

ŠKODA AUTO University

MBA Program: Study and Examination Regulations

Part One Preamble

Article 1

1. The “MBA Program: Study and Examination Regulations” issued by ŠKODA AUTO University (hereinafter referred to as "MBA Program Study and Examination Regulations") is applicable for the Master of Business Administration study program (hereinafter referred to as “MBA program”) implemented by ŠKODA AUTO University (hereinafter referred to as "University") as a professional life-long learning study program undertaken in compliance with Sec. 60 of Act no. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (Higher Education Act), (hereinafter referred to as "Act") and the University Statutes ("Statutes").
2. The educational target of the MBA program is to offer postgraduate and career advancing internationally-oriented managerial education to students who demonstrated exceptional capabilities and competences during their previous studies and professional life.
3. The language of the MBA program is English, which facilitates the international nature of the study enhanced by globally recognized teaching staff, international student body, and orientation towards global businesses.

Part Two Study Regulations

Article 2 Admission procedure

1. Candidates are admitted to the programme within the admission procedure. The conditions and the form of the admission procedure are approved and announced by the MBA Program Director.
2. The decision on admission is made on the assessment of admission criteria, which is as follows:
 - 2a. Previous completion of university studies - a successful completion of (at least) undergraduate degree (bachelor or its equivalent) spanning a period of three years minimum (180 ECTS)
 - 2b. Demonstration of commitment and professional work experience - at least three years of professional experience in the management-level position. A candidate may document relevant experience, achievement and personal commitment in alternative ways, such as a motivational letter, a letter of reference, a letter of recommendation from board-level management or HR department.
 - 2c. Demonstration of proficiency in English - copy of any international certificate proving English language proficiency at least at B2 level according to CEFR (e.g. FCE; IELTS 6.0; BULATS 60; BEC Vantage; TOEIC 750; TOEFL iBt 87; PTE General Level 3). Alternative certifications or tests may be accepted based on the decision of the Head of the Department of Languages of the University.
 - 2d. Demonstration of motivation to study - before enrolling in the MBA program, each applicant has to take part in a motivation interview of approximately 30 to 45 minutes with the MBA Program Director or delegated staff member. The interview may be held in person or virtually (VOIP, Skype, Google Talk, telephone or others). The interview is focused on specific motivation, skills and individual experiences relevant for the MBA program.
3. Students of the MBA program do not become regular university students as stipulated in Part VI. of the Act.
4. Shall a candidate be not admitted in the MBA Program, specific recommendations and suggestions for further improvement to comply with admission criteria are made in the decision communicated to the candidate in writing.

5. The decision on admission or denial is made by the Rector, who shall communicate the decision to the candidate in writing.

Article 3 Structure and Organisation of the MBA Program

1. The scope and the content of the MBA Program is set forth by the study plan.
2. MBA Program consists of courses, which require attendance in person. Based on the provision of the MBA Program Director, in-person participation can be substituted with corresponding self-study units. No more than 30 % of workload can ever be substituted.
3. MBA Program is organized in a way that it allows for regular completion within 18 months.
4. MBA Program consists of 120 ECTS credits, where 1 ECTS credit represents estimated workload of 25 hours.
5. Inability to complete the program within 24 months from the date of the MBA program start may incur additional tuition fees.
6. MBA program begins on the date announced by the MBA Program Director at least 60 days in advance.
7. The study plan consists of courses which comprise of the following specifications:
 - a. name of the course,
 - b. guarantor of the course, name of the instructor of the course,
 - c. aim and learning outcomes of the course,
 - d. number of teaching hours,
 - e. workload description and credits divided according to the required activities,
 - f. the way the course is completed and the conditions set in order to obtain credits,
 - g. conditions for successful completion of the course,
 - h. enrolment conditions, expected previous knowledge and connections to previously studied courses,
 - i. obligatory and recommended study literature,
 - j. content of the course.
8. The program culminates with the final thesis (hereinafter MBA theses), which demonstrates achievement of the overall learning outcomes of the MBA program.

Article 4 Information system

Entire electronic study evidence is carried out in the Academic Information System (hereinafter AIS). Students, teachers and other university staff are allotted access data to the AIS. The AIS is a primary information portal used by the University and complies with safety regulations standards of data protection against loss of data or misuse.

Article 5 Awarding a diploma of “Master of Business Administration”

1. Upon successful completion of all prescribed courses, examinations and a successful defence of the MBA thesis, the University shall confer the diploma of “Master of Business Administration” on the student.
2. The day of graduation is the day, on which the diploma is conferred. The diploma may be conferred in absentia or in person on the graduation ceremony. Graduation ceremony is organized twice a year.

