



Mangalam Research Center for Buddhist Languages

SCHOOL CATALOG

June 1, 2018 – May 31, 2019

Mangalam Research Center
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HISTORY AND MISSION

The Mangalam Research Center for Buddhist Languages was founded in 2009 to support the establishment of English and other Western languages as accurate vehicles for the transmission of Buddhism. Since its founding, it has quickly established itself as one of the premier centers for Buddhist language studies in the world. Its programs have been attended by prominent scholars from around the world, and it has received several grants in support of its activities.

The Mangalam Research Center's permanent home is a beautiful, landmarked building in the center of downtown Berkeley. Located just a few minutes from the University of California, it enjoys a close working relationship with the University and with the Ho Center for Buddhist Studies at Stanford University, an hour's drive to the south.

MRC offered its first education programs in the summer of 2010, when it hosted a three-week long graduate seminar led by six prominent academics. Since then, it has continued to offer educational programs at various levels, with a special focus on the study of classical Sanskrit and classical Tibetan. It is fortunate to have as its academic director one of the world's leading scholars in the field of Buddhist Studies and Buddhist canonical languages: Professor Luis Gómez. It also has an active research program, focused on an ongoing database project called the Buddhist Translators Workbench, whose development has been funded in part by the National Endowment for the Humanities.

Given its commitment to training students and scholars in the terminology of Buddhism in the canonical languages and creating a foundation for accurate translations of Buddhist texts, MRC has actively investigated the current situation in Buddhist Studies to see how it might best contribute to the field and meet the needs of future scholars.

In 2013, based on discussions with faculty at more than a dozen graduate programs in Buddhist Studies, MRC developed two programs that would foster these needs. This catalog introduces those programs.

OVERVIEW OF PROGRAMS

Mangalam Research Center for Buddhist Languages (MRC) offers two related programs of study. The programs and the courses they include are presented in detail later in this catalog.

Post-Baccalaureate Program in Buddhist Languages and Translation Studies (PBL)

This program is at the heart of MRC's educational initiatives. Students who wish to pursue graduate-level studies in Buddhism or cognate fields such as Religious Studies, South Asian Studies, or Tibetan Studies often lack the necessary training in canonical Buddhist languages. This may be because their school does not offer such training, because they made the choice to pursue graduate studies too late in their academic career to receive the necessary training, or because they have chosen to pursue graduate studies after graduating from college in a different field.

The objective of the PBL Program is to help remedy this gap by providing language training in both classical Sanskrit and classical Tibetan. In addition, the PBL Program offers concentrated training in Buddhist Studies through a year-long seminar in this field. It also introduces students to methods, ideas and approaches that will be valuable in their graduate studies through a year-long Post-Baccalaureate Seminar.

Intensive Program in Canonical Buddhist Languages (IBL)

The objective of the Intensive Program in Canonical Buddhist Languages, an eight-week summer program, is to offer the equivalent of a first-year course of study (10 semester credits) in either classical Sanskrit or classical Tibetan.

For a student considering an academic career in Buddhism, the Mangalam Research Programs offer opportunities not available elsewhere. Anyone who wishes to enter a graduate program in Buddhist Studies, or to make such studies the focus of graduate work in a cognate field must either possess or plan on acquiring substantial skills in one or more of the canonical languages. For many students, that is simply not possible through their undergraduate institution. MRC's programs let them develop this linguistic competence. MRC's Post-Baccalaureate program also offers a grounding in the field of Buddhist Studies, training that will provide key preparation for graduate study.

While completion of the MRC Post-Baccalaureate Program is no guarantee that a student will be admitted to a graduate program in Buddhist Studies, the program has been carefully designed in consultation with leading scholars (see the members of our Board of Advisors for a partial list) to make sure that it offers the key elements needed to enter the academic world. Students who simply want to deepen their own

understanding of Buddhism or develop their skills as translators will also benefit enormously from these programs, even if they do not intend to pursue academic careers.

The opportunity that our programs offer to study with world-class scholars and to participate in the full range of Buddhist-related activities available through Mangalam and its academic neighbors is truly unique. These educational opportunities are a perfect match for MRC's underlying mission: to prepare the way for the successful transmission of Buddhist teachings in Western languages. We are sure that it will also be an excellent fit for students who want to develop the linguistic skills and substantive background to make a contribution to the field of Buddhist Studies.

Name of Program	Credit Hours
Post-Baccalaureate Program in Buddhist Languages and Translation Studies	36
Intensive Program in Canonical Buddhist Languages	10

ACADEMIC MATTERS

ACADEMIC CALENDAR

Summer Session 2018	
INSTRUCTION BEGINS	Monday, June 25, 2018
Independence Day	July 4, 2018
SUMMER SESSION ENDS	Friday, August 17, 2018

Fall Semester 2018	
FALL SEMESTER BEGINS	Monday, August 27, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving	Thursday, November 22, 2018 – Friday, November 23, 2018
Classes End	Friday, December 7, 2018
FALL SEMESTER ENDS	Friday, December 14, 2018

Spring Semester 2019	
SPRING SEMESTER BEGINS	Tuesday, January 8, 2019
Instruction Begins	Tuesday, January 15, 2019
President's Day	Monday, February 18, 2019
Spring Recess	Monday, March 18, 2019 - Friday, March 22, 2019
SPRING SEMESTER ENDS	Friday, May 3, 2019

PROGRAM DESCRIPTIONS

Post-Baccalaureate Program in Buddhist Languages and Translation Studies (PBL)

Students who wish to pursue graduate-level studies in Buddhism or cognate fields such as Religious Studies, South Asia Studies, or Tibetan Studies often lack the necessary training in canonical Buddhist languages. This may be because their school does not offer such training, because they made the choice to pursue graduate studies too late in their academic career to receive the necessary training, because they have focused on another Buddhist language, or because they have chosen to pursue graduate studies in a different field after graduating from college.

The PBL Program is intended to help remedy this gap by providing language training in both classical Sanskrit and classical Tibetan. In addition, through a course in Buddhist Studies and a year-long Post-Baccalaureate Seminar, the PBL Program offers concentrated training in the tools and methods of Buddhist Studies, as well as in the traditional literatures and doctrinal systems of Buddhism, with a view to providing students with skills and knowledge that will be valuable in their graduate studies. The program may also be a good fit for people who want to be able to read Buddhist texts in the original languages but are not interested in pursuing a graduate degree or are unable to do so.

