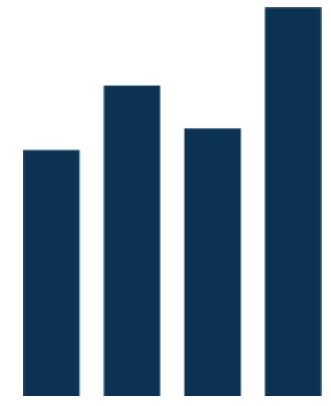
IBU is Toronto's first independent, not-for-profit university to provide this opportunity to international students. DLI accreditation is awarded to educational institutions that meet the strict requirements of ISP regulations for granting a study permit. This reflects the university's commitment to providing international students with a world-class education and workforce development opportunities

In April 2023, IBU receives the approval of the MBA Program in Technology, Innovation, and Entrepreneurship. Endorsed and supported by IBU's Board of Governors and Program Advisory Council the MBA will focus on the context of business, trends shaping the environment, the conceptualization of research problems, effective communication, solution formulation, legal and ethical considerations, and understanding a complex business environment

**We believe that each student at IBU will become a success story in their own right.**



# Scope OF THE HANDBOOK



**We created this handbook to provide you with an overview of Ontario, Canada and your new life in Toronto as a student of International Business University (IBU).**

It gives you some basic information pertaining to your transition to a new country and new academic setting. Further, it gives you clarity on procedures and practices of IBU and the Honours BCom program.

This handbook is for both on campus and on-line students. Policies are outlined in the Academic Calendar that is available online. The school makes every effort to keep all documents accurate and up to date; in the event of a discrepancy the Academic Calendar shall take precedence.

It is important to your success as a student that you make yourself familiar with these documents and know where to access information. Your participation in the Student Orientation session will also assist you in knowing how to access information. Best of luck in your educational pursuits!





**BELIEVE.  
BECOME.  
BELONG.**

- > Small class sizes
- > Supportive professors
- > One-on-One mentoring
- > Personalized, Accessible Education
- > Supporting your Success

# CANADA

Canada became a country in 1867 when three British colonies –Canada, New Brunswick, and Nova Scotia– joined together as the Dominion of Canada. Today Canada is an independent nation with 10 provinces and 3 territories. Canada is a constitutional monarchy and member of the British Commonwealth. Canada has three levels of government: federal, provincial/territorial and municipal or regional.



# ONTARIO

Ontario is part of central Canada and the largest province by population with more than one third of Canada's population. Ontario is the fourth largest province by size, but it is still very large-twice the size of France and nearly one third of the size of India. The province stretches from the Ottawa River valley in the east, the edge of the prairies in the west, the Great Lakes in the south, and Hudson's Bay in the north. Most Ontarians live in urban centers near the Great Lakes and the St. Lawrence River. Ottawa, the capital city of Canada, is on the Ottawa River. Toronto is Canada's largest city, and the fourth largest in North America-6 million people live in the Greater Toronto Area (GTA).





## LIVING IN ONTARIO

Ontario is a large province with many cultures and traditions. Every community in Ontario is unique, from big cities to small towns, but this guide will give you a brief introduction to life in the province.

## CLIMATE

Ontario has four distinct seasons with cold winters and warm summers, but the weather varies from location to location. Ontario's climate is influenced by the Great Lakes, which make the weather unpredictable and quick changing. Ontarians must check the weather forecast every day to make sure they are prepared!



## WINTER

Winter begins around October in Northern Ontario and late November or December in Southern Ontario. It lasts until March in the south and April in the north. Temperatures can drop far below freezing and snow sometimes accumulates into large snow banks. When the temperature goes up, the streets become full of slush. However, life in Canada does not stop in winter. Ontarians put on their winter boots, warm coats, hats, gloves and scarves and go about their day.

## SUMMER

June to August are the summer months. Summers in Ontario can sometimes be hot and humid, especially in larger cities. However, the daily temperature can change from quite cool in the mornings to very hot in the afternoon.

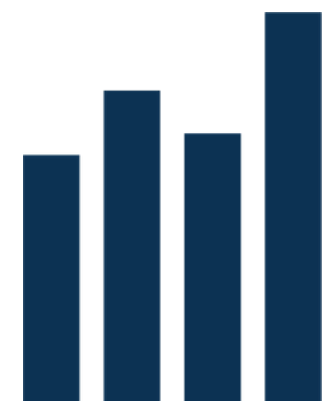
## FALL

Fall brings cooler temperatures, lots of wind and both rainy and sunny days. Fall is also the beginning of the new school year and the harvest season. Leaves change colour to orange and red before falling from the trees—which is how the season gets its name.

## SPRING

Spring is often very rainy and lasts from March to June—but can feel much shorter. Sometimes there is winter weather in late March and summer conditions in late May. In fact, in the spring, weather can change from summer conditions one day to winter conditions the next.

# Cultural Events & Activities



Ontario is home to many historic sites and cultural attractions. From Niagara Falls to Fort York to Parliament Hill, you can learn about Ontario's history and culture wherever you live. Many museums, galleries, parades, celebrations and festivals, both large and small, are free of charge or may have a small fee.



Some sites and events have discounts for children, youth, students and seniors. Some events, such as New Year's Eve fireworks, Maple Syrup festivals, Doors Open tours, Pride parades, Canada Day celebrations, and Santa Claus parades, occur all over the province, but some special events are unique to their community.

# Community Centres & Recreation

Cities and towns in Ontario have many social and recreational opportunities. Most communities have a place where community groups can meet. Many community centers also have skating arenas, swimming pools, gyms and sports fields. Some facilities and programs can be used for free while others have fees or require registration. Some programs are open to everyone, and other programs require advanced registration.

