CENTRAL EUROPEAN UNIVERSITY
DEPARTMENT OF ECONOMICS
AND BUSINESS

REGULATIONS OF THE MASTER OF SCIENCE IN BUSINESS ANALYTICS PROGRAM

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1. Overview of the program

The duration of the MSc in Business Analytics program is 11 months. An academic year is partitioned into three terms: the Fall term, the Winter term, the Spring term and the Capstone project at the end of the academic year.

Incoming students start their studies with an online course 'Mathematics for Management' offered by Harvard Business School Publishing. This online course is a review of critical concepts with which students should be familiar in order to conduct quantitative analysis in their curriculum. It includes sections on Algebra, Calculus, Statistics, and Probability. This online course is part of the MSc in Business Analytics program and students are asked to complete it before the start of the program. Students need to reach at least 75% on this test by the start of the program. Students take both mandatory and elective courses during their studies. The list of mandatory and elective courses can be found on the BA program's website.

During the last semester of their studies, students will have to complete a compulsory Capstone project as well that will earn them 8 credits. Terms and conditions of the Capstone project will be regulated in a separate document.

2. General requirements

2.1 Credit and GPA requirements

Students must take a minimum of 28 taught credits during the 11 months of the MSc in Business Analytics program. The Capstone project is worth 8 credits. Therefore, students will need to complete altogether 36 credits (including the Capstone project) to be able to graduate.

The required number of taught credits have to be acquired in maximum 11 months in case of full-time students. No additional taught credits are allowed after this date. However, full-time students may receive an extension to submit their Capstone project up until 16 months from the start of their studies on the program. During the extension, students will no longer be in an enrolled status at CEU.

Part-time students are allowed to extend their studies up until 23 months with the approval of the Head of the program. It means they need to complete their studies (earn their 28 credits including all core courses) and submit their Capstone project latest 23 months after starting the MSc in Business Analytics program.

The minimum GPA in order to receive the Master's Degree in Business Analytics is 2.66 in the coursework and Capstone project.

Core and elective courses offered in the MSc in Business Analytics program count both towards the degree and the GPA. There are 18 core course credits to be finished in the Fall and Winter terms, while another 1+8 compulsory credits are to be earned with the Seminar attendance throughout the year and the Capstone project at the end of studies. The minimum number of necessary elective course credits to be earned are 9 throughout the year. Students are allowed to take maximum 4 course credits in the MSc in Business Analytics program above the minimum required 28 course credits at no additional cost. These credits also count in the GPA.

Out of these 32 credits they may take 4 credits from outside the program. Students are asked to notify their program coordinator on their choice of such courses. These credits will also count towards the students' GPA.

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

2.2 Examinations

Most of the courses in the MSc in Business Analytics program end with a written final examination (or final paper), and some courses have midterm examinations as well. Assessment for a course may include, apart from the final examination, homework, assignments, tests, term papers and seminar presentations, as decided by the instructor. Students can expect that each instructor's grading policies will be stated clearly in the course syllabus. While there are grading guidelines to the instructors and monitoring of grade records, there is no strict requirement toward an instructor how a grade should be determined. Thus, it is possible that different instructors, teaching different sections of the same course, have somewhat different requirements and grading systems. It is mandatory, however, for instructors to assign an AF (Administrative Failure) grade to a student who has missed more than 25% of the class sessions. In case of Administrative Fail of a core course, students may only receive an RP (Retake Pass) grade as the best grade. RP constitutes a grade worth the minimum passing grade C+ with 2.33 GPA for the course. Emergencies and medical reasons should be consulted with the Program Coordinator and the Instructor.

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 written exam. Cheating during the examination leads to an automatic fail result and possible further disciplinary action. If repeated this might lead to an expulsion from the University based on the decision of the CEU Disciplinary Committee. Results of the core course exams can be checked by students for the period of one week (unless otherwise specified by the instructor) after the grades have been published and students informed. In case of sickness, students are required to bring a medical certificate and notify the Program Coordinator and the Instructor *before* the exam begins.

2.3 Unsatisfactory progress

Retake for more than 3 core courses is not allowed. A failed re-take examination in a core course will result in an automatic withdrawal from the program. A maximum of one re-take exam per course (core or elective) is allowed. A failed re-take exam in an optional course will lead to no credits earned for the course and will have a negative effect on the GPA.

The minimum passing grade for a core course is C+ (worth 2.33 points). If a student passes a retake exam, he/she will receive RP (worth 2.33 points) and this grade will be shown in the transcript.

All re-take examinations are to be scheduled within a month after the exam results are published (Holidays excluded). The retake exam should contain merged content of the whole course and if applicable include elements of the mid-term and final examination material.

4th Core/Mandatory course failed
If a student has failed a 4th mandatory course, a permission by the Head of Department/Pro-Rector, based on the recommendation of the PD and the course instructor is needed to retake the course. If no such permission is granted the student cannot continue studying in the program.

As for retake tests, if the nature of the course is unique, and a test would not measure the whole breadth of acquired knowledge, the instructor will discuss with the Head of Department the possibility of the student retaking the class.

Elective course failed
A failed re-take exam in an optional course will lead to no credits earned for the course and will have a negative effect on the GPA. The student must earn enough credits instead of the failed elective course, by taking other electives (note: students have to make sure that they have the necessary number of credits for graduation by the end of their studies!)

2.4 Changing course registration

Once a student is admitted to a course, and the registration period is over, s/he can indicate to the program Coordinator his/her intentions to drop it until the end of the day of the 2$_{nd}$ session of the course free of charge. After this date, it is possible to drop a course until the course is halfway over, however, in this case, late fee applies as regulated by the Student Records Office. No changes are allowed past that date. A dropped course does not appear in the transcript in any way.

Please note that once the registration period is over, you need to contact the Program Coordinator via e-mail in case you wish to drop a course. In order to avoid a late drop fee, you need to send your drop request until the end of the day of the 2nd session of the course.

In case of thematic weekends, dropping a course is only possible until the end of the first day when the course started.

In case of late drop, you will need to pay the late fee either personally at the cash desk or online: https://payments.ceu.edu/
In case of online payment, please indicate 'late fee' and the name of the course you wish to drop.
In case of personal payment, please hand-in your receipt to the Student Records Office.

3. Final/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 program head(s) 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. While it may include some technical aspects, it is targeting the goals of stakeholders at the partner and should focus on the problem and the way to the solution. About 10-20 slides. It is expected that the project is indeed presented for fellow students and faculty unless
   a. It is prohibited by NDA
   b. The student is no longer located in Budapest.
2. Project Technical Discussion. This document contains all the details. It is targeted at data scientist, chief technological officers and peers. This technical paper (presentation or a document) should have a detailed description of all aspects of the work, including data description and methodology. It has no length constraint.
3. Public Project Summary. A three page essay summarizing work. This may be shared publicly. It should be written in a content that anybody (not just technical people) would understand the main findings of the project, what is the business value that was perceived. Public Project Summary should be uploaded to the Electronic Thesis Database.

3.3. Deadlines (unless agreed differently with the Program Head)

- Consultation between students and capstone project manager: February / March
- Appointing industry partner: March 31
- One-page project plan: April 15
- Appointing academic supervisor: April 30
- Draft project report: June 30 (Full time) // September 30 (Part time)
- Final project output delivery July 31 (Full time) // December 15 (Part time)

Additional milestones are set by the faculty supervisor. Final deadline delay must be approved by the program director.