

# REGULATIONS OF THE MASTER OF SCIENCE IN BUSINESS ANALYTICS PROGRAM 2023/2024

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## 1. OVERVIEW OF THE PROGRAM

The Master of Science (MS) in Business Analytics program is a 30 CEU credit (60 ECTS credit) program conferring a U.S. and an Austrian Master of Science degree.

The duration of the MS in Business Analytics program is 10 months. The program is available on both a full-time and a part-time basis. Full-time students must complete their taught courses within 10 months. Part-time students may request to extend their length of study to 22 months.

The Academic Year is divided into three terms: Fall term, Winter term and Spring term. Incoming students start their studies with a two-week long course, the Mathematics and Informatics Pre-session for Business Analytics course before the start of the Fall semester. The academic and administrative orientation is also taking place during these first two weeks. For key dates please refer to the [Academic Calendar](#) of the Department of Economics and Business.

Students take taught mandatory, elective, and remedial courses during their studies. Students must take all mandatory courses to complete their studies. The list of mandatory, elective, and remedial courses can be found on the [Moodle MS in Business Analytics Hub](#) or the [MS in Business Analytics program website](#).

Students must complete a mandatory Capstone Project as part of their studies. Terms and conditions of the project are regulated in a separate document, the Capstone Project Regulations that is also available at the above links.

## 2. GENERAL REQUIREMENTS

### 2.1 Credit and GPA Requirements

One (1) CEU credit equals to 600 taught classroom minutes. When necessary, CEU credits are to be converted to ECTS using a conversion rate of one (1) CEU credit to two (2) ECTS credits.

Students must complete a **minimum of 30 CEU credits** and 60 ECTS (remedial course ECTS credits excluded) to complete the degree requirements and graduate. This includes taught and non-taught courses (Capstone). Students must also complete and pass the Final Exam for Business Analytics.

Students may take an additional six (6) taught credits, i.e., a **maximum of 36 credits** at no additional cost. They cannot extend their studies to take additional credits, i.e., they can only take additional credits up to the academic year in which they complete the minimum of 30 credits.

Students may take up to four (4) credits of taught courses outside the MS in Business Analytics program, i.e., not listed in the MS in Business Analytics course list. These credits count towards the minimum of 30 and maximum of 36 credits. Students who wish to take taught credits outside the MS in Business Analytics program must seek written permission of the Course Instructor in advance.

**Students must achieve a minimum Grade Point Average (GPA) of 2.66 to graduate.**

## 2.2 Types of courses

**Mandatory courses:** Students must complete all mandatory courses during their studies to be able to graduate.

**Elective courses:** Students need to complete at least an additional **8 elective credits** above the 22 mandatory credits to graduate. (They may take a maximum of 14 elective credits throughout their studies.)

**Remedial courses:** the Business Analytics program offers remedial courses as well. These courses aim to refresh knowledge and/or to deepen and broaden certain skills that students will need during their studies or help them in their future careers. Tutorial courses also belong to this category. Remedial courses are worth 0 CEU credits but earn ECTS credits. However, the ECTS credits of remedial courses do not count within the 60 ECTS credits that are needed for graduation. Remedial courses can be mandatory or elective and are marked both on the course list of the Business Analytics program and in SITS – CEU's registration system.

The only mandatory remedial course on the MSBA program is the Mathematics and Informatics Pre-session for Business Analytics. The pre-session is an integral part of the program that aims at refreshing mathematics knowledge of students and providing an introduction to informatics. Material for the pre-session will be important for coursework. Students will need to pass the exam before the start of the second half of the Fall semester, at the latest. The course is worth 0 CEU credits, however, without a successful exam, students may not continue their studies on the MS in Business Analytics program.

All mandatory courses, elective courses as well as the Capstone Project count towards both the degree and the GPA. Taught credits taken outside the MS in Business Analytics program also count towards the GPA.

Courses that are graded as Pass/Fail count towards the credits but do not affect the GPA result.

Students can register for a course only once over their period of study.

If students want to register for a course without earning a letter grade or credit, the course may be registered as an **Audit**. The workload incurred is the same as if the course were taken for credit, that is, a student auditing a course may be required to participate fully in the class. Only courses which are open for Grade/Audit in SITS (CEU's registration system) can be taken for Audit. A student who wishes to audit a course must clarify requirements with the Course Instructor in advance. The course will appear on the student's transcript with the symbol AU if attendance was regular, or W if attendance was unsatisfactory. No credit is earned, nor is the GPA affected. Where there is a cap, registering for Grade has preference over registering for Audit.