# Your Faith, YOUR WAY.

## PLACES OF WORSHIP:

Canadians have the freedom to practice their own religion. While Ontario is a secular society, many Ontarians express their faith by gathering in churches, synagogues, mosques, temples and other places of worship



### OTTAWA CAMPUS (979 BANK ST)

#### Christian (Catholic):

#### Blessed Sacrament Catholic

Church 194 Fourth Ave, Ottawa,  
ON K1S 2L6

#### Christian (Baptist):

#### Fourth Avenue Baptist Church

109A Fourth Ave, Ottawa, ON K1S 2L3

#### Hindu:

#### Vishva Shakti Durga Mandir

55 Clarey Ave, Ottawa, ON K1S 2R6

#### Islam:

#### Islam Care Centre

121 Bank St, Ottawa, ON K1P 5N5  
(Approx. 2km north)

#### Judaism:

#### Glebe Shul

710 Lyon St S, Ottawa, ON K1S

### TORONTO CAMPUS (655 BAY ST)

#### Christian (Catholic):

#### St. Basil's Catholic Parish

50 St. Joseph St, Toronto, ON M5S 1J4

#### Christian (United):

#### Trinity-St. Paul's United Church

427 Bloor St W, Toronto, ON M5S 1X7

#### Islam:

#### Masjid Toronto

168 Dundas St W, Toronto, ON M5G 1C6  
(Very close to the 655 Bay St location)

#### Hindu:

#### ISKCON Toronto(Hare Krishna Temple)

243 Avenue Rd, Toronto, ON M5R 2J6

#### Judaism:

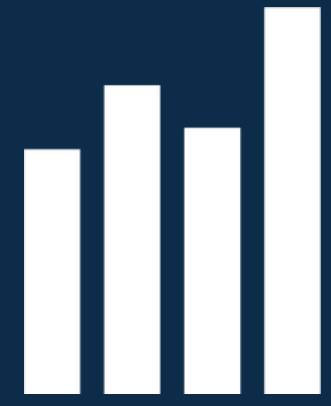
#### Holy Blossom Temple

1950 Bathurst St, Toronto, ON M5P 3K9  
(Accessible via a short subway ride north)

*Many faith communities also run community centres with programs for both their congregation and their local community. Faith groups also meet on college and university campuses in Ontario.*

# Pre-Arrival CHECKLIST

for international students



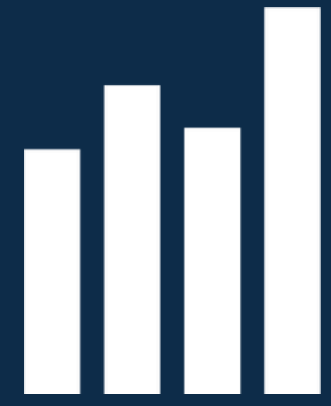
## BEFORE YOU ARRIVE

Keep track of everything you'll need to do as you prepare to attend International Business University

- Gather immigration documents – Be aware of which immigration documents are required to study in Canada and apply for them at least four months prior to arriving.
- You may require both a Study Permit and an entrance document (visa or eTA) - Applications can be made via [canada.ca](https://canada.ca).
- Make travel arrangements. If your immigration document hasn't been processed, make sure to keep your travel plans flexible.
- You shouldn't travel to Canada unless your immigration document application has been approved.
- Register for student orientation. This event will help you get acquainted with IBU.
- Get Canadian currency. This will allow you to cover your initial expenses upon arrival.
- Health care coverage: Make sure you have health insurance before you start university.



# Arriving in CANADA



Toronto Pearson International Airport is the nearest international airport to the city of Toronto

Upon entry into Canada, a Canadian Customs Officer will question your purpose of entry and check your immigration documents. Respond to any questions you are asked both simply and truthfully. Service will be available in English and French. If you do not understand, ask if an interpreter is available in other languages.

**Be sure to carry the following documents in your hand luggage, as you will require them at the Canadian Immigration post**

1. Passport
2. Study Permit (if required)
3. Proof of acceptance from International Business University
4. Proof of funds available for support  
(e.g. GIC, bank statement, traveler's cheques)
5. Proof of Covid vaccination (optional)

It is strongly advised that you carry photocopies of all your official documents in a place separate from the originals. Also, we suggest to leave copies of your documents with family members at home and email some photocopies to yourself.

**[For more information about visitors entering Canada \(rules and regulations\), visit: www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca)**

# TRANSITION

Transitioning to University, a new country, culture, social, linguistic and academic environment can be very demanding. And we know that.



## Stage 1

“Honeymoon Phase” When you first enter a new culture everything is new and exciting. You may feel happy and excited about your new surroundings.

## Stage 2

“Culture Shock” Culture shock is the emotional and/or physical discomfort experienced when settling into a new culture. While for some people the process may be brief and hardly noticeable, for others it may be associated with disorientation, stress, confusion, a desire to remain withdrawn, loneliness, anger, frustration, fear, homesickness or depression. Some may experience physical problems (fatigue, illness, upset stomach, insomnia, headaches, etc.).

## Stage 3

“Cultural Adaptation” During this stage you begin to accept your new surroundings and start to feel more comfortable. You start participating in the local culture, learning the language, making friends and enjoying life.

# Coping With TRANSITION

## GENERAL PRACTICES:

- Establish a routine and manage your time.
- Keep in contact with home. Evaluate your expectations and be flexible.
- Pay attention to what your body is telling you.
- Keep an open mind.
- Talk to people, join a club and make friends.
- Keep your sense of humor and try to enjoy yourself.

## IBU RESOURCES:

You will never feel lonely at IBU. We ensure that our students are supported and feel at home all the time. We engage our students through.

Peer mentoring & Support | International Support Office Cultural days and events | Club Activities

IBU students can benefit from Keep me Safe services for free.

You can download the app and access counsellors that speak your language and understand your culture. Free and confidential support anytime of the day or night in the world is available for you.



# Staying

## SAFE

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**Canadian cities where our campuses are hosted - Toronto and Ottawa - are generally safe places to live with low crime rates.**

**However, as an individual, you must protect your personal and online identity by taking simple precautions.**

- Be aware of your surroundings and follow your instincts.
- Choose a well-lit route when walking alone at night.
- If you feel threatened or unsafe, go to a place where there are people and call for help.
- If you are alone at night, keep your door locked. At parties, events, and bars, stay with your group of friends and leave together.
- Do not accept drinks from strangers or leave your drink unattended.
- Do not share your bank card or banking information.
- Avoid sharing too much personal information online. Check the privacy settings on your social network accounts.
- Do not share your passwords.
- Keep your anti-virus software up-to-date.
- Avoid clicking on links and attachments in e-mails from people you do not know.





# IMPORTANT LINKS

## SETTLEMENT

Settlement.org has extensive information about living in Ontario, including where to find local settlement services.

## SERVICE CANADA

Service Canada's website and locations offer information related to immigration, taxation, citizenship, employment insurance, or any other federal programs or services. You must apply for a Social Insurance Number from Service Canada if you want to work while in Canada.

## JOB BANK

The Job Bank is the Government of Canada's leading source for jobs and labor market information. It offers users free occupational and career information.