For students interested in applying to Buddhist Studies graduate programs, the PBL program offers an excellent option with advantages not found in other programs. It focuses specifically on the language training needed for graduate study; it can be completed in twelve months in a highly cost-effective way; and it gives students the opportunity to participate in the cultural and educational resources available through the University of California at Berkeley and the cultural resources of the San Francisco Bay Area.

The PBL Program is a year-long (twelve-month) program that consists of four elements:

- 1) an eight-week language intensive offered during the summer preceding the rest of the program. This intensive gives students the equivalent of a first-year course of study and is intended to prepare them to enter a graduate program in Buddhist Studies, Religious Studies, South Asia Studies, Tibetan Studies, or cognate fields. Students may take the intensive in either classical Sanskrit or classical Tibetan. Incoming PBL students who have already completed a year of study in both classical Sanskrit and classical Tibetan and demonstrate their achievement through passing a test administered for this purpose do not have to participate in the language intensive. Students who have completed a year of either classical Sanskrit or classical Tibetan must take the intensive in the

language in which they have not yet received instruction. 10 semester credits.

The remaining three courses of the PBL Program are taken concurrently over two semesters during the regular academic year (August to May). Together these three courses constitute a full course load that is the equivalent of 13 credits each semester.

2) a two-semester course at the intermediate (second-year) level in either classical Sanskrit or classical Tibetan. 8 credits each semester.

3) a two-semester course in Buddhist Studies (see below for a detailed description). 3 credits each semester.

4) a two-semester Post-Baccalaureate Seminar that introduces topics important for graduate-level study, with a special emphasis on the close reading and interpretation of texts, translation theory, and paper and digital research resources for the study of Buddhism. 2 credits each semester.

Summary

To graduate, a student in the PBL Program must complete the equivalent of 36 semester credits, as follows:

Language	S-101, S201, S-202 or T-101, T-201, T-202	26 credits (456 contact hours)
Buddhist Thought	B-101, B-102	6 credits (60 contact hours)
Post-Baccalaureate Seminar	PB-100	4 credits (90 contact hours)

Students who complete the program will receive a Certificate in Post-Baccalaureate Buddhist Language and Translation Studies.

Intensive Program in Canonical Buddhist Languages (IBL)

This program consists of the eight-week language intensive described under the PBL program above. It is offered in either Classical Sanskrit (S-101) or classical Tibetan (T-101). 10 semester credits, 96 contact hours.

Students who complete the program will receive a Certificate acknowledging their Completion of an Intensive Program in Classical Sanskrit or Classical Tibetan.

COURSE DESCRIPTIONS

Buddhist Canonical Languages

Language courses at MRC are designed to start students on the path to being able to read and analyze Buddhist texts in their original languages. The languages in which instruction are offered are classical Sanskrit and classical Tibetan. Tutorials in Buddhist Sanskrit or classical Tibetan will also be available for students who start the program with some knowledge of either language.

S-101 Beginning Classical Sanskrit: Summer Intensive

An intensive first course in Sanskrit focusing on making the transition from English to understanding a case-driven morpho-syntactic universe, and to reading and translating classical Sanskrit. Emphasis on reading and translating begins from the first lesson, and developing skills in translation runs in parallel with the study of grammar. Traditional textbooks are used to insure a rapid acquisition of basic principles of grammar as the student learns how to read in context. The course is designed to lead seamlessly into the reading of Sanskrit texts in the fall term.

10 semester credits.

S-201 Intermediate Classical Sanskrit A

An intensive course in Sanskrit focusing on developing reading and translation skills and on the critical, philological analysis of classical Sanskrit texts. Traditional textbooks are used to insure growth in the student's knowledge of grammar, as students learn how to read in context, first in general classical Sanskrit literature, and, gradually, as we move towards the second semester, in Buddhist texts written in standard classical Sanskrit. The course is designed to lead seamlessly into the reading of more extended Sanskrit texts in the winter-spring term.

8 semester credits. Prerequisite: S-101 or its equivalent.

S-202 Intermediate Classical Sanskrit B

Continuation of S-201.

8 semester credits. Prerequisite: S-201.

T-101 Beginning Classical Tibetan: Summer Intensive

This is an intensive first course in Tibetan focusing on making the transition from English to a Sino-Tibetan language, especially one with a lexicon generated through a translation process. It is designed as an introductory class in Classical Tibetan for students with no previous background in the study of Tibetan. Emphasis on reading and translating begins from the first lesson, and developing skills in translation runs in parallel with the study of grammar. Traditional textbooks are used to insure a rapid acquisition of basic principles of grammar as the student learns how to read in context. The course is designed to lead seamlessly into the reading of Tibetan texts in the fall term.

10 semester credits.

T-201 Intermediate Classical Tibetan A

This course is designed to continue developing the skills of students who have already had an introductory class in Classical Tibetan, such as our summer intensive, T-101. It builds on previous knowledge of classical Tibetan grammar reinforcing basic principles and introducing some of the intricacies of autochthonous literary texts. The course offers extensive practice in

reading, first from Tibetan works translated from Indian originals, but gradually building up to the peculiar usages of indigenous literature. Prerequisite: T-101 or its equivalent. Choice of texts may vary depending on the interests and background of students. This course is designed to continue developing the skills of students who have already had an introductory class in Classical Tibetan, such as our summer intensive, T-101. It builds on previous knowledge of classical Tibetan grammar reinforcing basic principles and introducing some of the intricacies of autochthonous literary texts. The course offers extensive practice in reading, first from Tibetan works translated from Indian originals, but gradually building up to the peculiar usages of indigenous literature. Prerequisite: T-101 or its equivalent. Choice of texts may vary depending on the interests and background of students. *8 semester credits.*

T-201 Intermediate Classical Tibetan B

Students continue to read Buddhist texts translated from Indian languages into Tibetan. They will also be introduced to accompanying commentaries by indigenous Tibetan authors. Additionally, the course introduces the styles and idioms of indigenous literature. Students will be expected to continue to develop their capacity to read with fluency and begin developing some proficiency in translating Tibetan texts. *8 semester credits.*

Buddhist Studies

The two-semester class in Buddhist Studies aims to instill in students an appreciation for the riches of Buddhist thought and literature, while focusing on the methods used in the academic study of Buddhism. It focuses most strongly on developments in India and Tibet, with only limited consideration of the forms that Buddhism took in other parts of Asia—when such considerations are justified by relevant developments in the field or the interest of the students. There is an emphasis on reading original sources in translation, with reference to original Sanskrit and Tibetan as appropriate to the linguistic skills of individual students; however, writings by major Western scholars, both past and present, are also carefully studied. The courses also emphasize the development of the necessary skills to write well-argued scholarly papers and / or faithful yet elegant English translations of Buddhist originals.

