



# Study programme

**Major:** Executive Master of Business Administration

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# Postgraduate study programme

## Basic information

Faculty name:	Faculty of Management
Major name:	Executive Master of Business Administration
Level:	postgraduate
Number of ECTS credits necessary to complete studies at a given level:	60
Cycle start date:	2023/2024, winter semester
Duration of studies (number of semesters):	2

## Recruitment conditions, including admission requirements

Obtained title: Bachelor of Science, Engineer or Master of Science, Master of Science in Engineering.

The first step involves submitting your online application and required documents before the deadline. Our admissions committee will then review your application to determine if you're a good fit for the program.

If you're selected for an interview, you'll receive a notification with the decision deadline. The interview will be conducted by one of our experienced faculty members, either in person on our campus, at a designated location in Krakow, or via video conference.

Finally, after all interviews have taken place, the admission committee will carefully review each candidate and determine who will receive an offer to join our program.

## Limit of admission to postgraduate studies along with an indication of the minimum number of people admitted, conditioning the launch of the edition of postgraduate studies

Minimum 15, maximum 30 students.

## Required documents and place of their submission

1. Original or certified copy of Bachelor's of Science, 1. Engineer's or Master's of Science, Master's of Science in Engineering level degree diploma.
2. Application form.
3. Confirmation of payment for the first semester of studies (at least 14 days before the start of classes).

For non-Polish citizens, in addition to the above documents, you must also submit a legalized or apostilled diploma of graduation from higher education in Poland or abroad or another document confirming the obtained education, recognized or nostrified.

Place for submitting the documents: Faculty of Management AGH (UTH), pavilion D14, room 202.

## General goals of education within postgraduate studies

Executive Master of Business Administration equips graduates with a unique set of knowledge and abilities, essential for success in the technology-driven business world. The participants will develop a deep understanding of the latest technologies and trends, as well as the ability to analyze and apply them in a strategic business context. They will gain the essential leadership and management skills required to navigate complex organizational challenges and drive growth and innovation. Additionally, our program will foster critical thinking and problem-solving skills, enabling our graduates to make sound decisions and lead effectively in a rapidly-changing business environment. Upon completion of the program, our graduates will be well-prepared to excel in their chosen field and make a meaningful impact in the technology, engineering, computer science, and human sciences sectors.

## Postgraduate studies graduate profile

Executive MBA program is tailored for managers and executives looking to advance their careers in the constantly changing technology field. Offering a world-class education in a condensed, but thorough format, it's perfect for those wanting to stay ahead in today's rapidly changing business world.

## **Rules for completing postgraduate studies, including the rules of participation in classes, rules for controlling classes and rules for taking exams, rules for crediting and registering for the next semester**

In order to successfully complete the program, students must submit and pass assignments, workshops, and case studies that are based on the activities and class participation. During the non-degree postgraduate program, the postgraduate student should obtain 30 ECTS for the completed subjects.

The non-degree postgraduate program is on a semester basis. Attendance in didactic classes is obligatory for postgraduate students.

The detailed rules for the implementation of the program of postgraduate studies describe the manner and mode of justifying non-attendance in classes and the requirements for making up for absences from classes.

The postgraduate student must agree on the manner and mode of justifying absences from classes and the conditions for making up for absences from classes with the teacher each time.

An unexcused absence may result in failing classes if the postgraduate student has not made up for the arrears resulting from the absence.

The requirements for being allowed to sit a test for credit are defined in the subject syllabus.

The postgraduate student has a right to undertake a test for credit on planned due dates, including one basic date and twice as resit tests.

Unjustified absence at a test for credit on a due date deems the test date lapsed.

The class teacher, in agreement with the postgraduate students and the head of the non-degree postgraduate program, sets the test for credit timetable, including resit dates, and announces it on the website within a month from the start date of the class.

The date of the announcement of the results of a test for credit is given to the postgraduate students during the test for credit.

The head of the non-degree postgraduate program may consider a non-attendance at a test for credit as justified at the request of the postgraduate students submitted no later than 7 days of the set date of a test for credit. If due to unforeseen circumstances the participant did not use the eligible dates, the head of the non-degree postgraduate program, in agreement with the class teacher, sets an additional date for a test for credit.

In matters relating to tests for credit, the postgraduate student is entitled to appeal to the head of the non-degree postgraduate program within 7 days from the date of conducting the test for credit or examination. If the class teacher finds that the postgraduate student's test for credit has not been written independently, in particular if they used impermissible materials, devices, methods, or means during the test for credit, the postgraduate student is given a fail mark from this test for credit and loses the right to resit, resulting in a non-completion of the whole subject.

The postgraduate student has the right to access their marked work on the dates indicated by the class teacher.

