

REGULATIONS OF THE MASTER OF SCIENCE IN BUSINESS ANALYTICS PROGRAM 2021/2022

Last updated: September 6, 2021

1. OVERVIEW OF THE PROGRAM

The Master of Science (MS) in Business Analytics program is a 36 CEU credit (72 ECTS credit) program conferring a U.S. 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 partitioned into three terms: Fall term, Winter term and Spring term. For key dates please refer to the [Academic Calendar](#) of the Department of Economics and Business.

Incoming students start their studies with 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 of 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, the latest. The course is worth 0 credits, however, without a successful exam, students may not continue their studies on the MS in Business Analytics program.

Students take taught mandatory and elective courses during their studies. Students must take all mandatory courses to complete their studies. The list of mandatory and elective courses can be found on 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 Regulation that is also available on the MS in Business Analytics program website.

2. GENERAL REQUIREMENTS

2.1 Credit and GPA Requirements

One (1) CEU credit equals 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 36 credits to complete the degree requirements and graduate:

- They must complete a minimum of 28 taught credits.
- They must complete the mandatory Capstone Project worth a total of eight (8) credits: three (3) credits for (i) the interim Capstone Project Writing course, one (1) credit for (ii) the Capstone Project Seminar course and four (4) credits for the (iii) final completion of the Capstone Project.

Students may take an additional six (6) taught credits i.e. a maximum of 34 taught 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 28 taught 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 28 and maximum of 34 taught 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.

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.

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.

2.2 Length of Study

Full-time Students

- *Taught Courses:* Students must complete all taught courses by June 2022. No additional taught courses are allowed after this date.
- *Capstone Project:* The final delivery date in the 2021-2022 Academic Year is June 13, 2022.

Students who cannot complete the Capstone Project by June 13, 2022 may extend the final delivery date to June 2023. 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, 2022, their CEU status will be changed from "Enrolled" to "Absolutorium, thesis due". CEU can only commit to providing faculty supervision between March and June.

The Capstone Project must mandatorily be completed by June 13, 2022 by full-time non-EU/EEA students who seek to apply for a Hungarian [Residence Permit for the Purpose of Job-searching or Entrepreneurship](#).

Part-time Students

- **Taught Courses:** Students must complete all mandatory courses by June 2022.

Students who have not completed the minimum of 28 taught credits by June 2022, may extend their study period to June 2023. They can request the extension by notifying the Program Head and Program Coordinator. The extension may only be used to take elective courses.

Students are not permitted to extend their study period if they have completed the minimum of 28 taught credits by June 2022.

Students who extend their study period to June 2023 will lose their eligibility for the Hungarian Postgraduate Non-degree Specialization Program certificate (see Section 4).

- **Capstone Project:** The final delivery date in the 2021-2022 Academic Year is June 13, 2022.

Students who expect to complete all taught courses by June 2022 but cannot complete the Capstone Project by June 13, 2022 may extend the final delivery date to June 2023. 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 drop the course free of charge from the Program Coordinator via email until

- Weekday courses: 24 hours after the start of the first class session
- Weekend courses: Until the end of the first day.

After this date, the student can request to drop the course 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 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. 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
 1. It is prohibited by a non-disclosure agreement (NDA)
 2. The student is no longer located in Budapest.
2. Project Technical Discussion. A complete consulting-style report of at least 20-25 normal A4 pages of text or McKinsey-style slides (two slides per page), plus screenshots, data tables, graphs and other visuals as necessary integrated with the text or presented as appendices. It must be designed to the client's needs and requirements. It must be comprehensive and deliver a detailed description of all aspects of the work.
3. Public Project Summary. A three page essay summarizing work. This will 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 instructor)

- Consultation between students and capstone project instructor: January / February
- Appointing industry partner: March 15
- One-page project plan: April 6
- Appointing academic supervisor: April 20
- Draft project report: May 15
- Final project output delivery: June 13, 2022

After completing the minimum of 28 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.

4. HUNGARIAN POSTGRADUATE NON-DEGREE SPECIALIZATION PROGRAM

The MS in Business Analytics program is a 36 CEU credit (72 ECTS credit) program conferring a U.S. Master of Science degree.

As part of their MS in Business Analytics studies, students are eligible to earn the 30 CEU credit (60 ECTS credit) Hungarian-accredited Data Management Specialist Postgraduate Non-degree Specialization Program (Adatvagyon-gazdálkodás szakirányú továbbképzési szak) certificate. On completion, students will receive a Hungarian state certificate on becoming a Data Management Specialist.

4.1 Benefits of enrolment

Benefits of enrolment include full-time (“nappali”) Hungarian student status for full-time students and part-time (“esti”) Hungarian student status for part-time students.

Hungarian student status allows students to obtain a Hungarian student ID card, which entitles to:

- Professional benefits: the student may join student cooperatives, which makes it easier for employers with internship programs to hire them
- Travel discounts: both in local community transit fares (monthly pass for HUF 3,500 instead of HUF 9,500) and discount on national bus and railroad transport fares (typically 50%)
- Cultural benefits: movies, theaters, museums offer discounts of 5-25%.

4.2 Credit Requirements

Students must complete a minimum of 30 credits to complete the certificate requirements:

- They must complete a minimum of 26 taught credits, with the courses overlapping with the courses taken as part of their MS in Business Analytics studies.
- They must complete the mandatory (i) Capstone Project Writing course that is worth three (3) credits and the mandatory (ii) Capstone Project Seminar that earns 1 (one) credit.

4.3 Length of Study

- *Taught Courses*: Both full-time and part-time students must complete all taught courses by June 2022. No additional taught courses are allowed after this date.

Part-time students who extend their MS in Business Analytics study period to June 2023 will lose their eligibility for the Hungarian Postgraduate Non-degree Specialization Program certificate.

- *Capstone Project*: The final delivery date in the 2021-2022 Academic Year is June 13, 2022.

Students who cannot complete the Capstone Project by June 13, 2022 may request to extend the final delivery date to June 2023. They can request the extension by notifying the Program Head, Program Coordinator and Faculty Supervisor (if applicable) via email. 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.

4.4 Final Examination

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.

4.5 Deadlines

Final deadlines in the 2021-2022 Academic Year

- Full completion of the Capstone Project as per Section 3.3: June 13, 2022
- Final examination: June 16-17, 2022

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 is 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 polices relevant to students can be found [online](#).

6. FULL-TIME STUDENT EMPLOYMENT

- Full-time students are allowed to work a maximum of 24 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 enrollment from full-time to part-time only after the Winter semester ends (April 01, 2022).

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 <https://economics.ceu.edu/program/master-science-business-analytics/international-exchanges>

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

8. IMPORTANT CONTACTS

- Program Head: Prof. [Miklós Koren](#)
- Deputy Head: Prof. [Gabor Bekes](#)
- Capstone Project Manager: Prof. [György Bőgel](#)
- Program Coordinator: [Eszter Fuchs](#)
- Program Manager (Corporate Relations): [Krisztina Szarvas](#)
- Coordinator of Academic Outreach: [Eszter Fuchs](#)