B-101 Themes and Problems in the Study of Buddhism (Unit 1)

This class is a Proseminar introducing the object and methods of the academic and critical study of Buddhism known as “Buddhist Studies.” It focuses primarily on the close reading of scholarly material on the history of the discipline of Buddhist Studies writ large, gradually focusing on Buddhist Studies as modeled by Indology generally, and more specifically by philology and text criticism. Students will also be introduced to the main problems of hermeneutics and translation as extensions and dimensions of text criticism.

Students will practice close readings of primary (in translation) and secondary literature. Proseminars combine lecturing, the study of accepted scholarly conventions, and historical data, rather than the cultivation of independent research and writing by the student. *3 semester credits.*

B-102 Buddhist Studies, continued

This proseminar is a continuation of B-101. This second semester focuses on specific areas of study in research and writing on the history of Buddhism in India. Unlike PB 100, our year-long Seminar, Proseminars combine lecturing, the study of accepted scholarly conventions, and historical data, rather than the cultivation of independent research and writing by the student. *3 semester credits.*

Additional Courses in the Post-Baccalaureate Program

PB 100 Tools and Methods in Buddhist Studies: Post-Baccalaureate Seminar

This course is a seminar designed as a workshop in which students will be exposed to the tools and methods of Buddhist Studies through intensive critical reading and writing in Buddhist Studies. It aims to help students develop the skills and acquire the necessary background knowledge and familiarity with the scholarly literature to successfully research and write papers of scholarly quality. The course therefore also intends to bring students up to speed in the conventions of scholarly writing in the field of Buddhist Studies.

The course is divided into 8 modules. For each module, a visiting scholar-lecturer will be in charge of a lecture and discussion session on an example of findings and advances in contemporary research on the relevant topic; readings and discussions preceding and following this lecture will be guided by on-site faculty. 4 semester credits (2 credits each semester).

FACULTY

Ligeia Lugli (Postdoctoral Fellow, 2012-2014; Senior Researcher, 2014-) received her Ph.D. in Buddhist Studies from the University of London's School of Oriental and African Studies (SOAS). She has since been a Research Associate in the Department of Study of Religions at SOAS. Her research focuses on the Yogācāra view of language, but also includes philosophical, philological and paleographical study of Mahāyāna sūtras in Sanskrit and Tibetan. She is currently preparing a critical edition and translation of the Tathāgatācintyaguhyā and collaborating with Durham University towards the creation of Śāstravid, an online resource for the philosophical and hermeneutical study of Madhyamaka. Dr. Lugli has previously served as a teaching assistant at SOAS; she also taught the 2013 Sanskrit Intensive at Mangalam Research Center.

Jann Ronis (Tibetan Lecturer, 2016-) studied religion, Tibetan studies, Sinology, and the Tibetan and Chinese languages at the University of Virginia. He received his Ph.D. from the University of Virginia in 2009 for a dissertation about developments in the monasteries of eastern Tibet, along the border between Tibet and China, in the seventeenth and eighteenth centuries. His research interests include the social histories of visionary cults, scholastic traditions, monastic reform movements, and sectarian conflicts; the philosophical and contemplative traditions of the Nyingma school of Tibetan Buddhism; and Sino-Tibetan cultural relations.

ADMISSION REQUIREMENTS AND PROCEDURES

Post-Baccalaureate Program in Buddhist Languages and Translation Studies (PBL)

- 1) Possession of a bachelor's degree from an accredited American college or university or the equivalent. Mangalam Research Center does not admit ability-to-benefit students.
- 2) An unofficial transcript from each college or university you have attended. Transcripts that are not stated in English must be accompanied by a translation into English certified to be accurate by a qualified translator. Institutional, web-based transcripts or academic records are acceptable.
- 3) A short CV or resume (maximum 2 pages).
- 4) Letters of recommendation from two college or university faculty familiar with your work and potential, or the equivalent. At least one recommendation should originate from a faculty member of the last institution you attended as a full-time student. Contact your recommenders well ahead of time to make sure they are aware of and can meet your application deadline. You will be asked to list your recommenders on your application for admission. You may submit your application independently of the letters submitted by your references, but your application is not complete until the letters have been received by MRC.

Letters of recommendation should be sought from faculty in your proposed field of study who are sufficiently familiar with your work to make a comprehensive evaluation of your abilities. Your recommenders are asked to give their personal impressions of your intellectual ability, your aptitude in research or professional skills, your character, and the quality of your previous work and potential for future productive scholarship, knowledge in the field, ability to express thoughts in speech and writing, potential for academic research and college teaching, capacity for learning languages, motivation and perseverance toward goals, and ability to work independently.

- 5) Completion of the Application for Admission, which will be available on the MRC website. In addition to contact information, a list of recommenders, and a section providing for voluntary waiver of your right to see your letters of recommendation, the Application for Admission will request the following:

Statement of Purpose. Describe your aptitude and motivation for graduate study and/or the study of Buddhist languages and the art of translation. Include your preparation for this field of study, your academic plans or plans with regard to translation work in Buddhism, and your future career goals. Please be specific about why the vision and approach of the Mangalam Research Center would be a good fit for you. 500-1,000 words.

Intellectual Autobiography. Describe the formation of your academic interests, interests in Buddhism, or interest in translation, as well as the general areas in

which you hope to work. Describe any relevant research experience, including the precise role you played, and indicate how your past experience and training have prepared you to pursue work in this program. Please also describe how your personal background and experiences inform your decision to pursue the program for which you are applying and your motivation for entering this field. 500-1,000 words.

6) Writing or translation sample. The sample should be a maximum of 25 pages (double-spaced).

7) Personal interview or interview over the internet. The Admissions Committee may request a personal interview via Skype in appropriate cases; you may request this format as well. The interview may be held with one or more members of the Admissions Committee, at MRC's discretion.

8) Application fee of \$50, payable by personal check or money order, made out to Mangalam Research Center, or online via PayPal.