If the postgraduate student does not satisfy the conditions necessary to complete a semester of the non-degree postgraduate program or enroll for the next term of studies, the head of postgraduate studies decides on the continuation of the education by the postgraduate student or their deregistration from the list of postgraduate students.

## **The duration rules and form of internships, including in particular the conditions for their implementation, the internship control system and their control (if required)**

Practicums will not be included in the curriculum.

## **Conditions for completing postgraduate studies and obtaining a certificate of completion of postgraduate studies, including the conditions and requirements related to the preparation of final papers and the implementation of the diploma process, as well as related to the organization and course of the final exam (its scope, mode and manner of its conduct, rules for determining the exam grade) final, guidelines for its course), if required, the rules for determining the final result of their completion**

These are the conditions, requirements, and rules related to the completion of a non-degree postgraduate program and the receipt of the leaving certificate:

1. To receive the leaving certificate, postgraduate students must achieve all assumed learning outcomes, complete all required subjects with a positive result, and earn 60 ECTS points.
2. Postgraduate students are eligible to take the final examination if they complete all required subjects and the workshops within the program.
3. If the postgraduate students fail their final examination, they have a right to resit the exam within 3 months from the

date of the first examination.

4. Resitting a final exam that has been passed is not allowed.
5. If a postgraduate student is found to have not worked independently or used forbidden materials during or after the examination, they will fail the final examination. The student may appeal against the result to the Dean of the Department within 14 days from the day of the examination, and the review of the appeal takes place within 14 days from the day of its receipt.
6. The head of postgraduate studies may consider a failure to take the final examination as justified if the postgraduate student submits a request within 7 days from the set date of the final examination.
7. If the failure to take the final examination is justified, the head of the program sets another date for the diploma examination.
8. A failure to take the examination deemed unjustified by the Dean of the Department will result in the postgraduate student not undertaking the diploma examination.
9. The participant may appeal against the final examination result to the Dean of the Department within 14 days from the day of the examination, and the review of the appeal takes place within 14 days from the day of its receipt.
10. The final examination covers the issues discussed during the studies and is conducted verbally in front of a committee appointed by the head of postgraduate studies. The assessment of the final exam must be collectively agreed by the members of the committee.
11. The result of the completion of a non-degree postgraduate program as entered onto the certificate of non-degree postgraduate program leaving certificate is determined on the basis of the:
  - the average grades from the studies, with a weight of 0,6;
  - the mark from the final examination, with a joint weight of 0.4

The average of grades from studies is a weighted average from all final marks from subjects completed within the course of studies.

The average of the grades is counted to two decimal places, without rounding off.

The final examination is not taken into account for counting the average grade from the studies.

The final result of the completion of the program of non-degree postgraduate program is entered in the leaving certificate of the non-degree postgraduate program, which is set to two decimal places, without rounding off, in accordance with the following rules:

1. from 4.71 grade in words: very good (5.0)
2. from 4.21 grade in words: plus good (4.5)
3. from 3.71 grade in words: good (4.0)
4. from 3.21 grade in words: plus satisfactory (3.5)
5. from 3.0 grade in words: satisfactory (3.0)

## Learning outcomes

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### Knowledge

KEU symbol	Directional learning outcomes	CEU symbol
<b>MBASP_W01</b>	Participants know and understand the impact of contemporary economic trends on management and financial decision-making in business operations	P6S_WG
<b>MBASP_W02</b>	Participants know and understand contemporary concepts and emerging trends in the domains of management, marketing, finance, and accounting	P6S_WG
<b>MBASP_W03</b>	Participants know and understand analytical and quantitative methods, tools and techniques used in management and decision-making processes	P6S_WK
<b>MBASP_W04</b>	Participants know and understand conditions for the use of methods, systems, and models supporting business decision-making processes in conditions of uncertainty and risk	P6S_WK

### Skills

KEU symbol	Directional learning outcomes	CEU symbol
<b>MBASP_U01</b>	Participants is able to make strategic and operational decisions aimed at shaping the competitive position of the company and the agility of its operations	P6S_UW
<b>MBASP_U02</b>	Participants is able to use methods, tools and techniques to analyze individual areas of the company's operation	P6S_UW
<b>MBASP_U03</b>	Participants is able to develop a plan to manage all company resources focused on shaping key success factors	P6S_UO
<b>MBASP_U04</b>	Participants is able to set directions for the activities of units based on the collected information	P6S_UU

### Social competence

KEU symbol	Directional learning outcomes	CEU symbol
<b>MBASP_K01</b>	Team management and project management as well as proposing their organizational and program shape	P6S_KO
<b>MBASP_K02</b>	Participants have competence in anticipating the multidirectional effects of decisions and taking responsibility for them	P6S_KO
<b>MBASP_K03</b>	Participants have competence in independent and critical supplementing of knowledge and skills, extended by an interdisciplinary dimension	P6S_KK