

**CENTRAL EUROPEAN UNIVERSITY  
DEPARTMENT OF ECONOMICS  
AND BUSINESS**

**REGULATIONS OF THE  
EXECUTIVE MASTER OF BUSINESS ADMINISTRATION  
PROGRAM**

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**1. Overview of the program**

The Executive MBA program is targeted at mid- to senior-level career executives and entrepreneurs wishing to enhance and develop general management capabilities. The program combines a rigorous set of core subjects whilst also providing practical experience through hands-on courses and case studies that simulate difficult business scenarios with which participants are expected to propose solutions to real business problems. While not formally part of the program structure, participants can also choose to focus on a subject area such as business & sustainability, entrepreneurship, finance, or marketing, which may include optional courses alongside other departmental programs such as MSc in Technology Management and Innovation, MSc in Finance and MSc in Business Analytics programs.

The Executive MBA program cooperates closely with Warsaw University of Technology's EMBA program jointly marketed as the Katalyst EMBA. This cooperation is in three areas. First, are "Superweekend" courses where the Budapest and Warsaw cohorts come together to take classes jointly. This occurs typically twice per academic year. Second, elective offerings are made available to cohorts at each campus to allow participants to take classes across campuses. Third, faculty will teach classes at each campus – sometimes with the identical materials allowing for cross-campus participant team projects.

**2. General requirements**

*2.1 Credit and GPA requirements*

To earn the degree attesting the completion of the Program students must complete at least 48 U.S. credits.

The required number of taught credits have to be acquired within the period of time specified in the contract signed by the student. No additional taught credits are allowed after this date.

The minimum overall GPA in order to receive the degree is 2.66.

Core and elective courses offered in the Katalyst EMBA program count both towards the degree and the GPA. There are 35 core course credits to be finished during the program with the remainder being 13 elective credits.

Students can register for a course only once over their period of study. Auditing of MSc and MBA courses is not allowed.

### *2.2 General and Maximum Course Load*

For KEMBA participants, the expectation and the norm are that they complete 24 credits per year, so that earning the EMBA can be ideally completed in two academic years. The total number of contact hours for each credit is 600 minutes of class time which is structured in 150 minute sessions. Contact hours include exam sessions.

KEMBA participants can take free of charge a maximum of 10% "extra" credits (up to 5 credits) over and above those required for the degree. KEMBA participants must register for the additional credits while still in active status. Those wishing to take credits over and above the maximum allowed (48+5) must (1) submit a request in writing to the Program Head, explaining the reason for taking additional courses; and (2) will be charged 50% of the current, prorated tuition fee per credit hour. The above procedure and tuition rule will also apply to alumni wishing to take courses. The final cumulative GPA is calculated on the basis of all completed credits.

Registering for CEU courses is open to EMBA participants. A total of 4 credits per Academic Year earned at CEU can be counted towards the required number of credit load (48 or 53 if students take the extra 10% free credit).

## **3. Examinations**

Assessment for KEMBA classes vary depending on the specific learning outcomes specified by the course itself. The range of assessment may include final examinations, take-home projects, in-class assignments such as group presentations, short tests, term papers, team projects and presentations. These are determined by the instructor based on their relevant pedagogical merits. 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. It is mandatory, however, for instructors to assign an AF (Administrative Failure) grade to a student who has missed more than 25 percent of the class sessions. Emergencies and medical reasons are considered on an individual basis by the EMBA Faculty Director.

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 before the exam begins.

### *3.1 Grade Appeals*

A student who wishes to appeal a final grade in a course should first discuss the matter with the instructor. If the student is unable to resolve the matter, the student may appeal to the Program Head, who will mediate between the instructor and the student but does not have the authority to change the grade. Only in exceptional circumstances should grade disputes be taken to the Head of Department. In

such a case, a final decision is made in consultation with the instructor and EMBA Faculty Director, who then informs the Program Coordinator.

### *3.2 Unsatisfactory progress*

A participant who fails a core course twice will be typically asked to leave 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 assessment, he/she will receive RP (worth 2.33 points) and this grade will be shown in the transcript.

All re-take assessments are to be scheduled within a month after the exam results are published (Holidays excluded). The retake assessment should contain comprehensive coverage of the course.

The student must earn enough credits in lieu of the failed elective course, by taking other electives (note: participants have to make sure that they have the necessary number of credits for graduation by the end of their studies)

## **4. Course registration**

### *4.1. Registration period*

Students must register for courses during the registration periods stipulated in the Student Handbook and the Academic Calendar. For courses starting prior to the registration period Students are registered automatically by the Program Coordinator.

### *4.2 Add/Drop*

Students shall be allowed to drop and add courses after the formal registration period, but before the 2nd session of the meeting of the course. A dropped course does not appear in the transcript in any way.

In case of courses taught intensively over weekends such as “Superweekends” or “Thematic Weekends”, dropping a course is only possible until the end of the first day of the intensive course.

### *4.3 Withdraw (WN)*

Students may withdraw from a course if necessary. Withdrawal may take place up to the mid-point of the course. Students intending to withdraw should notify the professor teaching the course and the Program Coordinator. In case of withdrawal a WN appears in the transcript and it does not affect the GPA.