

MS/MBA: Engineering Sciences Handbook

2024 – 2025

INTRODUCTION

This guide to policies and procedures is for students enrolled in the MS/MBA: Engineering Sciences program. Because all students must adhere to the policies and rules of both schools in which they are matriculated (Harvard Business School (HBS) and The Harvard John A. Paulson School of Engineering and Applied Sciences (SEAS)), this guide serves as a supplement to the existing policies and procedures at each school, and it applies only to MS/MBA: Engineering Sciences students. If not stated explicitly in this handbook, and the HBS and SEAS/Graduate School of Arts and Sciences (GSAS) policies are in conflict, the HBS policy will serve as the policy. Exceptions to the policies listed in this document are considered by petition to the faculty co-directors, who will review the petition together with the appropriate administrators within HBS, SEAS, GSAS, and the Faculty of Arts and Sciences (FAS).

PROGRAM MISSION

The program aims to educate future leaders of technology ventures by providing a strong foundation in general management, building design skills, and deepening students' understanding of engineering.

ENROLLMENT

The HBS/SEAS MS/MBA: Engineering Sciences joint degree is a full-time two-year program. Students are required to be full-time for the duration of the program. Participants are required to complete both years and all program requirements. Upon completion, students will be eligible to receive a Master in Business Administration degree as well as a Master of Science degree in Engineering Sciences. The degrees must be conferred concurrently.

It is presumed that all joint-degree students are making a commitment to the joint degree program when they enroll and will complete both degrees in the two-year sequence outlined. Understanding that students may encounter unexpected situations, students may request to withdraw voluntarily from the joint degree program and remain enrolled only in the MBA program, provided they request such a withdrawal prior to the start of their Year Two academic work. Such withdrawals will be examined on a case-by-case basis, require the recommendation of both Faculty Co-Chairs of the joint degree program, and must be approved by the MS/MBA Program Steering Committee.

Requests for voluntary withdrawals motivated by extreme situations (such as medical or family hardship) will be considered at any time. Any such changes in status must also be recommended by both the Faculty Co-Chairs of the joint degree program and approved by the Steering Committee.

School Affiliation. Students are concurrently enrolled in both HBS and SEAS (through GSAS) for the full duration of the program. Note that both SEAS and GSAS are part of FAS.

Practically speaking, HBS serves as the primary affiliation and takes the lead on/is primarily responsible for:

- Tuition billing, collection and financial aid including fellowships and loans.
- Student housing. (Students have access to Harvard University Housing and HBS Housing but not to the GSAS Residence Halls.)
- Serving as liaison to the Harvard International Office and other University services as appropriate.

Students have access to the following services, resources, and staff in both HBS and SEAS/GSAS:

- Academic and Career Services
- Libraries
- Registrar Services (through the FAS registrar and HBS registrar)
- Computing/IT support, including hbs.edu and GSAS g.harvard.edu email accounts.
- Other GSAS and University resources: <https://gsas.harvard.edu/student-life/resources>
- School and student-led activities and events

Degrees. Upon completion of the requirements, students will be awarded the Master in Business Administration degree from HBS and the Master of Science degree in Engineering Sciences from GSAS. Full requirements for the Master of Science degree are listed on the SEAS [website](#) in the Policies of the Committee on Higher Degrees (CHD) document located therein.

Year Terminology. HBS refers to the first year of the MBA Program as the “RC” (Required Curriculum) year and the second year as the “EC” (Elective Curriculum) year. SEAS/GSAS refer to years by “G-year,” i.e., G1 and G2 for first and second years respectively.

Individual Class Composition. Students will be grouped together as a program cohort in August before RC/G1 year as they take the Design Theory and Practice course. At the start of HBS RC year, HBS will mix joint degree program students approximately evenly throughout MBA RC sections. Students will be distributed among the broader student populations within various HBS and SEAS electives during EC/G2 year.

Class Enrollment Records. The HBS and FAS Registrar Offices each maintain a record of class enrollment during a given term for each joint degree student.

Calendars and Schedules. Each school will continue to manage their respective core course schedules. Since the standard SEAS/GSAS and HBS class schedules are not aligned (i.e., courses may have scheduling conflicts) students should work with their faculty advisors to determine a feasible second-year schedule. Assume attendance is required and any variations to attend must be discussed with the individual faculty instructor in question.

Diplomas and Commencement. Each school grants a separate degree and diploma. Students are permitted to participate in either or (if the schedule allows) both commencement ceremonies and they may “walk” as a group during the diploma ceremony at each school.

ACADEMIC GUIDELINES

Grades. Each school tracks grades individually. All five of the jointly taught courses required for the MS/MBA: Engineering Sciences program appear on both FAS and HBS transcripts:

- ES 285 Design Theory and Practice, ES 292a Launch Lab/Capstone I, and ES 292b Launch Lab/Capstone II will be graded with an HBS Pass/LowPass/Fail (PLPF) grade and an FAS letter grade, each of which will only appear on their respective transcript.
- ES 280 Designing Technology Ventures will be graded on an HBS forced curve (CAT I, II, III) and an FAS letter grade, each of which will only appear on their respective transcript.
- ES 234 Technology Venture Immersion will be graded only with an FAS letter grade and will appear with such on both transcripts.

Requirements. Students are required to satisfy each school's academic standards with respect to grades and overall academic performance in courses offered at that school. Failure to meet either school's standards of academic performance will result in ineligibility for both the Master in Business Administration and the Master of Science degrees.