Intensive Program in Canonical Buddhist Languages (IBL)

1) Successful completion of two years of undergraduate education toward a Bachelor of Arts or Bachelor of Science Degree from an accredited American college or university or the equivalent;

2) Demonstrated interest and capacity in language studies;

3) A short CV or resume (maximum 2 pages);

4) An unofficial transcript from each college or university you have attended. Transcripts that are not stated in English must be accompanied by a translation into English certified to be accurate by a qualified translator. Institutional, web-based transcripts or academic records are acceptable.

5) Two letters of recommendation from a college- or university-faculty member familiar with your work and potential, or the equivalent. Your application is not complete until these letters have been received by MRC.

The letters of recommendation should be sought from someone familiar with your capacity for language studies and your ability to benefit from the IBL program. Your recommender will be asked for personal impressions of your intellectual ability, your aptitude for language study, your character and level of motivation, your ability to express yourself in speech and writing, and your capacity for the self-discipline needed to succeed in an intensive language program.

6) Completion of the Application for Admission, which will be available on the MRC website. In addition to contact information, the name of your recommenders, and a section

providing for voluntary waiver of your right to see your letters of recommendation, the Application for Admission will request the following:

Statement of Purpose. Describe your aptitude and motivation for language study, your interest in studying the language for which you are applying, the ways that your personal background and experiences inform your decision to pursue the program for which you are applying, your academic plans or plans with regard to translation work or work in language study, and your future career goals. 500-1,000 words.

7) Writing or translation sample. The sample should be a maximum of 15 pages (double-spaced).

8) Application fee of \$50, payable by personal check or money order, made out to Mangalam Research Center, or online via PayPal.

ADMINISTRATIVE MATTERS/ SCHOOL POLICIES AND NOTICES

Administration

Chief Executive Officer	Jack Petranker, M.A., J.D.
Chief Academic Officer	[vacant]
Chief Operating Officer	Ann Bergfors, B.A.
Chief Financial Officer	Linda Copenhagen, C.P.A.

Board of Advisors:

Prof. Jose Cabezón, Chair, Dept. of Religious Studies
University of California, Santa Barbara

Prof. Paul Harrison, Co-Director
Ho Center for Buddhist Studies
Stanford University

Prof. Karen Lang, Director of Center for South Asian Studies
University of Virginia

Prof. Parimal Patil, Chair of Dept. of South Asian Studies
Harvard University

Prof. Alexander von Rospatt,
Director, Group in Buddhist Studies
University of California, Berkeley

Business Hours

9 a.m. – 5 p.m., Monday-Friday

Consumer Information

The Mangalam Research Center has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Non-Discrimination Policy

The Mangalam Research Center does not discriminate on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, or physical disabilities in administration of its educational and admissions policies or in any program that it administers.

English Proficiency

Mangalam Research Center does not provide English-as-a-Second-Language instruction. Students are required to speak and read English at the college level.

English proficiency will be determined by the Admissions Committee at the time of evaluating the student's application. All courses are taught in English.

Foreign Students

Mangalam Research Center does not offer student visas to foreign students, nor will the Institute vouch for the student status or for any associated charges of foreign students.

Physical Requirements

Mangalam Research Center does not discriminate based on mental or physical handicaps. However, students must be mentally and physically capable of safely participating in instruction and practices on a daily basis in order to successfully complete the program. MRC encourages all students who may have a concern regarding a physical or mental issue to visit the Institute and allow the Institute to evaluate individual circumstances.

Review of Catalog and School Performance Fact Sheet

State law requires that prior to signing an enrollment agreement for a Mangalam Research Center program you must be given this catalog and a School Performance Fact Sheet. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. These documents contain important policies and performance data for this institution. Mangalam Research Center is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Placement

Please note that Mangalam Research Center programs are not vocational in nature and are not represented to lead to employment of any kind. Mangalam Research Center does not offer job placement assistance.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax: (916) 263-1897.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Mangalam Research Center is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not

accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Mangalam Research Center to determine if your credits or certificate will transfer.

The Mangalam Research Center has not entered into any articulation or transfer agreement with any other postsecondary school.

Certificates awarded in Mangalam Research Center programs are not teaching credentials. Earning a certificate in a Mangalam Research Center program will not, by itself, qualify you to teach at the Mangalam Research Center, or anywhere else, in any area in which you earned a certificate.

Programs at Mangalam Research Center are not designed to prepare its graduates for any job classification under the United States Department of Labor Standard Occupational Classification system. Mangalam Research Center programs are not vocational in nature and are not represented to lead to employment.

Transfer of Credit; Challenge Examinations; Achievement Tests; Experiential Learning

The Mangalam Research Center does not accept hours or credit earned at other institutions. However, students may fulfill the prerequisites for certain language classes by demonstrating their proficiency through tests developed and administered by the MRC faculty.

The Mangalam Research Center does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

Non-Accredited Status

The Mangalam Research Center is not accredited by an agency recognized by the United States Department of Education (USDE) and students are not eligible for federal financial aid programs.

TUITION, FEES, AND FINANCIAL POLICIES

CURRENT FEES AND TUITION

Program	Registration Fee Non-Refundable	Textbooks & Supplies Estimated	Tuition Summer Language Intensive	Tuition Fall Semester	Tuition Spring Semester	STRF (Student Tuition Recovery Fund) Fee (non- refundable)	**Total Cost
IBL	\$50	\$50	\$2,600			0	\$2,700
PBL	\$50	\$400	\$2,600	\$5,000*	\$5,000	0	\$13,050

* Students who complete the Summer Language Intensive receive a \$600 credit toward tuition for the fall semester.

** Estimated charges for the period of attendance and the entire program.

Additional Costs

Additional Fees, if applicable: transcript fee: \$10; returned check fee: \$25.

Living costs for a 12-month period

The figures below are based on information gathered by the University of California through student surveys effective March 17, 2015 and available in more detail on its website: <http://financialaid.berkeley.edu/cost-attendance>. The University is located just two blocks from Mangalam Research Center, so figures will be comparable. No allowance is made in these figures for health insurance. Students may be able to economize on these estimates.

Rent and utilities	\$ 1,261 per month
Food	\$ 713 per month
Personal	\$ 155 per month
Transportation	\$ 302 per month
Total per month	\$ 2,431
Total for 12 months	\$ 29,172

Timing and Method of Payment

All tuition and other fees must be received prior to the start of class for each semester in which the student is enrolled. Students may pay by cash, money order, check, or PayPal.

