

EXAMINATION REGULATIONS

Examination Regulations for International Executive Master of Business Administration
(MBA) program, applicable to English language version

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§ 1 Equity principle

All persons and titles referred to hereunder shall apply to both men and women identically.

§ 2 Program profile

The Master program profile is more user-oriented. It is a further education course in terms of Section 60 of the Higher Education Act as amended.

§ 3 Purpose of the examination

The examinations shall aim to find out whether students work individually adhering to scientific methodology and findings, are familiar with the context of a given discipline, gain required professional knowledge and are able to relate them to practical use.

§ 4 "Master of Business Administration" academic degree

Awarding the "Master of Business Administration" („MBA“) academic degree shall be conditioned by passing the final examination.

§ 5 Duration and structure of the program

(1) Duration of the study program is 3 or 5 semesters.

(2) The curriculum applicable for the given program requires that all modules be attended during individual terms and completed with passing examinations, submitting a Term paper and a Business Project. In the last term a Master-Thesis shall be written and defended during the oral examination (professional disputation).

(3) Taking part in the MBA program shall be charged. Current rates of International School of Business and Management shall apply.

§ 6 Examination board

(1) The Examination board shall adhere to instructions defined by the study and examination regulations. In particular, the board shall co-ordinate and check organisation of the examinations. The examination board members shall be:

- Executive Director
- Academic Director
- program co-ordinator
- at least one researcher
- a students' representative.

In addition to the aforementioned, an external practicing professional may be a member of the examination board.

(2) The examination board members and their representatives shall be appointed by the Faculty of Business Administration, University of Economics, Prague (FBA). The examination board members shall appoint from amongst themselves one university teacher as a chair and one as a deputy.

(3) The examination board shall make sure the provisions of the study and examination regulations are adhered to. The board shall notify the FBA scientific board of the examination progress and shall initiate reforms of the study and examination board. In particular, the board shall decide upon recognizing study and examination results and upon admitting to examinations.

(4) Members of the examination board shall be entitled to participate in accepting the examinations.

(5) Members of the examination board shall maintain statutory confidentiality. Should they not be civil servants, they shall be put under the obligation of confidentiality by the chair.

§ 7 Conditions for acceptance and the selection procedure

(1) The complete acceptance procedure application shall include:

- a. Certification of graduation from a Czech or foreign university or of a comparable degree.
- b. Certification of required minimum two years' work experience.
- c. Certification of English language skills, e.g. TOEFL or comparable. Minimum score shall be 567 points (PBT), 227 (CBT) or 79 (IBT). At the time of delivery the certification must not be older than three years. The selection board may not require the certification in case the candidate has demonstrably spent at least one year in an English-speaking countries.
- d. Alternatively, the condition for acceptance referred to in the section c. may be met by successfully passing the GMAT examination. Minimum 500 points shall be required in such case. At the time of delivery, the examination certificate shall not be older than three years.
- e. Filled-in and signed application form.
- f. Cover letter – motivation letter.
- g. At least two letters of reference.
- h. Structured professional CV
- i. Successfully passing the entrance interview.

(2) The selection procedure shall include the following criteria with their significance indicated

Criterion	Significance
Work experience	10%
Cover / motivation letter	10%
Letters of reference	10%
Academic results	10%
GMAT, TOEFL or a comparable testing procedure	30%
Entrance interview	30%

(3) Selection of applicants for the MBA program shall be decided upon by the selection board. The board shall evaluate the applicant's background and evaluate an entrance interview record. Based on the total score the board may:

- a. Accept the applicant without reservations
- b. Accept the applicant with a reservation, in particular requiring additional demonstration of sufficient language skills
- c. Refer to consecutive proceedings (waiting list)
- d. The board may refuse the applicant notifying the applicant of the option to reapply.

Minimum required score shall be 80 points.

Exceptions shall be decided upon by the selection board.

The decision made by the selection board shall be announced to the applicants in writing.

(4) The purpose of the selection and entrance interviews is to closer evaluate personal and professional qualifications of the applicants for the MBA program. The personal interview shall aim to find out how familiar the candidate is with political and economic context as well to learn about their motivation to attend the MBA program. Candidates who have successfully passed the GMAT examination shall sit a short-version interview.

(5) Sending a decision on acceptance to the candidate shall mean a preliminary promise of placement in the program. The promise of placement shall become obligatory as soon as the candidate has accepted the program conditions.