## ONTARIO GOVERNMENT

This website is the entry point for all ministries and agencies of the provincial government of Ontario. You can find information on a wide range of topics related to living and studying in Ontario

## CANADIAN GOVERNMENT

This website is the entry point for all departments in the federal government of Canada. You can find information on a wide range of topics related to living and studying in Canada.

## FINANCIAL CONSUMER AGENCY OF CANADA

The Financial Consumer Agency of Canada is a federal department with information for Canadian residents. On the Life Events page of the "For Consumer" section, there is a downloadable student budget worksheet for students in Canada.

## ENVIRONMENT CANADA

The Environment Canada website has current weather conditions for communities across Canada.

## SERVICEONTARIO.CA 1-800-267-8097

Learn about Ontario programs and services, including those related to employment, education, training and driving. Residents apply for OHIP cards, driver's licenses and car license plates at Service Ontario centres.



# IMPORTANT LINKS

## 9-1-1 – EMERGENCY

In an emergency, dial 9-1-1 from any phone. The operator will ask if you need police, fire or ambulance. The operator will also ask you for your location. Interpreters are available for 170 languages.

## ASSAULTED WOMEN'S HELPLINE 1-866-863-0511

Women who have experienced violence or are at risk of violence can contact the Assaulted Women's Helpline. Call 9-1-1 if you are in immediate danger.

## ONTARIO TRAVEL

This website is the official tourism website of Ontario. Learn more about all the things you can do while living in Ontario.

## ONTARIO PARKS

There are over 200 provincial parks in Ontario. Learn more about the parks and the programs offered by Ontario Parks on their website.

## CRIME STOPPERS 1-800-222-TIPS (8477)

Crime Stoppers allows you to anonymously report information to law enforcement.

## GOOD2TALK – POST-SECONDARY STUDENT HELPLINE

Good2Talk is a helpline sponsored by KidsHelpPhone and Ontario's colleges and universities. It is available 24 hours for post-secondary students in Ontario who need assistance or counselling. Call 9-1-1 if you are in immediate danger

## PARKS CANADA

Learn more about the National Parks of Canada on their website. There are six national parks in Ontario.

## 2-1-1 – GOVERNMENT AND COMMUNITY SERVICES

Get information and referrals to community and social services in your area 24 hours a day, 365 days a year in more than 150 languages. Calling 211 is free and completely confidential. You can also visit: [211ontario.ca](http://211ontario.ca)

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**Calling 211 is free and completely confidential.  
You can also visit: [211ontario.ca](http://211ontario.ca)**

Visit [www.canada.ca/en/immigration-refugeescitizenship/services/study-canada.html](http://www.canada.ca/en/immigration-refugeescitizenship/services/study-canada.html)

And get all your questions answered!

My permit is about to expire, what should I do?

How long will CIC take to process my application?

Can I work while studying in Canada?



# Got work at the consulate office of your home country?

VISIT

<https://www.embassypages.com/city/toronto>

<https://w05.international.gc.ca/protocol-protocole/consular-consulats.aspx?lang=eng>

# KEY CONTACTS AT IBU

Admissions	<a href="mailto:admission@ibu.ca">admission@ibu.ca</a>
Registrar's Office	<a href="mailto:registrar@ibu.ca">registrar@ibu.ca</a>
IT & Technical Support	<a href="mailto:helpdesk@ibu.ca">helpdesk@ibu.ca</a>
Academic Accommodations for Students with Disabilities	<a href="mailto:enrollmentservices@ibu.ca">enrollmentservices@ibu.ca</a>
Dean of Academics	<a href="mailto:dean@ibu.ca">dean@ibu.ca</a>
Finance	<a href="mailto:studentfinance@ibu.ca">studentfinance@ibu.ca</a>
Student Support Services	Jira Ticketing System
International Support	Jira Ticketing System

## University Mailing Address:

### Toronto Campus:

655 Bay St, Suite 200,  
Toronto, ON M5G 2K4

### Ottawa Campus:

979 Bank St #206  
Ottawa, ON K1S 3W7

Telephone: (416) 923-1111 | Toll Free: 1 (866) 923-3111

# Your Program at a Glance

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## Bachelor of Commerce (Honours)

We believe in personalized education, providing small-scale and student-focused learning. You will benefit from 1-on-1 mentoring and tutoring. To impart the skills that the business world requires today, we have created a distinctive, up-to-date curriculum, delivered by teaching-focused professors with strong connections to the business world.

Class sizes are capped at 30 students, which will enable you to enrich your educational journey and connect with professors and peers. Through our teaching-oriented, student-focused approach, you will discover and foster your personal strengths. Experienced faculty guide you as you complete your degree – which can be completed in an accelerated time frame.



# Your Program at a Glance

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## Masters of Business Administration (MBA)

Career-focused MBA programs designed to build **leadership, analytical, and strategic capability across business, technology, and healthcare.**

Build your confidence and prepare to contribute to the business world with solid credentials. Through our teaching-oriented, student-focused approach, you discover and foster your personal strengths.

### IBU offers MBA programs at two strategic locations in Ontario:

**Toronto Campus:** Located in the heart of Canada's financial and innovation hub, providing access to business leaders, startups, and global enterprises.

**Ottawa Campus:** Positioned near Canada's federal institutions, public sector organizations, and technology corridors, ideal for students interested in policy, healthcare systems, analytics, and technology-driven leadership.

### Learn from IBU's Expert Faculty Dedicated to Your Success

Our professors are renowned for their research and scholarly work relevant to the industry as well as experienced as practitioners, consultants, and entrepreneurs. They will share with you their insights and firsthand knowledge on what it takes to thrive in the demanding world of global business. Our IBU MBA faculty members are dedicated to support you every step of the way in your graduate studies.



AACSB

Business Education Alliance

Member



**IBU**  
ONLINE  
International  
Business  
University

**Drive Innovation.  
Lead with Confidence.  
Advance on Your Terms.**

This program prepares professionals to lead in complex, technology-driven markets. The curriculum develops disciplined strategic judgment, financial fluency, and the capacity to translate ideas into operational results.

The MBA is delivered online through structured coursework, independent analysis, and live discussion. Every specialization demands both analytical depth and applied execution.

Each course in the online MBA program requires you attend one virtual class weekly. These Virtual Classes would need 8 hours of weekly commitment, this includes completing weekly assignments, taking up asynchronous and synchronous learnings. The curriculum is structured across four terms, focusing on foundational knowledge, advanced skills, integration, and application.