Financial Aid

Mangalam Research Center does not participate in any federal or state financial aid programs.

If a student obtains a loan to pay for a Mangalam Research Center program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Mangalam Research Center continues to pursue private sources for financial aid: please contact the administration for up to date information.

Student's Right to Cancel

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Mangalam Research Center, 2018 Allston Way, Berkeley, California 94704. This can be done by mail or by hand delivery
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

State of California Student Tuition Recovery Fund

Note: At present, no state-imposed assessment is being collected; however, this may change in future years, in which case the information below would apply.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF), if any, if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; or
2. Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (Bureau).

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, have prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to third-party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the California Private Postsecondary Act of 2009 (Act) or this Division of the Act within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

FACILITIES AND EQUIPMENT

All courses are taught at the Mangalam Research Center for Buddhist Languages, which is located at 2018 Allston Way, Berkeley in a landmarked building in the heart of the downtown area. The building measures 26,000 sq. ft. on four floors. All instruction takes place on the lower two floors, and the library is located on the ground floor. A dining hall is located on the lower level, and students may purchase a monthly meal ticket for buffet-style vegetarian lunches.

MRC has three classrooms suitable for seminars and language instruction. Classes may also be held in the library. The library is also sometimes used for larger meetings, seminars, and symposia, and for talks by visiting scholars and events open to the public. One of the classrooms is available for use as an informal reading room when not otherwise in use.

Library

The Mangalam Research Center houses a non-circulating library that is available to all students in its programs to use during regular MRC business hours and by special arrangement. An elegant room that measures 4,300 sq. feet, the library has 14 study carrels for students to use.

The library maintains an online catalog of its holdings, which can be searched by students remotely. Copies of books and other hard-copy materials required for courses and programs are separately shelved and are available for student use in the library and can be searched digitally. Digital copies of required readings are often provided as well. The MRC librarian, who is responsible for cataloging, holds a Master's Degree in Library and Information Sciences. Holdings are cataloged according to the Library of Congress classification scheme.

The MRC collection focuses on Buddhism and materials for the study of Buddhist languages, but also has holdings in the fields of philosophy, psychology, and related disciplines, as well as Buddhist history and art. Holdings facilitate study and research in Buddhist materials, both in original languages and in translation, as well as complementary disciplines. Holdings include the following:

Approximately 2,500 volumes in English, including dozens of dictionaries and glossaries in both ancient and modern languages, scores of translations of Buddhist texts, and books on translation theory.

Approximately 5,000 books in Tibetan, including the entire Buddhist Canon.

Approximately 100 books in Sanskrit.

Complete copies of the Pāli Buddhist Canon in both Pāli and in English translation (approximately 200 volumes).

New acquisitions are made based on the recommendation of MRC's directors, instructors and researchers, and books will be acquired as needed to support courses

offered in all programs. Students may suggest acquisitions as well. Requests for acquisitions should be submitted to the COO or Registrar.

Students also have access to the stacks of the libraries of the University of California, one of the largest academic libraries in the world, located a 10-minute walk away, as well as the stacks of the library of the Graduate Theological Union, located a 15-minute walk away. Although MRC students do not have borrowing privileges at these libraries, MRC staff can arrange to obtain books from their holdings as needed.

Amenities and Services

The area around Mangalam contains dozens of restaurants and cafés within a 10 minute walk, and the Berkeley Downtown Y, located across the street, offers excellent health club facilities. The University of California campus is a five-minute walk away, and public transit into San Francisco is available at the end of the block.

Mangalam Research Center is affiliated with the Tibetan Nyingma Institute, located approximately one mile away, and with Dharma College, located one block away. By special arrangement, students enrolled in a Certificate Program at MRC may take courses or workshops in Buddhist meditation, Buddhist Psychology, and Tibetan Yoga at the Nyingma Institute or avocational classes at Dharma College at one-third the usual fees charged for those classes. Classes at the Nyingma Institute or Dharma College shall not count toward fulfillment of any program requirements.

STUDENT SERVICES, GUIDELINES, AND POLICIES

Housing

MRC does not provide housing for its students and has no dormitory facilities under its control. It assumes no responsibility to assist students in finding housing. Apartments and rooms for rent are located throughout Berkeley and other nearby communities, all of which are easily accessible by public transport.

Retention of Student Records

MRC maintains hardcopy or electronic records of the name, address, e-mail address, and telephone number of each student who is enrolled in a MRC educational program. MRC maintains, for each student granted a certificate, permanent records of all of the following:

- The diploma or certificate granted and the date on which that diploma or certificate was granted.
- The courses and units on which the diploma or certificate was based.
- The grades earned by the student in each of those courses.

MRC will maintain student transcripts permanently. Information on transcripts shall include the following:

- Classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- The final grades and/or evaluations given to the student;
- Certificates awarded the student.

In addition, MRC shall maintain electronic data or hard copy data or both, for a period of not less than five years, at its principal place of business in Berkeley, CA, all of the following information:

- The educational programs offered by the institution and the curriculum for each.
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- Student contact information, including Name, Address, Telephone Numbers, and E-mail address, if any, and for students from abroad citizenship information and status in the United States.
- Student admission information, including, where applicable, written records and transcripts of any formal education or training relevant to the student's qualifications for admission, and any tests administered before admission.
- Copies of all documents signed by the student, including contracts and documents relating to financial aid, if any.
- Information showing the total amount of money received from or on behalf of the

student, the date or dates on which the money was received, and the amount, date, and calculation of any refund the student may have received.

- Copies of any official advisory notices or warnings regarding the student's progress.
- Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint.
- Records of the student's attendance.
- Any other records required to be maintained by the State of California in its applicable laws and regulations, including, but not limited to, records relating to completion, placement and licensure rates as reported on MRC's School Performance Fact Sheet, as well as annual reports as submitted to the Bureau of Private Postsecondary Education, as applicable.

In accordance with applicable law, MRC personnel may not request that a student or student group disclose user names for accessing social media or request that students access social media in their presence or divulge personal social media information.

Student Access to File Information

Student records are protected from unauthorized access. Students are allowed access to copies of items in their student files at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students or to others on the students' written request for a charge of \$10 per transcript.