## 2.3 Length of Study

### *Full-time Students*

- *Taught Courses:* Students must complete all taught courses by June 2024. No additional taught courses are allowed after this date.
- *Capstone Project:* The final delivery date in the 2023-2024 Academic Year is June 10, 2024.

Students who cannot complete the Capstone Project by June 10, 2024 may extend the final delivery date until June 2025. They can request the extension by notifying the Program Head, Program Coordinator and Faculty Supervisor (if separate from the Program Head) in writing. On June 30, 2023, their CEU status will be changed from “Enrolled” to “Absolutorium, thesis due”. CEU can only commit to providing faculty supervision between March and June.

### *Part-time Students*

- *Taught Courses:* Students are allowed to complete the MSBA program in 22 months, by June 2025.

Students must complete the Data Analysis 1-3, Coding 1, Data Science 1 mandatory courses and 4 credits from the following elective courses: Data Visualization 1, Data Science 2, Python Programming, Visualization and Text Analysis, Data Visualization 3 and Use Case Seminars 2 during the first year of their studies. Part-time students who intend to complete the program within 22 months, need to notify the Program Head and the Program Coordinator in September 2023.

Part-time students who have not completed at least 26 taught credits by June 2024, may extend their study period until June 2025. They can request the extension by informing the Program Head and the Program Coordinator.

Students are not permitted to extend their study period if they have completed the minimum of 26 taught credits by June 2024.

- *Capstone Project:* The final delivery date in the 2023-2024 Academic Year is June 10, 2024. Students who expect to complete all taught courses by June 2024 but cannot complete the Capstone Project by June 10, 2024 may extend the final delivery date until June 2025. They can request the extension by notifying the Program Head, Program Coordinator and Faculty Supervisor (if applicable) in writing. On June 30, their CEU status will be changed from “Enrolled” to “Absolutorium, thesis due”. CEU can only commit to providing faculty supervision between March and June.

## 2.3 Changing Course Registration

Once a student is admitted into a course and the course registration period has ended, they can request to change registration (from grade to audit, from audit to grade or drop) free of charge from the Program Coordinator via email until

- 24 hours after the start of the first session
- Spring courses: 25<sup>th</sup> April 2023

After this date, the student can request to change registration until halfway through the course subject to a late fee as regulated by the Student Records Office. No course registration changes are allowed beyond halfway through a course. A dropped course does not appear in the transcript in any way.

In case of a late drop, the student needs to pay the late fee in person at the CEU cash desk or online at <https://payments.ceu.edu>.

If paying in person, they must submit the receipt to the Student Records Office.

If paying online, they must select 'late registration fee' and add the name of the course in the comments.

## 2.4 Class Attendance

It is mandatory for the Course Instructor to assign an AF (Administrative Fail) grade to a student who has missed more than 25% of the class sessions. In case of Administrative Fail of a course, the student may receive an RP (Retake Pass) grade as the best grade. RP constitutes a grade worth the minimum passing grade of C+ (worth 2.33 points in the GPA) for the course.

A student who expects to miss a class session is required to consult the Course Instructor in advance, including to clarify whether and how they can make up for the missed session.

A student who misses a class session due to an emergency or medical reason is required to consult the Course Instructor and Program Coordinator.

## 2.5 Assessment and Examinations

Most courses on the MS in Business Analytics program conclude with a written final examination (or final paper). Some courses also have midterm examinations. Assessment for a course may include, apart from the final examination, class participation, homework, assignments, tests, term papers and seminar presentations, as decided by the Course Instructor.

Students can expect that each Course Instructor's grading policies will be stated clearly in the course syllabus. While each Course Instructor is provided grading guidelines and grade records are monitored, there are no strict requirements on how grades should be determined. Thus, it is possible that different Course Instructors, even teaching different sections of the same course, have somewhat different requirements and grading systems.

Examinations are in writing and taken in classrooms unless otherwise stated. As a rule, students may not keep the examination questions after the end of the examination.

Results of mandatory course examinations can be checked by students for a period of one week after the grades have been published and students informed, unless otherwise specified by the Course Instructor.

Cheating during an examination leads to an automatic F (Fail) grade and possible further disciplinary action. Repeated cheating offences may lead to expulsion from the University based on the decision of the CEU Disciplinary Committee.

In case of sickness, students are required to bring a medical certificate, and consult the Course Instructor and Program Coordinator *before* the examination begins.

