

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) and the University 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 and international student body.

Part Two Study Regulations

Article 2 Admission procedure

1. Candidates are admitted to the program upon completing 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 tertiary education – at least 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. 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.
 - 2c. Demonstration of proficiency in English - an internationally recognized 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 and Intercultural Competences of the University.
 - 2d. Demonstration of motivation to study - before enrolling in the MBA program, each applicant has to take part in an interview of approximately 30 minutes with the MBA Program Director or delegated staff member. The interview is performed through distance means of communication (MS Teams, 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 Higher Education 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. The decision on admission may take a provisional form and set forth specific requirements to be fulfilled by a specified date.

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, which consists of courses and final thesis.
2. MBA Program is organized in a way that it allows for regular completion of courses within 18 months followed by 6 month period for elaboration of final thesis.
3. MBA Program consists of 120 ECTS credits, where 1 ECTS credit represents estimated workload of 25 hours.
4. Inability to complete the MBA program within 24 months from the date of the MBA program start may incur additional tuition fees.
5. Maximum admissible duration of studies including periods of leave of absence (if any) may not exceed 60 months from the start of MBA study. The time between the completion of all study requirements and duties (e.g. after submission of MBA thesis) does not count towards the maximum admissible duration of study.
6. MBA program begins usually twice a year on the date announced by the MBA Program Director at least 60 days in advance.
7. The study plan consists of courses, which usually take a calendar month and which comprise of the following specifications:
 - a. name of the course,
 - b. name of the instructor of the course,
 - c. aim and learning outcomes of the course,
 - d. workload description divided according to the required activities,
 - e. assessment components and conditions for successful completion of the course,
 - f. expected previous knowledge and connections to previously studied courses (if any),
 - g. obligatory and recommended readings and study literature,
 - h. content and topics of the course,
 - i. specification of synchronous and asynchronous periods of study: each course requires a minimum of two synchronous 120-min periods of study (online sessions attended virtually by students).
8. The program includes two elective courses to be followed on an established MOOC platform (such as Coursera, Udacity, Edx). Elective courses shall be related to common professional components for business disciplines as specified by the Accreditation Council for Business Schools and Programs (ACBSP) and shall require a minimum workload of 20 hours per course. Courses are subject to approval by the MBA Program Director before a student enrolls into a course.
9. The program culminates with the final thesis (hereinafter MBA thesis), which demonstrates achievement of overall learning outcomes of the MBA program.

Article 4 Information and Learning Management System

1. 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.
2. All courses within the study program are carried out in the MS Teams (or similar). Students, instructors and other university staff are granted access to the MS Teams. MS Teams is a primary portal used by the University as the main learning management system for course delivery and monitoring of learning progress. MS Teams complies with safety regulations and standards of data protection against loss of data or misuse.

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

1. Upon successful completion of all courses and a successful assessment of the MBA thesis, the University shall confer the certificate of “Master of Business Administration” on the student.

2. The day of graduation is the day, on which the diploma is conferred. The diploma is conferred in absentia on the last working day of the month in which the last course was completed or MBA thesis assessed (whichever happens later and is the last duty of the student in the MBA program).

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,
 - g. quality assurance and maintenance of standards and criteria stipulated by relevant accreditation authorities such as Accrediation Council for Business Schools and Programs (ACBSP) and Czech Association of MBA Schools (CAMBAS).

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.
2. Students are responsible to seek individual enrolment through MBA Program Administrator for courses, which they could not attend and for courses, which they failed to complete or when they take leave of absence.
3. Students are responsible for enrolment into elective courses as stipulated in Article 3 (8).
4. Students may participate only in courses, in which they have been enrolled.

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 the MBA thesis. The proposed topic is subject to approval by the MBA Program Director, who appoints a supervisor.
4. The MBA thesis assignment, submission and assessment is performed within the Academic Information System (AIS).
5. The MBA thesis assignment is approved by the MBA Program Director and by the Rector. The MBA thesis assignment includes: name of the supervisor, title and aim of the thesis, key content areas of the thesis, list of key literature sources relevant for the thesis, expected submission date.
5. The MBA thesis is assigned to students no later than 18 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 24 months from the start of study. The MBA thesis needs to be submitted electronically in the information system (AIS).
7. Given many MBA theses comprise business sensitive information, no thesis is disclosed to general public besides the following components: thesis assignment, thesis topic, abstract, keywords, supervisor's and opponent's reports.
8. The MBA thesis is subject to automated plagiarism check within the information system (AIS). Plagiarism is considered a serious offence and is punishable in accordance with the University's Discipline Regulations.
9. MBA Thesis assessment is based on the supervisor's and opponent's reports. Assessment may take up to 60 days upon final submission. Upon submission of MBA thesis, a supervisor nominates an opponent within 15 days subject to approval by the MBA Program Director. Supervisors and opponents are expected to provide their reports within 30 days.

Article 9 Leave of Absence

1. The MBA program may be interrupted only after first six months of study or upon successful completion of five courses, whichever happens later.
1. The student must seek approval from the MBA Program Director to be granted a temporary leave of absence. The course of study may not be interrupted more than twice. The aggregate time of the temporary suspension from the study program must not exceed 24 months. The MBA Program Director has the right to decline the application.
2. During the leave of absence, the student will cease to be a student and must not use the services provided by the University and its facilities. Any person has the right to re-enrol for studies until the leave of absence has expired or until the maximum admissible duration of study commences.

Article 10 Withdrawal from Studies

1. If a student decides to withdraw from studies then he/she/they 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 students ceases to be a student on the date of the decision on exclusion from further studies has become valid and effective.
3. No reimbursement of received tuition fees is provided.

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 the MBA program, or
 - b. the student, at own request, has withdrawn from the studies, or
 - c. the student exceeded the maximum of leave of absence, or
 - e. the student was excluded from further studies, or
 - f. the student failed to duly pay tuition fees in accordance with Article 13.
2. The completion of the MBA Program and the right to use the professional title "Master of Business Administration" is documented on the Certificate 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 entire 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.
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 installments, 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 ECTS 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, supervisor's and opponent's report on MBA 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) (e). The conditions and requirements to meet in order to obtain the credits 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. There is a reasonable amount of time provided to students to prepare for course assessment components, which are part of the course workload.
4. Written examinations, reports, essays, presentations or other similar assessment components are usually to be submitted by a specified date into MS Teams during each course.
5. An unexcused absence at an assessment shall be assessed as "Failed". The student may apologize within five business days after the assessment due date or after the reason for absence ceased.
6. 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 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 nominated by the supervisor and approved by the MBA Program Director.
3. The supervisor and the opponent shall elaborate their assessment of the MBA thesis in writing.
4. The supervisor's and the opponent's reports comprise of the following:
 - a. Statement whether the MBA thesis has fulfilled the objectives set forth in its assignment,
 - b. Evaluation of the content and the formal aspects,
 - c. Conclusion whether the MBA thesis has fulfilled the requirements of the MBA program,
 - d. Proposal for the assessment on the MBA 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 lower 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 the MBA thesis no later than 3 months after the reports have been disclosed to the student. MBA thesis may be resubmitted only once.

Part Three Other Provisions

Article 18 Students with Special Needs

2. 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 that take into consideration the student's individual situation and circumstances. The MBA Program Director has the right to decline the application.
3. 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. The "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.

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