Student Information Release Policy

The Institute may release certain information regarding a student's attendance, grades, completion status, and personal data if the student requests so in writing. The Institute will not release any information without a written request.

Student records are accessible only to Nyingma Institute's administrators and employees assigned with the responsibility for maintaining files. Electronic records are maintained and safeguarded by the institute's Co-Directors and/or designee(s). Back-ups are completed on a weekly basis. The back-up copy of the electronic records is maintained off site. All records are maintained as required by CCR §73900 and kept secure as required by that regulation.

Homework

Students should consider homework an integral part of their program. Students are expected to be prepared for class and review previously learned information on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time each day for homework.

Academic Advisor and Consultation with Faculty

Each student entering an MRC program other than the summer language intensives shall be assigned an academic advisor upon enrolling. The academic advisor shall ensure that adequate counseling and support are given to any student failing his or her coursework. All faculty of the Institute may serve as student advisors.

The adviser shall be available to consult with the student during the course of the school year. At the end of the first semester of study in each academic year, after grades have been reported but before the second semester begins, the academic advisor shall meet with the student to review the student's academic performance and progress. If the student's performance has not been satisfactory, the advisor may schedule a meeting at which the Academic Director participates to discuss the student's options for continuing or withdrawing from the program. These options may include withdrawal, dismissal from the program, or continued study on a probationary basis.

All faculty at Mangalam Research Center shall be available to meet with students at regularly posted office hours, which shall be held no less than once weekly.

Satisfactory Academic Progress (SAP)

A student must maintain satisfactory academic progress (SAP) in order to remain enrolled. SAP is cumulative in that it includes all periods of attendance, and all periods of attendance are counted toward the maximum timeframe allotted. SAP is applied to all students equally and measured at the mid-point and end of each course. In order to comply with MRC's SAP, the student must:

1. Be enrolled in a program of study with a valid enrollment agreement
2. Complete his/her program within the maximum time allowed. Maximum time allowed is 125% of the published course length.
3. Achieve a passing grade on each examination or other work-product. At the discretion of the instructor, a student who does not achieve a passing grade may be offered the opportunity to redo the work or retake the examination.
4. Maintain satisfactory attendance.

By the two-thirds point of any class or program, the instructor shall inform the student's academic advisor of any student who is failing to achieve SAP. In all such cases, advisors shall schedule a meeting with the student. At the meeting the advisor shall counsel the student on ways to improve his or her academic performance and shall make clear other appropriate student options, such as withdrawal or leave of absence from a program. A student who fails a class or other program will be placed on academic probation until he or she has brought his or her coursework back to a satisfactory level and has made up any failed assignments by the date noted on a probation document prepared for this purpose. A document signed by the student and school designee describing this remedial action will be placed in the student's file. Advisors will inform the Chief Academic Officer of any student on probation.

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or
2. An amount of work equivalent to that outlined in item 1 for other academic activities where the definition in item 1 does not apply.

Measures of Academic Achievement

The Mangalam Research Center awards academic achievement based upon credit hours as a means to measure academic achievement. MRC utilizes a performance-based learning model, according to which performance objectives reflect minimum competencies for individual courses and measure those skills that must be attained by the student before moving on to the next level of instruction. All Mangalam Research Center courses are graded on the following basis:

A = Excellent

B = Good

F = Work not performed at a satisfactory level

Students who withdraw from a course in a timely manner shall receive a grade of incomplete.

To receive a grade of A or B, a student must demonstrate skill or mastery in the course material and subject matter. Depending upon the particular course, students can prove their ability to synthesize and incorporate course material and themes in a variety of ways: through writing, class presentation, and/or group work. Attendance and persistent tardiness are also taken into account.

After the completion of each course, the Instructor shall complete a grade report form for each student and return the form to the Registrar. The Registrar shall sign the form and retain the original in the student's file. A copy will be provided to the student upon request, and the registrar shall provide official sealed transcripts upon a student or former student's written request for a fee of \$25.

Attendance Policies

Absences

Attendance is recorded and is essential for all courses. Students are required to attend at least 90% of the classes or meetings in each course to receive credit. Students who have given advance notification to the Instructor or provided a doctor's written excuse or documentation of emergency (excused absence) may arrange to make-up the class.

Missed classes, or portions of a class, can be made up by special arrangement with the Instructor or (on a space available basis) by attending future classes of the same course of instruction at no extra cost. In any course of 10 or more classes, more than three absences without advance notification to the Instructor or doctor's written excuse or documentation of an emergency (unexcused absences), may be grounds for a Fail in the course. In programs that contain multiple courses, students who fail more than one course due to unexcused absences may be terminated from the program.

Make-Up Work

Students are allowed to make up course work with the consent of the instructor. Make up work must be completed within a reasonable time, as determined by the school in consultation with the instructor. Make up work will not excuse an unexcused absence.

Tardiness

Students are encouraged to be on time for classes. Three (3) tardies (more than 15 minutes late) without advance notification to the Instructor or a doctor's written excuse or documentation of an emergency shall be considered one unexcused absence.

Leaves of Absence

Any student wishing to take a Leave of Absence from any program must present a request in writing at least two (2) weeks prior to the beginning of a semester. Such request should set forth the reasons for requesting the Leave of Absence and the student's projected return date. Students should be aware that taking a leave of absence will ordinarily mean that students will have to wait till the following year to resume the program. All requests for a Leave of Absence shall be presented to the CEO, CAO, and COO (the Review Committee) for their decision, which shall be made in consultation with the student's advisor. Students will be informed of the decision in writing. A student who fails to re-enter the Program in which he or she is enrolled by the scheduled return date will be dismissed from the program.

Dismissal

Students are subject to dismissal for disciplinary reasons at the discretion of the Review Committee. Examples of misconduct that may result in dismissal include: failure to follow school policies and procedures as set forth in the school catalog; putting the safety of others or school property in jeopardy; seriously disruptive behavior; use of nonprescription drugs while on campus; consumption of alcoholic beverages on campus except at approved functions; entering the school under the effects or influence of narcotics and/or alcohol; unwelcome or threatening sexual advances toward other students, staff, or faculty; failure to make payments in a timely manner; and recurring attendance or tardiness problems. A student dismissed for unsatisfactory conduct may be readmitted into the program only at the discretion of the Review Committee.