# Work with Businesses Globally on Real World challenges

At International Business University, we're committed to preparing our students for a lifetime of positive impact and success. Along with traditional assessments and class assignments, our MBA program incorporates realworld case studies, consulting projects, and capstone opportunities to allow students to apply their knowledge in practical settings.

To ensure our students are well-equipped for the job market, we provide work placement support through placement coordinators who will help students identify and apply for prospective placement positions. In addition, we have established partnerships with employers, academic institutions, and community and government entities that can provide jobs or internships to our MBA program students.



## Program Highlights

This program is composed of a variety of courses to provide in-depth studies about technology, innovation and entrepreneurship. There are two electives in the program for specialization. In the final semester, students are asked to apply their knowledge to either develop a technology project with industry partners, a business plan or a major applied research paper.

## Post Graduate Work Permit Eligibility

Graduates of IBU MBA in Technology, Innovation and Entrepreneurship gain 3-year post-graduation work permit eligibility, for further information please visit - <https://ibu.ca/international-students/>



# You will benefit from

## 7 unique learning outcomes:

1. Knowledge of the context of business and foundational theories and models, and the skills to apply tools for managing.
2. Knowledge of trends shaping the environment, economic trends, demographic shifts, political and regulatory changes, the role of technology, innovation and entrepreneurial processes in driving change and creating value.
3. Conceptualization of research problems and application of appropriate quantitative and qualitative tools to inform the analysis and effective communication of results to different audiences.
4. Application of theory and best practices using oral and written communication to share appropriate messages, through the use of appropriate media to persuade a variety of audiences.
5. Formulation, analysis and offering of solutions to address a complex problem drawing on a variety of data sources and insights using appropriate models and tools.
6. Understanding of legal, ethical and moral obligations and accountability frameworks in business as well as emerging trends in terms of corporate social responsibility (CSR) and environmental, social governance issues (ESGs).
7. Understanding of the complex and uncertain environment of business and the tools for imagining multiple scenarios, creating strategies, and assessing and mitigating risks.



**IBU**  
Centre for  
Sustainable Business

# Empowering the Next Generation of Leaders:

## The International Business University Centre for Sustainable Business

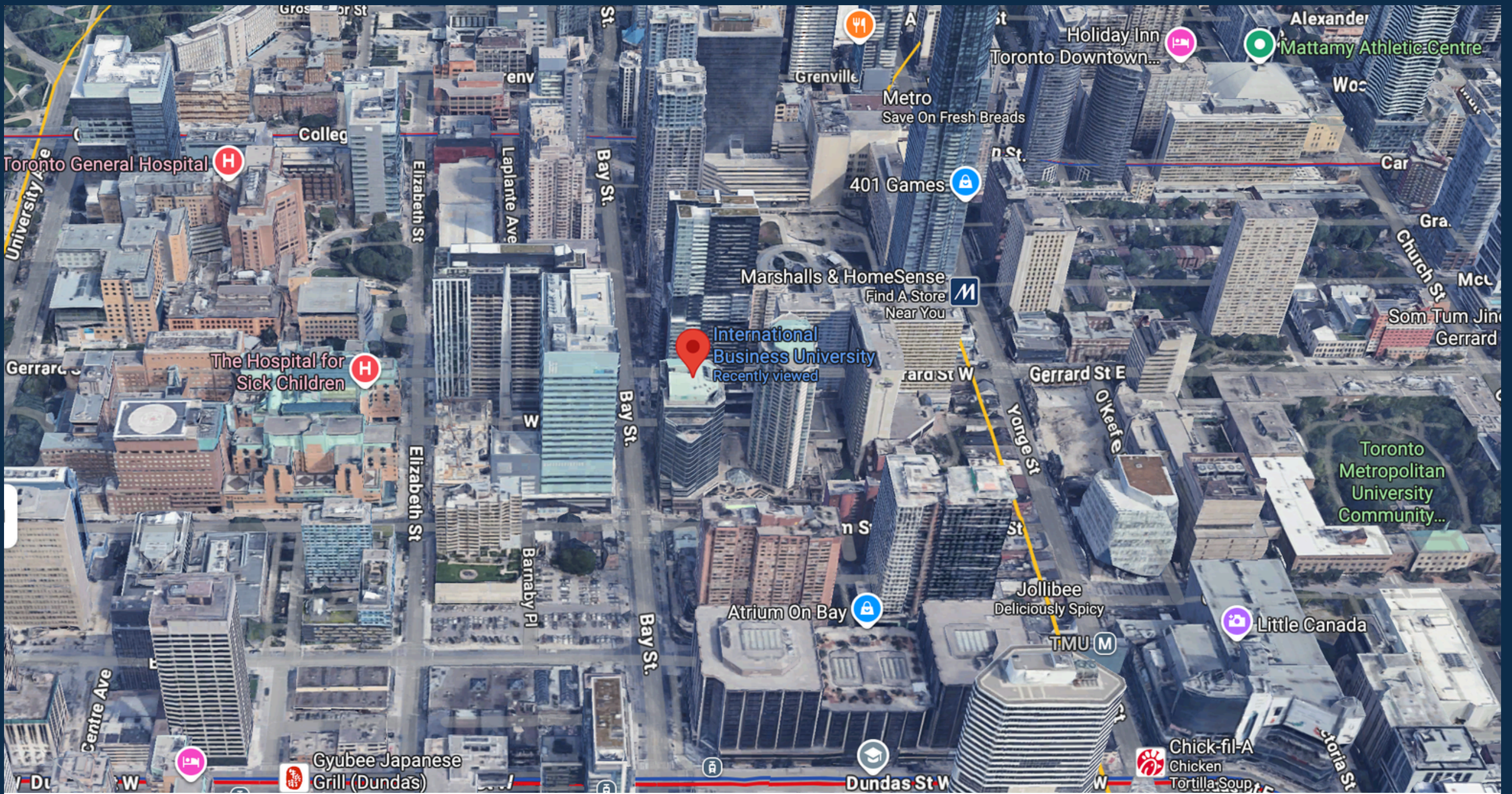
The International Business University (IBU) based in Toronto is excited to commence the launch of its Center for Sustainable Business, which will foster research and knowledge-sharing on sustainable business practices. In support of the national goal to reach net zero greenhouse gas emissions, the Center will empower collaboration among students, academics, experts, and business leaders. The mission of this organization is to engage students and other stakeholders through a range of research and knowledge-sharing events to build up sustainability competence.