§ 8 Examiner, assessor and supervisor

(1) The examination board chair shall appoint examiners for individual basic modules, supervisors for Business Projects and seminar papers and a supervisor for the final examination. Any university teacher, or a third party approved by the examination board, may be appointed an examiner or supervisor as long as they have adequate professional qualification. This is usually demonstrated by a respective university degree and five years' work experience.

(2) Section 6 paragraph 5 shall be reasonably applicable to examiners, supervisors and assessors.

(3) In principle, one assessor shall be appointed in addition to the supervisor for evaluation of oral examinations and the examination procedure shall be recorded in a protocol. The assessors shall be members of the university research staff.

(4) The examination board chair may allow exceptions to paragraphs 1-3, should evaluation of the examination performance otherwise result in untenable delays; in any case, professional competence of examiners and assessors shall be ensured.

§ 9 Evaluation of examination performance

(1) Grades for individual examination performances shall be awarded by examiners or supervisors. The following scale shall be used for grading:

1 = excellent: = excellent performance;

2 = very good: = performance which significantly exceeds average requirements;

3 = good: = performance which corresponds to average requirements;

4 = sufficient: = poor performance still meeting the requirements;

5 = insufficient: = very poor performance failing to meet the requirements.

(2) In order to enable differentiation of examination performances fractional values may be created by increasing or decreasing individual grades by 0.3. However, grades 0.7, 4.3, 4.7 and 5.3 are not allowed. Examination shall be passed if the performance is evaluated as "sufficient" (4.0) at least. 0).

(3) Should the overall performance be evaluated as the average value of individual performances or individual evaluations, the evaluation of the overall performance shall be defined as follows:

- for average under 1.5 = very good
- for average over 1.5 to 2.5 = good
- for average over 2.5 to 3.5 = satisfactory
- for average over 3.5 to 4.0 = sufficient
- for average over 4.0 = insufficient

(4) Grades referred to in Section 9 paragraph 1 correspond to the following ECTS system-based grades:

ECTS grade	% of successful students awarded this grade		Legend
A	10	Excellent	Excellent performances and a few insignificant errors
B	25	Very good	Above-average performance with several errors
C	30	Good	Overall good and quality work, however, containing certain significant errors

D	25	Satisfactory	Satisfactory performance, however, with significant deficiencies
E	10	Sufficient	The performs to minimum requirements
FX	-	Failed	Improvements are possible, only then the performance could be accepted
F	-	Failed	Significant improvements are required

§ 10 Missing an examination, withdrawal from an examination and rule-violating behaviour

(1) Examination performance shall be evaluated as “insufficient” (5.0) should the student fail to appear to sit the examination in due time without giving a serious reason or should the student withdraw from the examination after this has commenced, doing so without giving a serious reason. This shall also apply in case the written work is not submitted within the defined time for completion.

(2) Reasons given for withdrawal or missing shall be immediately submitted in writing and reliably documented to the examination board. In case of illness, a medical certificate shall be produced within 7 days. Should the examination board recognize the reasons a new examination term shall be defined. This shall be without prejudice to Section 12.

(3) Should the student attempt to influence the result of the examination performance by cheating or by using unauthorized aids, the examination performance shall be evaluated as “insufficient” (5.0). Students disturbing due process of the examination may be excluded from further taking the examination by the examiner or the surveillance staff. It shall also be in this case that the examination performance shall be evaluated as “insufficient” (5.0).

§ 11 Examination methods

(1) Examinations within the basic modules may be particularly taken in the form of:

- a. written tests
- b. homework
- c. reports
- d. case studies
- e. evaluation of class activity
- f. team work
- g. combination of the examination methods referred to in the points a. to f.

(2) Examination methods to be used within the basic modules shall be defined by the programme management in co-ordination with officials and shall be announced to the student in advance. Examination conditions defined by the person in charge of the basic module shall be binding for all students. Examinations in individual modules shall usually be taken jointly for a given unit.

(3) Examination within the Business Project and final examination shall be taken via elaboration of an individual thesis and sitting an oral examination where essential outcome of the thesis shall be presented and defended against critical comments.

(4) For each examination within the module the students shall be provided with a transcript of records containing the overall grade as well as a list of relevant individual performances.

§ 12 Examinations within the basic modules

(1) Examinations shall consist of examinations of modules defined by the curriculum, Term Paper and Business Project.

