



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 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 are permitted 10 months to complete taught courses. Part-time students are permitted up to 22 months to complete taught courses.

An academic year is partitioned into three terms: the Fall term, the Winter term and the 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 both 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

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: four (4) credits each for (i) the interim Capstone Project Writing course and (ii) 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 core 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.

2.2 Length of study

Taught courses

- *Full-time students:* Students must complete all taught courses by June 2021. No additional taught courses are allowed after this date.
- *Part-time students:* Students must complete all core courses by June 2021.

Students who have not completed the minimum of 28 taught credits by June 2021, may request to extend their study period to June 2022 by notifying the Program Coordinator via email. The extension period may only be used to take elective courses. Elective courses in 2021/22 will be taught in *Vienna or Budapest*. It will be indicated in the schedule that will be released in Summer 2021.

Students are not permitted to extend their study period if (i) they have completed the minimum of 28 taught credits by June 2021, or (ii) they seek to earn the Hungarian Postgraduate Non-degree Certificate.

Capstone Project

The Capstone Project must be completed by June 8, 2021 by

- students who seek to earn the Hungarian Postgraduate Non-degree Certificate
- 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 who do not seek to earn the Hungarian Postgraduate Non-degree Certificate may submit in the 2021/22 cycle.

2.3 Course registration

Courses owned by the MS in Business Analytics program can only be taken for Grade. MS in Business Analytics courses may not be audited.

MS in Business Analytics students are allowed to take courses from other programs and departments for Audit in case this is allowed and approved by the other program/department.

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 e-mail 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 the course is halfway over (in terms of contact hours), however, in this case, late fee applies 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, students need to pay the late fee in person at the cash desk or online:

<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 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, students may only 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.

Students who miss class sessions due to emergencies and medical reasons are required to consult the 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 Instructor.

Students can expect that each instructor's grading policies will be stated clearly in the course syllabus. While each 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 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 Instructor.

Cheating during the 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 notify the Program Coordinator and the Instructor *before* the exam 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 mid-term and final examination materials. If such a retake examination is not possible, the 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 will have a negative effect on the GPA.

Retake examinations are permitted for no more than three (3) mandatory courses. If a student has failed a forth mandatory course, permission by the Head of Department/Pro-Rector, based on the recommendation of the Head of the Program and the Instructor, is needed 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
 - a. It is prohibited by a non-disclosure agreement (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 instructor)

- Consultation between students and capstone project instructor: January / February
- Appointing industry partner: March 15
- One-page project plan: April 5
- Appointing academic supervisor: April 20
- Draft project report: May 10
- Final project output delivery: June 8, 2021

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.

Students who submit their Capstone Projects in the 2021/22 Academic Year, will join the cohort of that year. This means their deadlines will be similar to what we have for 2020/21, with supervisor appointed in April 2022 and a submission deadline May 31, 2022.

Additional milestones are set by the faculty supervisor. Final deadline delay must be approved by the Instructor of the Capstone Project.

The June 08, 2021 Capstone Project submission deadline is binding and mandatory for:

- All students (full-time and part-time) who seek to earn the Hungarian Postgraduate Non-degree Specialization Program certificate as part of the MS in Business Analytics program
- All non-EU/EEA students who seek to apply for a Residence Permit for the Purpose of Job-searching or Entrepreneurship:
http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=1232&Itemid=1798&lang=en#

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 HU3,500 instead of HUF

- 9.500) and 50% discount on national bus and railroad transport fares
- Cultural benefits: movies, theaters, museums offer discounts of 5-25%.

4.2 Credit Requirements

The Data Management Specialist Postgraduate Non-degree Specialization Program is a 30 CEU credit (60 ECTS credit) program.

Students 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. The mandatory Capstone Project Writing course is worth four (4) credits. Altogether, students must complete a minimum of 30 credits to complete the certificate requirements and graduate.

4.3 Length of Study

The program needs to be fully completed by June 30, 2021 by both full-time and part-time students.

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 2020-2021 Academic Year

- Full completion of the Capstone Project as per Section 3.3.1: June 8, 2021
- Final examination: June 10-11, 2021

5. 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 02, 2021).

6. 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 Exchange Programs.