



**FACULTY INTERNAL DIRECTIVE FOR THE MASTER OF BUSINESS  
ADMINISTRATION (MBA) STUDIES IN DISTANCE FORM**

Faculty of Administration and Economic Studies in Uherské Hradiště,  
Jagiellonian College in Toruń

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**PREAMBLE**

*The Faculty of Public Administration and Economic Studies in Uherské Hradiště, Jagiellonian College in Toruń (hereinafter the "Faculty") implements, in addition to its main educational programs, also the professional managers educational program Master of Business Administration (MBA). This type of study, which does not belong to the tertiary education programs of the Czech legal system, is based on international cooperation between the Faculty and the Jagiellonian College in Toruń. The program is successfully finished by with the award of a Diploma and the MBA professional title used after the name. The faculty offers the managers educational program Master of Business Administration (MBA) in full-time and distance versions. This guideline applies to the distance version of the program.*

**1. ORGANIZATION OF THE EDUCATIONAL PROGRAME MASTER OF  
BUSINESS ADMINISTRATION (MBA)**

**§1**

1. The academic year at the Faculty lasts from October 1<sup>st</sup> to September 30<sup>th</sup> of the following calendar year.
2. The academic year at the Faculty is divided into two semesters: the winter semester and the summer semester. Dates of the beginning of the semesters are always on October 1<sup>st</sup> and March 1<sup>st</sup> of the calendar year.
3. The Master of Business Administration (MBA) management educational



programme is initiated with the applicant individually, during the summer and winter semesters.

4. The organization of the educational process of the Master of Business Administration (MBA) management educational programme is based on the student's study plan.
5. Part of the study plan is a list of professional subjects to study and a requirement for processing and submission of the dissertation thesis written on a given topic.
6. In the case of successful completion of five professional subjects and two positive professional reviews of the dissertation thesis, the study is completed with an MBA Diploma on completion of studies.
7. Furthermore, the Faculty issues a Diploma Supplement, which lists the chosen field of study of the MBA, completed subjects, the topic of the dissertation thesis and the name of the supervisor of the dissertation thesis. There is no charge for issuing a Diploma supplement.
8. The results of study at the Faculty is recorded:
  - a) in the Assignment of the MBA Dissertation Thesis,
  - b) in one copy of the MBA Dissertation Thesis archived in the archives of the Faculty,
  - c) in the student's personal documentation.
9. The study of the managers educational Programme Master of Business Administration (MBA) takes place in a distance form using the on-line environment of the Student Section of the Faculty which is available at [www.study-mba.eu](http://www.study-mba.eu) in “Student Section” (hereinafter referred to as the “Student Section”).
10. The student registers in the Student Section. Based on the student's registration, the Faculty will authorize the student's login details. The students proceed in their studies according to the instructions provided by the Student Section



## **2. THE MBA STUDIES AND SUBJECTS**

### **§ 2**

1. The student chooses five professional subjects for the study plan.
2. According to the standard study schedule, the study of five professional subjects included in the student's study plan is evenly distributed over the duration of the study (see Appendix 1 - Standard study schedule). The standard study schedule is not definitive, the length of study can be extended. The minimum length of study is 6 months.
3. The study of a professional subject is completed on the basis of the requirements for passing the subject stated in the introduction written in the study support of the selected subject.
4. These requirements may include e.g. elaboration of case studies following the subject topic, elaboration of answers and others means. The dates and method of submitting the processed assignments and outputs of the professional subject is part of the study support or it is specified to the student by the Faculty.
5. Completion of a professional subject by a student is recorded in the Protocol of the course and in the Student's Personal Documentation (see §1 no. 7).
6. For any inquiries, student can contact the Faculty via e-mail: [studium@study-mba.eu](mailto:studium@study-mba.eu)

## **3. THE MBA DISSERTATION THESIS**

### **§ 3**

1. The student chooses the topic of the dissertation thesis, which is based on the fields of study of the managers educational Programme Master of Business Administration (MBA) announced by the Faculty.
2. The student prepares the dissertation thesis in the prescribed template.
3. The dissertation has the usual range of 50 - 90 standard pages of text.
4. After its elaboration, the student submits the thesis to the Faculty in the electronic version in PDF format.
5. The Faculty will ensure the elaboration of two expert reviews of the dissertation.
6. In the case of two positive reviews, the dissertation is successfully defended.
7. In the event that one of the two opponent's opinions is not positive, the Faculty will ensure the elaboration of the third opponent's opinion. This third opponent's report is charged to



the student in the amount of CZK 2,500 (approx. USD 116 ; the exchange rate may vary), in addition to the fee for studying the MBA Programme.

8. If the third opponent's opinion is positive, the dissertation is successfully defended. If the third opponent's report is negative, the dissertation has not been successfully defended and the study is unsuccessfully completed.

#### **4. REQUIREMENTS FOR COMPLETION OF THE MASTER OF BUSINESS PROGRAMME**

##### **§ 4**

1. The study is completed by successful completion of five professional subjects, submission and defence of the MBA Dissertation thesis.
2. The graduate will receive an MBA Diploma and a Diploma Supplement after successful completion of five professional subjects and a positive evaluation of the dissertation thesis by two opponents and after fulfilment of all the obligations to the Faculty.
3. The Diploma Supplement issued with the MBA Diploma is a equivalent of “Record of Studies” and has the same function.

#### **5. ADJUSTMENT OF THE STUDIES FOR STUDENTS WITH DISABILITY**

##### **§ 5**

1. If the student has documented disability, the Dean of the Faculty may agree to a special study plan which is adapted to the specific special needs of the student.

This internal act was signed in Uherské Hradiště on July 1<sup>st</sup>, 2021

**Assoc. Prof. RNDr. PHDr. Oldřich Hájek, PhD, MBA**

Dean of the Faculty of Administration and Economic Studies in Uherské Hradiště of Jagiellonian College in Toruń





## ANNEX – STANDARD RECOMMENDED STUDIES SCHEDULE