Article 6 MBA Program Director

1. The Rector appoints the MBA Program Director. The appointment is communicated no later than within 5 business days to all student of the MBA program.
2. MBA Program director is responsible for:

- a. elaborating annotations of the courses included in the study plan.
- b. determining relationships and prerequisites among particular domains,
- c. developing MBA program learning outcomes and their assessment and evaluation.
- d. approval of changes to the study plan (content of the study course, conditions of assessment and evaluation, number of credits per course, placement of courses in the study plan),
- e. performing duties stipulated in the "MBA Program: Study and Examination Regulations",
- f. initiating, mediating and facilitating healthy relations between and across students of the MBA program, instructors, administrators, the University and other relevant stakeholders.

Article 7 Enrolment

1. The specific date and method of enrolment are set by the MBA Program Director. The student enrolls for the entire MBA Program, all of its courses and components, given the student follows the standard 18-month study plan.
2. Students are responsible for enrolling individually for courses, which they could not attend and for courses, which they failed to complete. Students are responsible for enrolling individually for courses when they take leave of absence.
3. Students may participate only in courses, in which they have been enrolled.
4. During the MBA program, students may enrol in courses in total amount of 140 ECTS. Additional courses over and above 140 ECTS may incur additional tuition fees.

Article 8 MBA Thesis

1. The MBA thesis concerns usually a specific business situation, problem or a project, which requires assessment based on mastery of domain specific knowledge.
2. The topic (the assignment) of MBA theses is based upon:
 - a. relevance to learning outcomes of the MBA program.,
 - b. professional background and career aspirations of students,
 - c. research activities and professional specialisation of the University.
3. Students are welcome to propose the topic of his/her thesis. The proposed topic is subject to approval by the MBA Program Director, who appoints a supervisor.
4. The name of the supervisor is specified as one of the key prerequisites of the assignment.
5. The thesis is assigned to students no later than 13 months after the MBA program start or upon completion of courses in amount of 70 ECTS.
6. The MBA thesis shall be submitted to the MBA Program Director no later than 6 months from the date of assignment. The MBA thesis needs to be submitted as one hard-bound copy and electronically in the information system (AIS).
7. Should a thesis comprise confidential information, the level and the way of keeping the information confidential is covered by the Thesis Guidelines (Rector's directive).
8. Accreditation authorities and stakeholders require the University to make the post-defence theses available to the public in the library and on the academic information system, on a non-profit basis, including opponent opinions and assessment, by means of the University's thesis database. The degree of public disclosure of MBA theses is covered in the Thesis Guidelines.

Article 9 Leave of Absence

1. The course of the MBA study may be interrupted only after first six months of the MBA study program or upon successful completion of five courses, whichever happens later.
2. The student must notify the MBA Program Director in writing of his/her decision to have a temporary leave of absence. The course of study may not be interrupted more than twice. The aggregate time of the temporary suspension within the study programme must not exceed 24 months.
3. The time of the study interruption shall not be included in the maximum admissible duration of the studies. The time between the completion of all study requirements specified in the

study plan (i.e. all necessary credits obtained, MBA Thesis submitted) and the date of the thesis defense is not considered as a leave of absence.

4. During the leave of absence, the student will cease to be a student, i.e. a member of the academic community, loses academic rights and freedoms listed in Sec. 4 of the Act and Article 18 of the Statutes, and must not use the services provided by the University and its facilities. The person has the right to re-enrol for studies until the leave of absence has expired.

Article 10 Withdrawal from Studies

1. If a student decides to withdraw from his/her studies then he/she shall notify the MBA Program Director of the decision in writing.
2. The Withdrawal Date is the date of that the student's statement of withdrawal is received.
3. No reimbursement of received tuition fees is provided.

Article 11 Exclusion from Studies

1. Students of the MBA program need to comply accordingly with the University's Discipline Regulations.
2. The student ceases to be a student on the date of the decision on exclusion from further studies has become valid and effective.

Article 12 Termination of Studies

1. The MBA study at the University is terminated and the person ceases to be a student if:
 - a. The student has duly completed his/her studies, or
 - b. The student, at his/her own request, has withdrawn from the studies, or
 - c. The student exceeded the maximum of leave of absence,
 - e. The student was excluded from further studies, or
 - f. The student failed to act in compliance with Article 13 (4) and the internal regulation on tuition for studies.
2. The completion of the MBA Program and the right to use the professional title "Master of Business Administration" is documented on the Diploma and on the Diploma Supplement.

Article 13 Tuition

1. Students of the MBA Program shall pay the related study fee(s) (hereinafter referred to as "Tuition"), in compliance with the University internal regulations on tuition.
2. The amount of tuition is determined for the study program. The tuition is full prior to the start of the program.
3. If the standard duration of studies is exceeded (beyond 24 months from the start of the program), the student shall receive an invoice issued on the same basis for each additional period of 6 months.
4. Failure to pay the tuition within the deadline shall be considered in compliance with Article 12 (1) (f)
5. The Rector may or may not approve paying tuition in instalments, given the candidate asks the Rector in writing.

Part Three Examination Regulations

Article 14 Assessment and Credit System

1. The student's performance is assessed by means of credits. One credit represents the workload of 25 hours.
2. Each course is allocated a specific number of credits, which shows a relative workload assigned to the student in order to complete the particular course successfully.
3. Credits obtained for various courses in the MBA program are aggregated.