The end of 2022 and the beginning of 2023 could not be a better example of why responsible leadership is necessary for business: the economic crisis, health issues, supply chain, and labor challenges are pervasive and have been exacerbated recently by extreme weather events. Managing a company is no longer just about competing in the market, it is a much more complex task. It's about creating value for customers, employees, communities, and countries, but it's also about taking a high level of responsibility. Because the companies of the future have to formulate and implement innovative sustainability strategies for the sake of today, tomorrow, and the day after. Against this background, IBU created the Center of Sustainable Business, whose main objective is to give students the interdisciplinary knowledge necessary to become successful leaders in the future.

Through collaboration and interaction with many stakeholders, the Center provides IBU students with a unique opportunity to learn from and interact with leaders in academia and business. Students will be exposed to an interdisciplinary approach to social and environmental sustainability, including topics such as environmental science, green finance, and social entrepreneurship. This will encourage them to look at business performance and change from new angles.

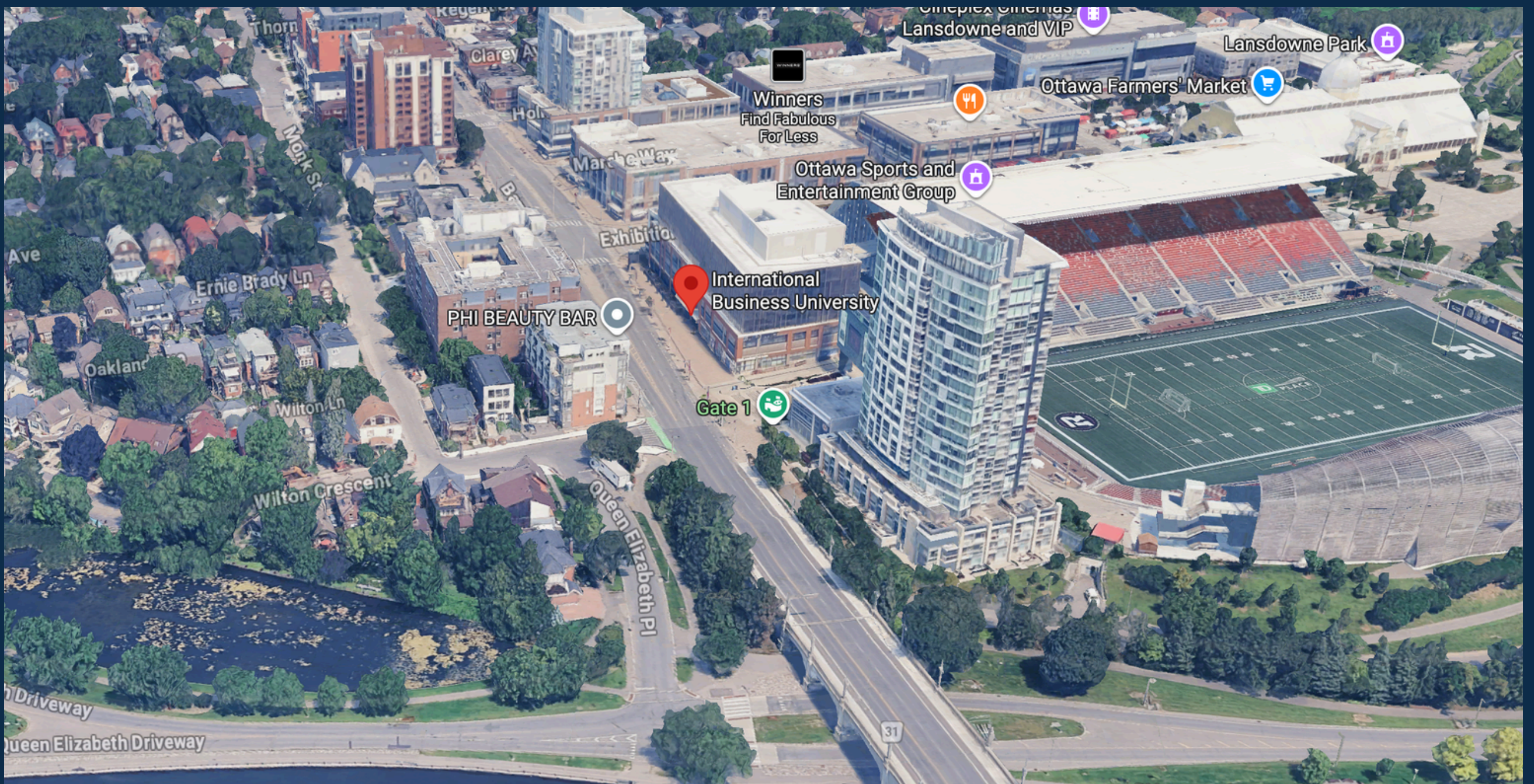
# BEING AN IBU STUDENT





## Toronto Campus:

655 Bay St., Suite 200,  
Toronto M5G 2K4, Canada



## Ottawa Campus :

979 Bank Street, Suite 206,  
Ottawa, ON K1S 3W7, Canada

# STUDYING AT IBU

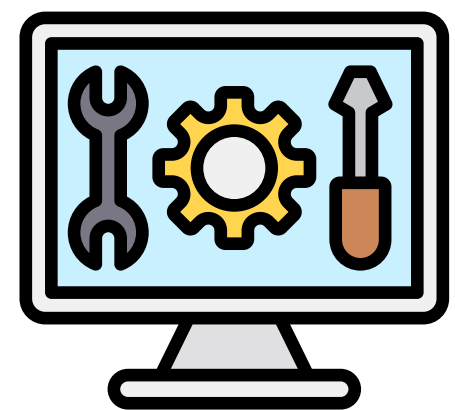


## 2.1 Timetables

Class schedules are posted at least two weeks before the first day of the term. Classes are scheduled between the hours of 8:00 am and 9:00pm, Monday to Saturday. Students are encouraged to check their schedule on their student portal, prior to the first day of class as schedules may be subject to change. See Academic Calendar for further details.

## 2.2 IT Helpdesk

If you require immediate assistance or have any question about the technical resources at IBU please don't hesitate to submit your question [helpdesk@ibu.ca](mailto:helpdesk@ibu.ca).



## 2.3 Academics Progress Reports

Each student receives an up-to-date grade in each course in which they are registered. Grades are posted at regular time intervals. Progress alerts through professors and student services can identify various areas of risk, which include poor attendance, participation, poor grades, frequent lateness, and time management. Please check Academic Calendar for more details on the Academic Status.