A student who fails to attend a program for two successive weeks without advance notification to the Instructor, and who fails to provide a written doctor's excuse or documentation of an emergency may be dismissed from the program at the discretion of the Review Committee.

Academic Probation

Students who fail to meet Satisfactory Academic Progress standards or attendance standards, as set forth above may be placed on probation. Students on probation must show sustained progress in the particular area which resulted in probation or face possible dismissal. Students on probation will be evaluated at the end of each week of probation with the maximum probation period being two weeks. The Student is considered to be making satisfactory progress while on probation if, at the end of each week of probation, the student's grades and attendance have improved to a satisfactory level. If satisfactory progress is achieved, the student will be removed from probation; if not, the student will be terminated.

Graduation Requirements

Students must apply for graduation to the COO or registrar in writing at least three weeks before completion of their program. The COO or registrar shall review the student's academic record before certifying that the student qualifies for graduation. No student shall be certified for graduation who has any outstanding financial obligations to Mangalam Research Center.

To meet the requirements for graduation, students must complete each course required by the program in which they are enrolled, or any other courses in which they enroll, with a grade of B or better. Students who meet this requirement will be eligible to receive a Certificate of Completion.

PBL Graduation Requirements Summary

To graduate from the PBL Program, a student must complete 36 semester credits, as follows:

Language	S-101, S201, S-202 or T-101, T-201, T-202	26 credits (456 contact hours)
Buddhist Thought	B-101, B-102	6 credits (60 contact hours)
Post-Baccalaureate Seminar	PB-100	4 credits (90 contact hours)

Students who complete the program will receive a Certificate in Post-Baccalaureate Buddhist Language and Translation Studies.

IBL Graduation Requirements Summary

To graduate from the IBL program, a student must complete the equivalent of 10 credit units. Students who complete the program will receive a Certificate acknowledging their completion of the Intensive Buddhist Languages in either Classical Sanskrit or Classical Tibetan.

Student Disciplinary Rules and Conduct

Admission to the Mangalam Research Center carries with it special privileges and imposes special responsibilities. The Review Committee and each of its members are authorized to take such action as may be necessary to maintain order on campus and preserve the integrity of the Mangalam Research Center, its programs, and its educational environment.

For this purpose, Mangalam Research Center has adopted certain rules and regulations to govern student conduct. Violation of any of these rules may result in disciplinary action:

1. ***Conduct dangerous to others.*** Conduct that constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
2. ***Disorderly conduct.*** Individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
3. ***Obstruction of or interference with Mangalam Research Center activities or facilities.*** Any intentional interference with or obstruction of any MRC activity, program, event, or facilities, including the following:
 - a. Any unauthorized occupancy of MRC facilities or blockage of access to or from such facilities.
 - b. Interference with the right of any MRC staff member or other authorized person to gain access to MRC or MRC-controlled activity, program, event, or facilities.
 - c. Any obstruction or delay of a staff member, authorized MRC agent, or agent of an authorized government unit engaged in the performance of his/her duty.
4. ***Misuse of or damage to property.*** Any act of misuse, unauthorized use, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the Mangalam Research Center including but not limited to computers, fire alarms, fire equipment, telephones, keys, and/or safety devices; and any such act against a member of the Mangalam Research Center or a guest of the Mangalam Research Center.
5. ***Theft, misappropriation or unauthorized sale of property.*** Any act of theft, misappropriation or sale of Mangalam Research Center property, or any such act against a member of the Mangalam Research Center or a guest of the Mangalam Research Center.
6. ***Misuse of documents or identification cards.*** Any forgery, alteration of, or unauthorized use of Mangalam Research Center documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission, enrollment, or status at Mangalam Research Center.
7. ***Firearms and other dangerous weapons.*** Possession of or use of firearms or dangerous weapons of any kind on MRC property.
8. ***Alcoholic beverages.*** Bringing non-prescription drugs or alcohol onto MRC property without express written permission.
9. ***Drugs.*** The unlawful possession or use of any drug or controlled substance

- (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana) with the written approval of a physician, or the sale or distribution of any such drug or controlled substance.
10. ***Financial irresponsibility.*** Failure to meet financial responsibilities to the Mangalam Research Center, including but not limited to passing a worthless check or money order in payment to the Mangalam Research Center or to a member of the Mangalam Research Center acting in an official capacity.
 11. ***Violation of general rules and regulations.*** Any violation of the general rules and regulations of the Mangalam Research Center as published in an official Mangalam Research Center publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
 12. ***Failure to comply with the instructions of an instructor or school employee*** related to the operations of Mangalam Research Center.
 13. ***Sexual harassment.***
 14. ***Conviction in a court of lawful jurisdiction of a felony or other act of moral turpitude.***
 15. ***Being under the influence of intoxicating drugs or alcohol*** while on MRC property.
 16. ***Any other conduct*** that adversely affects the Mangalam Research Center's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people on Institute or Institute-controlled property.

See also the sections below on Academic and Classroom Misconduct and Sexual Harassment. Any student accused of violating any of the rules governing student conduct who disputes the charges shall be entitled to a hearing before the Review Committee.

Academic and Classroom Misconduct

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of the general rules and regulations of the Mangalam Research Center. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the Mangalam Research Center.

Learning to think and work independently is part of the educational process and the training that MRC officers. Students are responsible for their own work. Cheating or plagiarism in any form is considered a serious violation of student rules and may result in disciplinary action. Instructors are encouraged to reduce potential opportunities for cheating or plagiarism, but ultimate responsibility rests with each student.

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work by any dishonest or deceptive means. It includes lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or

displaying notes, "cheat sheets," or other information devices inappropriate to prescribed test conditions; or allowing someone other than the officially enrolled student to do any work for which the student claims credit.

Plagiarism is defined as using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Acknowledgement of an original author or source must be made through appropriate references. Examples of plagiarism include the submission of a work completed in part or whole by another, failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart) when quoting directly from another, close and lengthy paraphrasing of another's writing without credit or originality; and use of another's project or programs or part thereof without giving credit. (These definitions have been adapted from materials published online by California Polytechnic State University, © 2013.)

Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign a failing grade.

When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. The instructor will inform the Review Committee of the violation, and the COO will keep records of the incident.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result or other discipline has been imposed, the student may appeal the case through the following procedures:

1. The student should meet with the instructor who made the allegation to discuss and hopefully resolve the problem.
2. If a satisfactory resolution is not reached, the instructor or student can request in writing a meeting with a member of the Review Committee.
3. If after review by a member of the Review Committee a satisfactory resolution has still not been reached, the matter may be appealed to the Review Committee as a whole. The Review Committee shall review all materials and prior decisions and come to a resolution on the matter. The decision of the Review Committee is final.