## 2.6 Unsatisfactory Progress

The minimum passing grade for a course is C+ (worth 2.33 points in the GPA). If failing a course, students are allowed to take one retake examination. If a student passes a retake examination, they will receive an RP grade (also worth 2.33 points).

A maximum of one retake examination per course is permitted. The retake examination is to be scheduled within a month after the examination results have been published (holidays excluded).

The retake examination should cover the entire syllabus, and if applicable elements of the midterm

and final examination materials. If such a retake examination is not possible, the Course Instructor will discuss with the Head of Department/Pro-Rector the possibility of the student retaking the course.

A failed retake examination in a mandatory course will result in automatic dismissal from the program.

A failed retake examination in an elective course will lead to no credits earned for the course and a negative effect on the GPA.

Retake examinations are permitted for no more than three (3) mandatory courses. If a student has failed a fourth mandatory course, permission by the Head of Department/Pro-Rector, based on the recommendation of the Program Head and Course Instructor, may be granted to retake the course. If no such permission is granted, the student is dismissed from the program.

### 3. CAPSTONE PROJECT

The goal of the Capstone project is to expose the students in Business Analytics to a complete analytics workflow with a variety of tasks. Students will have to carry out a research project that generates useful content for the industry partner.

#### 3.1. Supervision

The instructor for the Capstone Project will appoint an industry partner and an academic supervisor in consultation with the student.

#### 3.2 Output

The **output** of the project should be three documents:

1. [Project Presentation](#)
2. [Project Technical Discussion](#)
3. [Public Project Summary](#)

Further details including specific technical requirements are specified within the Capstone Project Regulations.

#### 3.3. Final Examination

As part of the Capstone course, students are required to take a final oral examination at the end of their studies. The examination is held by the Examination Committee, and consists of two parts:

- Oral defense of the Capstone Project, including additional questions in the project's subject area
- Questions on the general field of study.

### 4. Important Dates

- Fall term: 18<sup>th</sup> September 2023 – 15<sup>th</sup> December 2023
- Winter term: 8<sup>th</sup> January 2024 – 5<sup>th</sup> April 2024
- Spring term: 15<sup>th</sup> April 2024 – 14<sup>th</sup> June 2024

#### 4.1 Deadlines

- Consultation between students and Capstone project instructor: January / February
- Appointing industry partner: 19<sup>th</sup> March
- One-page project plan: 1<sup>st</sup> April
- Appointing academic supervisor: 12<sup>th</sup> April
- Draft project report: 12<sup>th</sup> May
- Final project output delivery: 10<sup>th</sup> June
- Final examination: 13-14<sup>th</sup> June

After completing the minimum of 26 taught credits students may receive an extension to submit their Capstone Project with the approval of the Head of the Program. The maximum length of extension is 24 months. During the extension students will no longer be in enrolled status at CEU.

## 5. RELEVANT CEU REGULATIONS

The general rights and obligations of students are outlined in [Student Rights, Rules, and Academic Regulations](#); Annex 2 describes the default grading scheme. Cheating and plagiarism are not tolerated in the program. In all suspected cases an official process will be opened. Sanctions include failing the course or even being expelled from the university, for details see the [CEU Code of Ethics](#) and the [CEU Plagiarism Policy](#). A full list of all policies relevant to students can be found [online](#).

## 6. FULL-TIME STUDENT EMPLOYMENT

- Full-time students are allowed to work a maximum of 20 hours/week during their studies.
- Full-time students who received a full or partial tuition waiver for the Business Analytics program are allowed to change their enrolment from full-time to part-time only after the Winter semester ends.

## 7. INTERNATIONAL EXCHANGES

Students may extend their MS in Business Analytics studies by joining a partner school on an international exchange. Exchanges are free of tuition and may vary from one week up to an additional semester.

The updated list of exchange partner schools is available at [Exchanges with Partner Business Schools | Department of Economics and Business \(ceu.edu\)](#)

The terms and conditions of international exchanges are regulated in a separate document to be distributed by the Exchange Program Coordinator.

## 9. IMPORTANT CONTACTS

- Program Head: Prof. [Miklós Koren](#)
- Deputy Head: Prof. [Gabor Bekes](#)
- Capstone Project Manager: [Prof. Zoltan Toth](#)
- Program Coordinator, Exchange Coordinator: [Dominika Dash](#)
- Program Manager (Corporate Relations): [Krisztina Szarvas](#)