(2) The modules shall be successfully passed with:

- 10 transcripts of records of successfully accomplishing the modules,
- 1 transcript of record of successfully submitting a Term Paper and
- 1 transcript of record of successfully submitting a Business Project.

§ 13 Term Paper

(1) A Term Paper shall not have more than 20 pages. Duration of the oral examination shall not exceed 30 minutes and the examination usually includes a presentation and a disputation.

(2) The Term Paper shall be evaluated by the supervisor. Should the supervisor not be a university teacher, the paper shall be evaluated by the programme co-ordinator as a deputy supervisor.

(3) The written work evaluation shall have an 85% share in the overall grading of the Term Paper, the oral defence examination shall have a 15% share.

(4) The only language acceptable for the Term Paper shall be English.

§ 14 Business Project

(1) A Business Project shall not have more than 35 pages. Duration of the oral defence examination shall not exceed 30 minutes and the examination usually includes a presentation and a disputation.

(2) The Business Project shall be evaluated jointly by two supervisors. One supervisor shall be a university teacher, the other should be a person from industry. Should the head supervisor not be a university teacher, the paper shall be evaluated by the programme co-ordinator.

(3) The Business Project shall demonstrate that within a defined deadline students are able to process a topic from the modules independently using scientific methodology and focusing on practical use.

(4) The only language acceptable for the Business Project shall be English.

(5) The written work evaluation shall have a 75% share in the overall grading of the Business Project, the oral defence examination shall have a 25% share.

§ 15 Retaking the examinations

- (1) Retaking the examinations within the modules shall usually be only accepted once. In principle, second retake shall be possible; however, the total number of second retakes shall not exceed two.
- (2) Should the thesis or the overall performance of the seminar paper or Business Project be evaluated as “insufficient”, it may only be repeated once with a new topic chosen. Repetition shall be applied for in writing with the examination board within two weeks from announcement of results. Other retaking shall not be accepted.

§ 16 Credit Transfer (Lisbon convention)

- (1) Study and examination achievements attained as part of another course of study at a domestic or foreign higher education institution will be recognized if the learning outcomes achieved do not substantially differ in terms of their content, level of qualification and profile from those of the course of study to which the credits are to be transferred. An overall assessment which takes the significance of those achievements to the attainment of the objectives of the course of study and the purpose of examinations into consideration is to be carried out in accordance with § 6. With this in mind, a substantial difference exists if the applicant is expected to be impeded in successfully completing the course of study. It is the obligation of the International School of Business and Management to provide evidence that the existence of substantial differences can rightfully be claimed.
- (2) Credit transfers pursuant to paragraph 1 may also include partial credit transfers.
- (3) Decisions on credit transfers pursuant to paragraph 1 will be made by the Examination Board.
- (4) Applications for credit transfers pursuant to paragraph 1 will be processed within two (and a maximum of 4) months.

§ 17 Final examination

- (1) The final examination shall consist of the Master Thesis and an oral defence examination (disputation).
- (2) Enrolment for the final examination shall be conditioned by awarding transcripts of records for 6 modules and a transcript of records for the Term Paper.
- (3) Enrolment for the final examination shall be conditioned by awarding transcripts of records for 9 modules and a transcript of records for the Term paper and Business Project.
- (4) The acceptance application shall be submitted in writing to chairman of the examination board; required transcripts of records shall be attached.
- (5) Students who, during the modules, failed to attend more than 10% of the overall compulsory attendance time, may not be admitted to the final examination by the examination board. The examination board shall decide on case-by-case basis considering the student’s previous results.

§ 18 Kinds, execution and deadlines for the Master Thesis

- (1) The Master Thesis shall demonstrate that within a defined deadline students are able to process a topic from a specialisation area independently using scientific methodology.
- (2) The Master Thesis shall not have more 70 pages, shall be typed or written using a word processor with font size 12 pt and vertical spacing 1 ½.
- (3) Deadline for elaboration of the Master Thesis shall be four months. In exceptional cases, which shall be justified in writing, the deadline may be prolonged by one month.
- (4) The only language acceptable for the paper shall be English.
- (5) The Master Thesis shall be submitted to the programme co-ordinator within the defined deadline in two hard copies and one in electronic form. The issue and submission time shall be recorded.
- (6) A list of aids utilised shall be enclosed with the Master Thesis. Conclusions adopted literally or according to the meaning from publications or other sources shall be identified accordingly. The Master Thesis shall include a signed statement that it has been elaborated independently, using no other aids than those listed, has not been submitted to another examination body and has not been published.