4. Validity of credits acquired within MBA program is 5 years.
5. The credits obtained from completed courses shall be confirmed by entering the achieved score in the Academic Information System (AIS).
6. Student's assessment is made on the courses that have been enrolled for in compliance with the MBA program and the provisions hereof.
7. For all courses, supervisory assessment and opponent assessment of the thesis, the following assessment scale will be applied to reflect the level of acquired learning outcomes: "Excellent" (1), "Very Good" (2), "Good" (3), "Failed" (4). Grade "Failed" is not recorded in the Diploma Supplement.

Article 15 Credits

1. Credits are given to a student who has fulfilled the conditions stated in the annotation of the course, pursuant to Article 3 (7) (c). The conditions and requirements to meet in order to obtain the credits with assessment (to pass the exam) shall be communicated to the students by the instructor at the beginning of each course. The information about conditions and requirements is available in the annotation of the respective course.
2. The credits are recorded by the respective instructor, in exceptional cases by another teacher or staff member appointed by the MBA Program Director.
3. In case that a subject is assessed by a final grade, the course syllabus contains a description of an on-going evaluation requirements that have to be completed before the final evaluation.
4. The attempt to fulfil the conditions to obtain the credits may be repeated only twice. Pursuant to the provisions of clause (2), the date of the repeated attempt (repeated exam) shall be set by the MBA Program Director, instructor or other staff member authorized to give the credits. On student's or instructor's request, the repeated exam may be facilitated before an examining board, whose members shall be appointed by the MBA Program Director.
5. Written examinations take place after each course and are executed by the instructor of the given course, the MBA Program Director or other staff member authorized to give credits. There is a reasonable amount of time provided to students to prepare for the examinations, which is part of the course workload.
6. Written examinations usually take place prior to the beginning of the following course.
7. An unexcused absence at the exam shall be assessed as "Failed". The student may apologize within five business days after the exam date or after the reason for absence ceased.
8. Credits for a particular course may be awarded to a student who has obtained credits for the same or similar course in another MBA Program in the Czech Republic or abroad. In the case that the content of the subject was different, the credits may not be recognised. The relevant decision shall be made by the MBA Program Director.

Article 16 Records

1. Credits obtained are recorded in the AIS.
2. Instructors and appointed staff members authorized to give credits shall enter the results (both successful and failing) in the AIS, no later than five business days from the date when the result of the course has been achieved.
3. A student has a right of appeal against the result of the course entered in the AIS (or its absence) within fifteen business days from the date of the record (or from the date when the result has been achieved).

Article 17 Assessment of MBA thesis

1. The MBA thesis is assessed by the supervisor and the opponent.
2. The opponent is appointed by the MBA Program Director or a staff member authorized by the MBA Program Director.
3. The thesis supervisor and the opponent shall elaborate their assessment of the thesis in writing.
4. The supervisor's and the opponent's assessment reports comprise of the following:
 - a. Statement whether the thesis has fulfilled the objectives set forth in its assignment,

- b. Evaluation of the content and the formal aspects,
 - c. Conclusion whether the thesis has fulfilled the requirements of the MBA program,
 - d. Proposal on the assessment on the thesis in compliance with the assessment scale.
5. Both the supervisor's and the opponent's assessment reports are disclosed in full to the student.
 6. The final grade is established as an average from the supervisor's and opponent's assessment reports, unless both assessment reports suggest the result "Failed".
 7. If both the supervisor's and the opponent's assessment reports suggest the result "Failed", the student needs to revise according to the reports and resubmit his/her MBA thesis no later than 3 months after the reports have been disclosed to the student.

Part Three Other Provisions

Article 18 Students with Special Needs

1. For students with special needs (disabled, disadvantaged, in serious condition, pregnant, affected seriously by vis maior) upon providing an application in written, the MBA Program Director shall decide on special and fair study arrangements (courses, thesis, examinations) that take into consideration the student's individual situation and circumstances. The MBA Program Director has the right to decline the application.
2. For students who nurse or take care of newborns, spouses, registered life partners, direct descendants, in-laws of the first degree, when this person is in need of nursing or intensive care, the MBA Program Director and the Rector, upon application of a student so affected, may modify the standard length of study. Unless both the MBA Program Director and the Rector agree on the special provision, the application shall be considered declined.

Article 19 Temporary and Final Provisions

1. This "MBA Program: Study and Examination Regulations" are subject to further amendments and updates.
2. The "MBA Program: Study and Examination Regulations" shall not be amended or updated more than once in a calendar year.
3. All students of the MBA Program shall be informed by email at least 60 days before the amended or updated "MBA Program: Study and Examination Regulations" become effective.

In Mladá Boleslav on March 9, 2017

doc. Ing. Pavel Mertlík, CSc.
Rector

doc. Ing. Pavel Štrach, Ph.D., Ph.D.
MBA Program Director