Transcripts. Each school maintains a separate transcript. Each transcript shows any core courses (i.e., RC course grade for HBS), any elective courses taken at the school, and joint course grades as outlined previously. For all MS/MBA: Engineering Sciences students, the HBS transcript bears the following notation:

“Enrolled in the two-year MS/MBA: Engineering Sciences degree program offered by the Harvard John A. Paulson School of Engineering and Applied Sciences and Harvard Business School. The above transcript represents that part of the student's work taken at Harvard Business School toward MBA degree requirements.”

The FAS transcript will not have any such specific notation.

Academic Honors. HBS follows its own policies for the granting of honors. SEAS/GSAS does not have academic honors for graduate students.

Academic Rules of Conduct. Students are expected to adhere to the [HBS](#) and [SEAS/GSAS policies of conduct](#). Violations of these policies will be adjudicated by the GSAS Administrative Board for issues related to SEAS/FAS and the Conduct Review Board for issues related to HBS. Coordination will take place between the two boards for issues that span multiple schools.

LEAVES AND WITHDRAWALS

All policies around leaves of absences – voluntary and involuntary – as outlined in the [GSAS Policies](#) page apply to students enrolled in the MS/MBA: Engineering Sciences program.

All policies around leaves of absence – voluntary and involuntary – as outlined in the [HBS MBA Leave of Absence policy](#) apply to students enrolled in the MS/MBA: Engineering Sciences program. If a programmatic requirement found here is in conflict with the individual SEAS/GSAS or HBS school policy, the programmatic requirement will supersede the school policy.

Voluntary Leave of Absence. (A) It is presumed that all joint degree students are making a commitment to the joint degree program when they enroll and will complete both degrees in the two-year sequence outlined. Refer to the Enrollment section on the first page of this Handbook for more information. (B) Any student in good academic standing following the RC/G1 year may voluntarily take a leave from the joint degree program with the expressed intent of resuming and completing the entire joint program at a later date. Students are not permitted to take a leave of absence from only one school. Students who voluntarily leave must return and complete the program within seven years of their date of matriculation into the first year of the joint degree program. The student must first notify the registrar of HBS and the administrative lead of SEAS (who will notify the FAS registrar) in writing of her or his intention to return. When the student returns to the joint degree program, they will be subject to the program requirements then prevailing, which may entail additional course requirements if material changes in program requirements were made since her or his withdrawal. Tuition will also be charged at the rates prevailing at the time the joint degree program is resumed.

Required Withdrawal. In the event that a student does not meet either school's independent academic performance markers and is required to withdraw, they would leave the Joint Degree Program (at least temporarily) and would have to petition to return. A required leave of absence from the program could also be related to disciplinary, medical, mental health or financial issues at either school.

FINANCIAL MODEL: TUITION, FEES, FINANCIAL AID, BUDGET

Program students will be charged MS/MBA: Engineering Sciences tuition (customized for the joint program to account for additional academic content), which is higher than the HBS MBA tuition and fees. They will be eligible for financial aid administered by HBS and be required to follow HBS MBA financial aid policies and procedures. All students who matriculate in the program are awarded the Dupre/Nunnally Fellowship, an incremental \$5,500 fellowship each academic year (\$11,000 total). The fellowship will be incorporated into each financial aid package, if applicable. Half of the award will be disbursed to students' Harvard University Student Account for the fall term and the other half for the spring. In addition, students will be eligible to apply for funding from the HBS Summer Fellows Program during the summer between their first and second year of the program.

ADVISORY SERVICES: ADVISING, MENTORSHIP, CAREER SERVICES

Advising will primarily be provided by the MS/MBA: Engineering Sciences faculty co-chairs and administrative program leads at each school.

Each student will be assigned a SEAS faculty advisor for the Master of Science degree. Each student's SEAS Master of Science Degree Program Plan will pass through the standard review and approval process by the Engineering Sciences Committee on Higher Degrees (CHD). Program questions about the Master of Science degree requirements will be fielded by the SEAS administrative program lead and the SEAS faculty advisor, working in conjunction with the appropriate SEAS Director of Graduate Studies (DGS).

INTELLECTUAL PROPERTY

Harvard University's Statement of Policy in Regard to Inventions, Patents, and Copyrights governs the ownership and disposition of intellectual property that is produced in this joint degree program.

MS/MBA: ENGINEERING SCIENCES CURRICULUM

Students in the MS/MBA: Engineering Sciences program must fulfill the curricular requirements of both schools in order to receive both degrees concurrently upon graduation.

Year 1

PREMATRICULATION:

- After notification of admission, students should refer to myHBS for detailed instructions about any prematriculation requirements.

SPRING OR EARLY SUMMER:

- HBX CORE (Students may be required or recommended to take the course, which must be completed prior to the start of the summer course noted just below.)

SUMMER:

- Design Theory and Practice *

FALL:

- Fall HBS RC curriculum per myHBS

JANUARY:

- Technology Venture Immersion *

SPRING

- Spring HBS RC curriculum per myHBS

Year 2

FALL:

- SEAS Elective #
- SEAS Elective #
- Designing Technology Ventures *
- HBS Classroom Elective #
- HBS Classroom Elective #

JANUARY:

- Launch Lab / Capstone I *

SPRING:

- SEAS Elective #
- HBS Classroom Elective #
- HBS Classroom Elective #
- Launch Lab / Capstone II *

* These joint courses appear on both transcripts.

During the EC/G2 year, students take 12 SEAS credits and 12 HBS credits, divided between semesters in any combination. The curriculum on this page is a sample representation of a typical EC/G2 schedule. The HBS electives must be EC classroom courses; Independent Projects and January IFC options will not meet degree requirements.