## 2.4 Attendance

**"80% of success is showing up."** - Woody Allen.

But we know life happens. Even though at IBU we expect you to attend all your scheduled lectures, we encourage you to keep your professors and your advisor up to date about any circumstances that may prevent you to join the class.



# STUDYING AT IBU



## 2.5 Semester Break

While IBU generally expects students enrolled in a program of study to maintain continuous enrolment through to graduation, students may apply for a leave of absence in a particular semester. For policies on Continuous Enrolment please refer to the Academic Calendar.

## 2.6 Academic Integrity

Academic honesty is a guiding principle within IBU for students, faculty members, and administrative staff. IBU values openness, honesty, civility, and curiosity in all academic endeavors. All members of the IBU community are obligated to maintain the highest standards of academic honesty, to follow accepted standards of academic honesty, and to foster these practices in others. The policy regarding Academic Integrity can be found in the Academic Calendar.



## 2.7 Examinations

Your instructor will provide the date and time of the final examination in course. Final examinations are normally scheduled during your timetabled class time, usually in the last week of the term. Variations may occur depending on the term.

## 2.8 Grading

All students in all courses will be evaluated according to the 4.3 GPA grading scale. To ensure that grades and GPAs remain consistent on transcripts, all students will have their final grade aligned to the grading scales in place when they started their studies as per the grading policy and equivalency tables in the Academic Calendar, Re: Policy 103.





## 2.9 Residency Requirements

Graduation policy lists the minimum portion of the student's program that must be completed through actual coursework while in residence at IBU. Please refer to Academic Calendar, re: Policy 1O4 for the requirements.



## 2.10 Student Code of Conduct

Students at IBU have an obligation to always conduct themselves as responsible members. This requires the demonstration of mutual respect and consideration in academic and professional discourse. Student conduct that is determined to weaken the opportunities of others to learn or that disrupts the orderly functions of the University is deemed misconduct and will be subject to appropriate disciplinary action. Please refer to Academic Calendar Re: Policy 8O1



## 2.11 Student Complaint Procedure

International Business University (IBU) seeks to provide a supportive environment that is conducive to learning, the pursuit of truth, the exchange of knowledge, intellectual development, and the general good of society. The standard of conduct is outlined in the Academic Calendar Re: Policy 8O2 The policy promotes the safety and welfare of the university community by setting forth the university's expectations of student behavior.

# STUDENT SUPPORT SERVICES

Students at International Business University have access to a wide variety of services to support their university journey for a successful program completion.

There is no additional fee being charged for any of these services.

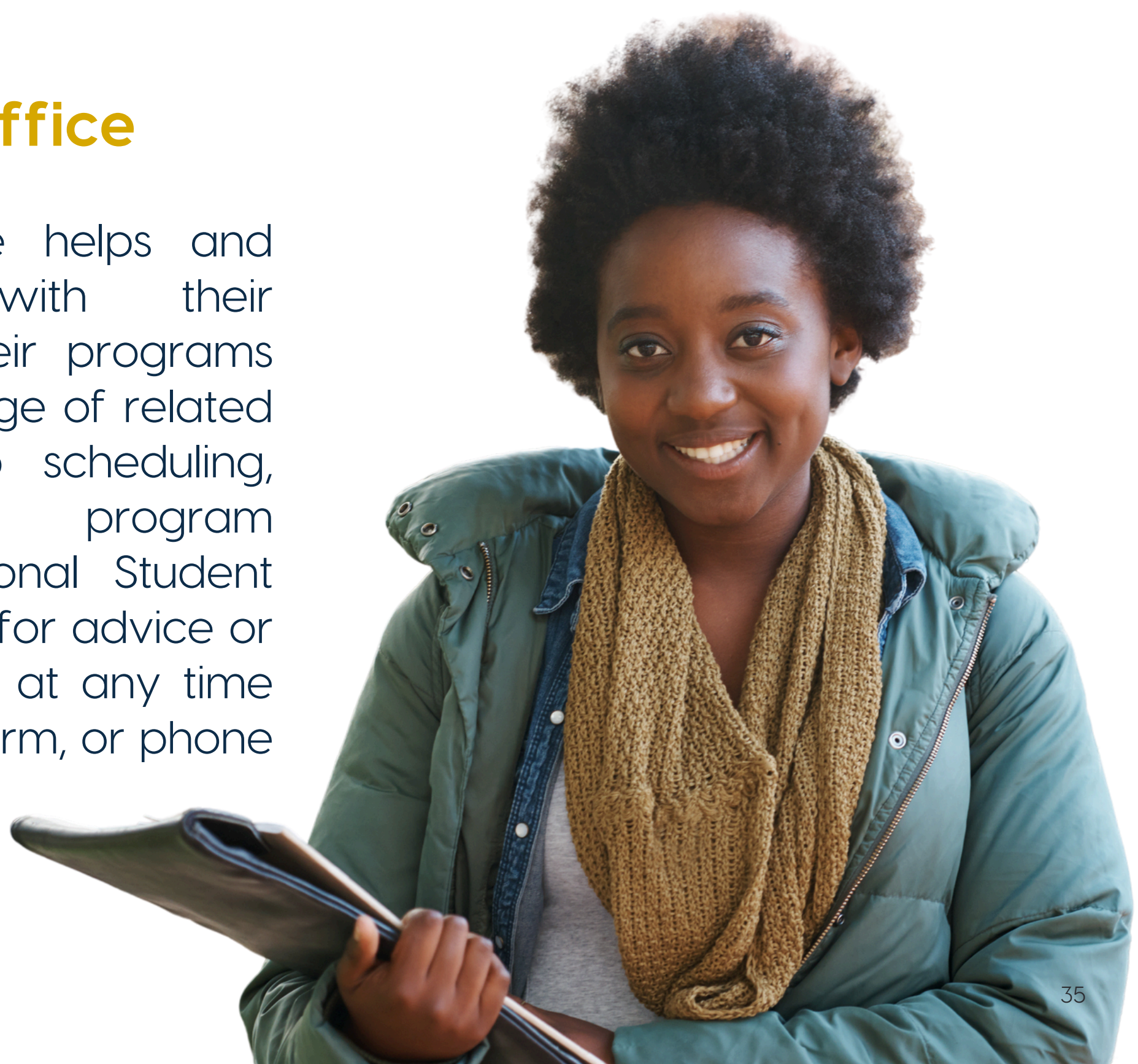
## 3.1 Academic Advising & Mentoring

Each student is provided with an academic advisor who is knowledgeable about the program in which the student is enrolled. The advisors are one access point for almost any question or problem a student might face. They work like graduation coaches who help the students through every phase of their academic journey

Academic advisors help students find answers to questions or resolve problems related to a wide range of issues including (but not limited to) registration, program progression, day to day queries, graduation, academic and university regulations and procedures along with any support services.