§ 19 Master Thesis: evaluation and disputation

- (1) The Master Thesis shall be evaluated by the supervisor within two months from submission.
- (2) Should the supervisor not be a university teacher, the Master Thesis shall be evaluated by the Academic Director as a deputy supervisor.
- (3) Missing the deadline as well as submitting a false statement shall result in the Master Thesis being evaluated as “insufficient”.
- (4) The Master Thesis evaluation shall have a 70 % share in the overall grading of the final examination, the oral defence examination (disputation) shall have a 30 % share.
- (5) During the oral defence examination (disputation) students shall present the outcome of their Master Thesis, i.e. put it into a broader context and defend it against critical comments. The disputation shall usually take 45 minutes.

§ 20 Passing the final examination

- (1) The final examination shall be passed if the Master Thesis and the oral defence examination (disputation) are evaluated as “sufficient” at least.
- (2) Pursuant to provisions of Section 15, paragraph 2, a Master Thesis evaluated as “insufficient” (5.0) shall not be repeated.

§ 21 Awarding ECTS points

- (1) 6 ECTS points shall usually be awarded for a module with minimum overall evaluation “sufficient”.

(2) 4 ECTS points shall usually be awarded for a Term Paper with minimum overall evaluation “sufficient”.

(3) 8 ECTS points shall usually be awarded for a Business Project with minimum overall evaluation “sufficient”.

(4) 18 ECTS points shall usually be awarded for a final Master Thesis with minimum overall evaluation “sufficient”.

(5) The overall examination shall be successfully passed should all individual examinations be passed and the student has been awarded 90 ECTS points.

§ 22 Certification

(1) The overall MBA grade shall be indicated in a certification signed by the examination board chair.

(2) The certification shall indicate:

- Topics and overall grades for modules and Term Paper
- Topic and overall grade for Business Project
- Topic and overall grade for final Master Thesis

(3) The overall MBA grade shall be defined based on average of simply weighted grades awarded for modules and Term paper, two-fold weighted grades for Business Project and three-fold grades for the final Master Thesis.

(4) The certification shall be dated on the day the last examination result is achieved.

§ 23 Master of Business Administration (MBA) diploma

(1) Along with the certification, the graduate shall be awarded a diploma with the certification date. This shall indicated awarding the “Master of Business Administration (MBA)” degree.

(2) The diploma shall include signatures of the rector, dean of the Faculty of Business Administration and the examination board chair and shall bear the seal of the University of Economics, Prague.

(3) The document shall be issued in English.

§ 24 Invalidity of examination performance

(1) In case the student cheated in the examination and such fact becomes known after the certification has been awarded, the examination board may additionally alter the grades for the results achieved in the examinations when the student cheated and declare the examination completely or partially “failed”.

(2) Should conditions for admitting to the examination were not met without the students meaning to cheat and should such fact become known after the certification has been awarded, this insuffi-

ciency shall be remedied by existence of the examination. Cases when students are admitted to the examination wrongfully shall be decided upon by the examination board.

(3) The final examination may only be declared invalid pursuant to paragraphs (1) and (2) within one year from the time the body responsible for declaring the examination invalid found out about the violation under paragraphs (1) and (2). During this period the Master Thesis, evaluations and examination protocols shall be kept. Exceptional cases shall be decided upon by the examination board. Before making the decision, students shall be enabled to take a stand.

(4) Incorrect certification of the examination shall be confiscated and a new one may be issued. Should the examination be declared „failed“ for cheating, the "Master of Business Administration" diploma shall be confiscated along with the incorrect certification of the examination.

§ 25 Inspecting the examination records

Within one year from taking the examination the student, on request and within a reasonable deadline, shall be enabled to inspect the papers, examiners' evaluations of the papers and examination protocols.

§ 26 Program for handicapped students

(1) Specific interests of handicapped students shall be seriously considered when outlining the curriculum of the program as well as when providing result records.

(2) A disabled student has the right for an individual study plan that will contain time and form of the examination with the possibility of additional consultation with the lecturer.

§ 27 Coming into effect

These revised examination regulations shall come into effect from September 1, 2008, updated November 1, 2015.