Disciplinary Action

For the purposes of these regulations, a "student" shall mean any person who is registered for study at the Mangalam Research Center for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, as well as any period while the student is under suspension from the Mangalam Research Center.

Disciplinary measures shall be imposed for violation by any student of Student Disciplinary Rules or Academic or Classroom Misconduct that occur on owned, leased, or otherwise controlled property, or that occur off campus when the conduct impairs, interferes with, or obstructs the activities or the mission, processes, and functions of the institution.

Disciplinary Sanctions

Upon a determination that a student has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate Mangalam Research Center officer:

1. **Restitution.** A student who has committed an offense against property may be required to reimburse the Mangalam Research Center or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. **Warning.** The appropriate Mangalam Research Center officer or instructor may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. **Reprimand.** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way. It does signify to the student that he/she is being given another chance to conduct himself/herself as a proper member of the Mangalam Research Center community, but that any further violation will result in more serious penalties. In addition, a reprimand will be placed on file in the student's academic record.
4. **Restriction.** A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the Mangalam Research Center in any way, operate equipment, or the loss of student ID.
5. **Probation.** Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Continued enrollment of a student on probation may be conditioned upon written agreement to adhere to these regulations. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. **Suspension.** If a student is suspended, he/she is separated from the Mangalam Research Center for a stated period of time, with conditions for readmission stated in the notice of suspension.
7. **Expulsion/termination.** Expulsion entails a permanent separation from the Mangalam Research Center. The imposition of this sanction becomes a part of the student's permanent record and is a permanent bar to the student's readmission to the programs of MRC.
8. **Interim or summary suspension.** As a general rule, the status of a student accused of violations of Mangalam Research Center regulations should not be altered until a final determination has been made in regard to the charges against the student, although summary suspension may be imposed upon a finding by a member of the Review Committee that the continued presence of the accused on campus is likely to constitute an immediate threat to the physical safety and well-being of the accused, or of any other member of the Mangalam Research Center or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any

case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

9. In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action, including termination.
10. Students found guilty of repeated academic misconduct may receive one of the following sanctions: a) the student may not receive credit for work completed; b) the student may not receive credit for the program or course in which he/she is enrolled; c) the student may be administratively terminated from the program.

The Review Committee of the Mangalam Research Center are authorized, at their discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Allegations of Sexual Harassment

In cases involving alleged sexual harassment, both the accuser and the accused shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual harassment.

Due Process Procedures

In cases that involve allegations of misconduct that would cause a student to be subjected to disciplinary action, a hearing shall be afforded the student according to the following procedures:

1. All complaints of alleged misconduct of a student shall be made in writing to the Chief Executive Officer. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
2. The Chief Executive Officer shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease and further action shall be taken. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined below.
3. The student shall be notified in writing by the Chief Executive Officer that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
 - a. He/she may admit the alleged violation, waive a hearing in writing and request that the appropriate Mangalam Research Center officers take appropriate action.
 - b. He/she may admit the alleged violation in writing and request a hearing before the Review Committee to determine the appropriate sanction.
 - c. He/she may deny the alleged violation in writing and request a hearing before the Chief Executive Office.
 - d. Notification of the hearing shall be in writing and shall include the following:
 - i. The date, time, and place of hearing.
 - ii. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
 - iii. The names of witnesses scheduled to appear.
4. At the discretion of the Chief Executive Officer, the student may or may not be given the right to appear at the hearing and make a statement or present evidence. In either case, the decision reached at the hearing shall be communicated in writing to the student. The statement of the decision shall specify the action taken and sanction to be imposed, if any. Upon the request of the student, a summary of the evidence shall be provided to the student.
5. All decisions that impose suspension or expulsion as a sanction shall automatically be appealed to the Review Committee. In all other cases, the student shall be notified in writing of his/her right to appeal in writing the decision of the Chief Executive Officer within five days of receipt of the decision and to present evidence in writing in his or her own defense. In cases of appeal, any action assessed by the Chief Executive Officer shall be suspended pending outcome of the appeal. The Review Committee shall review the student's written appeal and its own prior

decisions, and may in addition at its discretion allow the student to appear before the Review Committee in person. The decision of the Review Committee shall be in writing, and a copy of the final decision shall be mailed to the student. The decision of the Review Committee is final.

6. A student who is suspended by decision of the Review Committee may apply for reinstatement no earlier than 30 days from date of termination. Reinstatement may be denied, or may be granted on such terms and conditions as the Chief Executive Officer imposes.

Complaint and Grievance Procedure

Most problems or complaints that students may have with the school or its administration can be resolved through a personal meeting with the school staff. Grievances related directly to the academic program should be submitted in writing to the Chief Academic Officer. Non-program related grievances must be submitted to the Chief Executive Officer. The Chief Academic Officer and/or Chief Executive Officer will make every reasonable effort to resolve a grievance to the satisfaction of the student. Replies to formal grievances will be given no more than ten days after submission of the grievance.

The written grievance should contain (1) the nature of the problem(s), (2) approximate date(s) that the problem(s) occurred, (3) name(s) of the individual(s) involved in the problem (staff and/or other students), (4) copies of important information regarding the problem(s), (5) evidence demonstrating that the Institute's complaint procedure was followed prior to this point in time, and (6) student signature.

Any questions a student has that are not satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
www.bppe.ca.gov; toll-free telephone number: (888) 370-7589; fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-888-370-7589, or by completing a complaint form, which can be obtained on the Bureau's internet web site, www.bppe.ca.gov.

Approval to Operate

Mangalam Research Center for Buddhist Languages is approved to operate in the State of California as a private postsecondary institution under the provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, as amended. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Act is administered by the Bureau for Private Postsecondary Education, which operates under the Department of Consumer Affairs. The Bureau can be reached at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or through its website at www.bppe.ca.gov.

SCHOOL CATALOG RECEIPT

I have received a copy of the Mangalam Research Center School Catalog that contains the rules, regulations, course completion requirements, and costs for the specific program(s) in which I have enrolled.

Print Name: _____

Signature: _____

Enrolled by: _____ Date: _____