## 3.2 Registrar's Office

The Registrar's Office helps and assists students with their progression during their programs along with a wide range of related matters pertaining to scheduling, academic activities, program support and International Student Advising. Any requests for advice or support can be made at any time through e-mail, web-form, or phone numbers.



### **3.3 Mental Health and Wellness Services**

At International Business University we encourage and support our students to complete their programs and fulfill their career objectives.

We enable this through ensuring a consistent approach, to support mental health of our students. We guide members of our school community on how to respond to students in distress and facilitate awareness-raising and education related to mental health and wellness through various workshops and available resources.

For additional information or to seek assistance, students may contact **[safespace@ibu.ca](mailto:safespace@ibu.ca)**.

### **3.4 Student Life & Activities**

International Business University offers a wide range of on and off campus activities in which students can participate. We encourage student led and planned activities! Clubs and activities reflect students' interests and may change periodically. Questions and suggestions concerning student activities can be addressed to the Student Services Department at the university

### **3.5 Housing Services**

The enrolment office maintains a list of accommodations to assist students in finding suitable housing. In most cases these are shared apartments or rooms in private homes. Any leasing arrangements are made between individual students and property owners, many of whom require prepayment of the first and last month's rent. Students who may need help locating housing or who have problems related to their accommodations should contact the enrolment office.

### **3.6 Career Services**

International Business University maintains an active career support center that is solely centered and responsible to support the graduates in their search for career related employment. Programs and workshops are organized to prepare graduating students for their employment research, networking techniques, resume development and interviewing skills. The career support center at IBU constantly aims at building strong relationships with industry professionals to help with their recruitment needs. We at IBU provide our students with valuable resources, labour market information, career event opportunities, and resources to various web links.

## 3.7 Accessibility and Accommodation

International Business University recognizes its legal and moral responsibility to provide reasonable and required accommodation to its students with disabilities in order to ensure fair and equitable access to all services and facilities for all its students. Students in need of accommodation may make a request to the registrar's office by emailing [registrar@ibu.ca](mailto:registrar@ibu.ca).

## 3.8 Financial Services

International students at International Business University may be eligible to apply for a student loan or a student line of credit through numerous Canadian financial institutions. Students should visit their local branch, or the institution's website for further details.



## 3.9 Student Health Insurance

All the students at International Business University are automatically enrolled in the Insurance Plan with guard.me at the time of enrolment. The maximum limit of this policy is \$5,000,000.

Through this service Guard.me also provides "keep.meSAFE" innovative Student Support Program (SSP) that will help our students by promoting early intervention and 24/7 access to mental health support.

The coverage also includes iCent App which will act as a prearrival and post arrival support for our students.

For more information on the coverage please contact the Registrar Office

# STUDENT RIGHTS & RESPONSIBILITIES

**Policy Number** : 212  
**Approval Authority** : Board of Directors  
**Responsible Office** : Office of the Registrar  
**Approval Date** : February 21, 2021  
**Effective Date** : September 2021

## Purpose

This policy serves to inform students of all rights and responsibilities they are subject to as students at IBU. We make every effort to ensure that they are informed of these rights and responsibilities. Our students also take on work-integrated learning as part of their program, and we expect students to adhere to the Student Code of Conduct while doing so. IBU works with employers to ensure that their work responsibilities align with the Code of Conduct, while also respecting the professional and industrial codes of conduct and ethical standards that apply to workplaces. Students are protected by our policies that apply to their time in IBU's Integrative Semesters, which clearly delineate the responsibilities of the institution and the Host Organization. The IBU Academic Calendar is created annually and published prior to the admission of any new students for that calendar year. This is to ensure that the Calendar will reflect the academic priorities and concerns of the academic staff hired by IBU. Many elements of the Calendar, including dispute resolution mechanisms, commitment to transparency and informing students of policies, and ensuring the protection of student policies are outlined here.

## Policy

Students will be informed of all rights and responsibilities they are subject to as students at IBU.

## Applicability:

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all part, current and prospective domestic and international students of IBU.



## **Public Reports**

IBU is committed to informing, communicating, and advising current and prospective students in an open and transparent manner. There are multiple levels of oversight to ensure that public reports, materials, and advertising are thorough, accurate, and truthful. IBU shall disclose its program approvals, accreditations and all affiliations and partnerships in its Academic Calendar. IBU shall include its website address in all advertising to permit the public to develop a thorough understanding of the institution. IBU is committed to ensuring all pertinent information regarding the organization, its governing policies, and the programs it offers is published in the Academic Calendar and is made readily available on the institutional website. Specifically, this will include the organization's mission statement; organizational history and organizational structure, including academic governance structure; a description of its program and courses offered; and the credentials of faculty, Directors, and senior administrators.

## **Student Awareness of Policies**

Upon admission into a IBU program, an official letter of acceptance shall be sent to the student along with a copy of the Student Handbook and an Academic Calendar. Information regarding tuition, scholarships and other financial assistance as well as Policies regarding the payment of fees, ancillary charges, withdrawals, and refunds will be available on the website and through the Registrar's office and will be presented to the student during the application and admissions stage. IBU may make modifications to its policies and to the Academic Calendar or add new policies at any time without notice and accordingly it is students' responsibility to review the IBU's website regularly.

As part of their conditions of acceptance, Students will be required to sign a registration agreement stating that they have read, understood, and agree to abide by the stated policies and procedures in the current Academic Calendar, which includes the Student Code of Conduct and institutional policies regarding admissions, credit transfer, entrance exams and prior learning assessments, grading, method of course delivery, academic honesty, intellectual property rights, student dismissal, student support and services, tuition and fee payment, financial supports, withdrawals and refunds, institutional closure, and student support services.

## **Student Support Services**

Part of IBU's commitment to student support is a suite of support services to be offered to all IBU students. These services include:

- Academic Counselling, to ensure that students are provided assistance with navigating and interpreting IBU's competency-driven learning models.
- Career Counselling, to provide students with extensive career development opportunities, including workshops for CVs, mock interviews, and other supports.
- Tutoring, to provide workshops and support services for students to ensure that they have help with mastering the basic mathematics, communications, and writing skills to succeed at IBU.
- Accessibility services, to provide support for students with visible and non-visible disabilities, and to provide counselling and accessibility accommodations as provided; and
- Dispute Resolutions, to ensure that students have a clear means for addressing grievances in a fair and professional manner.

## **Security of Academic Records**

IBU recognizes the importance of protecting the privacy of individuals whose personal records are in our custody. IBU will follow established principles and procedures for responding to requests for access to records held in the offices of the institution.

IBU will secure the services of a third-party Canadian provider, which will house information exclusively on servers located in Canada, and thus meets the Ministry requirement for off-site storage and back-up of student records and transcripts.

- **Payment Schedule of Fees and Charges**

Academic tuition and fees will be determined annually. Fee structure, tuition rates, and payment due dates are published in the Academic Calendar. Students are responsible for the payment of all required fees for the programs and courses in which they enroll and to be aware of fees, payment deadlines, drop dates and refund deadlines. IBU collects tuition and fees on a per semester basis.

### **Scholarships and Other Financial Assistance**

In the first few years, IBU students will not be eligible to receive funding through the Ontario Student Assistance Program (OSAP). However, IBU will offer limited number of scholarships and financial assistance to its students in the form of entrance scholarships, crown ward tuition waiver, financial aid and payment plan arrangements.

### **Student Dismissal**

Student dismissal may occur on the grounds of general misconduct or academic infractions. Policies and procedures regarding student dismissal and their procedural rights during a dismissal decision can be found in the University's Dispute Resolution Policy.

### **Sale of Students' Goods and Services**

In accordance with section 35 of the Private Career Colleges Act, 2005 ("PCCA"), if you make goods or provide services as part of the requirements to complete your program, IBU can:

- Sell these goods.
- Provide these services to the public.
- Arrange for the delivery of these services to the public.

IBU cannot profit from these sales. It can only charge an amount that allows the institution to recover its costs.

### **Withdrawal and Refunds**

Any student who gives written notice to the University within two days of having signed a registration agreement that he or she rescinds that agreement, will be refunded 100% of all fees paid for the period of registration. Any student who gives written notice, but more than two days after signing a registration agreement, that he or she does not intend to begin a program, or who, without providing written notice, does not attend the first ten consecutive days of the program, will receive a full refund of all fees paid, less an administration fee in the amount of \$250 CAD.

Any student who withdraws from a program, or part of a program, prior to the midpoint in a semester (generally the 7th week of term) is entitled to a refund equal to the proportion of tuition not yet earned by IBU, less an administrative fee in the amount of \$250 CAD. Students who withdraw after the seventh week of a semester shall forfeit the right to any refund in tuition or other fees for that semester. IBU will refund in full the tuition fees for the period for which a student is currently registered, for a program or part of a program that is discontinued or suspended.

### **International Student Cancellation Policy:**

International Students who cancel their enrolment, for any reason, before the commencement of the classes will receive a refund of any pre-paid tuition fee collected less than the registration fee of \$250.

In case of Visa refusal, IBU will provide a full refund (excluding the registration fee of \$250) upon receiving a copy of Visa Refusal Letter from Canadian Immigration Office (IRCC). All such refunds must be submitted by end of week 2 of the beginning of the semester.

### **Information on Online Learning**

Students will be provided with comprehensive instruction and support for using any of IBU's online learning platforms. Upon admission, students will be directed to the University website and provided with information on how to log in and register for the online learning platform.

January 1	Thursday	New Year's Day - University Closed
January 5	Monday	Orientation – Class of Winter 2026
January 7	Wednesday	Semester Begins (Winter 2026)
January 13	Tuesday	Deadline: Winter Semester Course Add/Drop
February 16	Friday	Statutory Holiday (Family Day) -University Closed
February 24	Tuesday	Deadline: Course Withdrawal
February 25 - March 3	Wednesday - Tuesday	Reading Week (No Classes Scheduled)
March 4	Wednesday	Semester Continues (Winter)
April 3	Friday	Statutory Holiday (Good Friday) - University Closed
April 8	Wednesday	Deadline: Scheduled Break Request for Summer '26 Semester
April 21	Tuesday	Semester Ends - Winter
April 22 to May 6	Wednesday - Wednesday	Semester Break
May 4	Monday	Orientation – Class of Summer 2026
May 6	Wednesday	Semester Begins (Summer)
May 12	Tuesday	Deadline: Summer Semester Course Add/Drop
May 18	Monday	Victoria Day - University Closed
June 23	Tuesday	Deadline: Summer Semester Course Withdrawal
June 24 - June 30	Tuesday - Tuesday	Reading Week (No Classes Scheduled)
July 1	Wednesday	Canada Day - University Closed
July 2	Thursday	Semester Continues (Summer 2026)
August 3	Monday	Civic Holiday - University Closed
August 6	Thursday	Deadline: Scheduled Break Request for Fall '26 Semester
August 18	Tuesday	Semester Ends (Summer 2026)
August 19 - September 1	Wednesday - Tuesday	Semester Break
August 31	Monday	Orientation – Class of Fall 2026
September 2	Wednesday	Semester Begins - Fall 26
September 7	Monday	Labour Day - University Closed
September 8	Tuesday	Deadline: Fall Term Course Add/Drop
October 12	Monday	Thanksgiving Day - University Closed
October 20	Tuesday	Deadline: Course Withdrawal Fall Semester
October 21 - October 27	Wednesday - Tuesday	Reading Week (No Classes Scheduled)
October 28	Wednesday	Semester Continues (Fall 2026)
December 3	Thursday	Deadline: Scheduled Break Request for Fall '26 Semester
December 15	Tuesday	Semester Ends (Summer 2026)
December 16 - January 5, 2027	Wednesday - Tuesday	Semester Break
December 25 to December 26	Friday - Saturday	Christmas Day - University Closed
December 28	Monday	Boxing Day (Observed) - University Closed



# IBU International Business University

**ibu.ca**

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International Business University has been granted consent by the Minister of Colleges and Universities to offer this degree for a program for a seven year term starting December 4, 2020. Prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (e.g. acceptable to potential employers, professional licensing bodies or other educational institutions.)

IBU does not make any representation or warranties express or implied as to the accuracy or completeness of the information.