



# GUIDE FOR CANDIDATES FOR EXECUTIVE MBA STUDIES 2024- 2026

Our Executive MBA program was established in 1991 in cooperation with leading American Universities and was the first international MBA program in Poland. Almost 1,500 people have completed our program. Our graduates are members of the boards of the largest companies in Poland, Europe, and the world. The Alumni Association is actively supporting the networking and social activities for our graduates. Each year, our Program occupies leading positions in national and international MBA rankings, including Perspektywy and Eduniversal.

For many years, our programs have had the most prestigious accreditations in the world: AMBA (Association of MBAs), AACSB and EQUIS.

executive master of business administration



**emba @uw**



ASSOCIATION  
OF  
**AMBA**  
ACCREDITED



**AACSB**  
ACCREDITED



**EQUIS**  
ACCREDITED

## HOW TO APPLY

- Each person applying for our EMBA @ UW Studies must complete the recruitment process for postgraduate studies at the University of Warsaw, meeting the conditions set by Polish law and accrediting institutions: Association of MBAs and EQUIS.
- After passing the recruitment process, the examination committee decides to admit the candidate to postgraduate studies. Each of the applicants will be notified in writing about the result of the application procedure.

## REQUIREMENTS

### Conditions for taking the entrance examination:

1. registration in the IRK (Internet Registration of Candidates of the University of Warsaw), and then enrollment in IRK for our studies on the websites with the following addresses:
  - [Polish edition](#)
  - [English edition](#)
2. having at least five years of professional experience, including at least three years in a managerial position. Information about the experience should be included in the application questionnaire in the dedicated sections
3. delivery of a complete set of application documents **by June 24, 2024** (IRK registration)

**The entrance examination will be held ONLINE on  
June 29, 2024 from 10 am to 12 pm**

Together with the documents, application fee in the IRK system should be paid – **PLN 85 (by June 25, 2024)**

### List of required documents:

The required documents may be (until further notice) submitted in electronic form by IRK or to the e-mail address [rekrutacja.mba@uw.edu.pl](mailto:rekrutacja.mba@uw.edu.pl):

1. application for admission to studies
2. EMBA @ UW personal questionnaire
3. Bachelor's or Master's degree diploma
4. two letters of recommendation (preferred: from the current or previous employer/supervisor, contractor, or associate). If the recommending persons wish to maintain confidentiality, the signed letters can be sent by post or e-mail to the address of the secretariat of studies:  
[rekrutacja.mba@uw.edu.pl](mailto:rekrutacja.mba@uw.edu.pl)

### RECOMENDATION LETTER STANDARD

## ENTRY EXAMS

They consist of:

- 60-minute math and logic test (in English for English-language studies, in Polish for Polish-language studies)
- 60-minute English language test (the exempt from this part of the exam are: native English speakers, English philology graduates, and university graduates from an English-speaking country)
- A 20-minute interview regarding the candidate's professional experience and his motivation to undertake MBA studies.

**Written exams last approx. 2 hours in total. Interviews are generally held on the day of the exam, based on individual arrangements. The candidates will be informed about the examination proce-**

## TUITION FEES

Semester	the English language edition	
	PLN 54 900 PLN + USD 8 000	
	Payment due on:	Amount
I	October 30th, 2024	USD 3.000 + PLN 19 900
II	February 28th, 2025	USD 3.000 + PLN 18 000
III	September 30th, 2025	USD 2.000 + PLN 17 000

Tuition fees include:

- The cost of classes and teaching materials for classes, available in online, pdf, or printed versions, depending on the copyright held.
- In English-language studies also the cost of the necessary textbooks in paper or electronic version
- Online and traditional access to the Libraries of the University of Warsaw, including databases, scientific and popular science journals such as Harvard Business Review or The Economist.
- The cost of the buffet with coffee and snacks during classes conducted at the premises of the University of Warsaw
- Costs related to the issuance of the Program Completion Certificate.
- Integration session costs

Students can participate in additionally paid trips abroad, during which classes and study meetings are conducted in English. There are three possibilities for a study trip:

- To Mumbai, India (Tentative cost: USD 3.000)
  - To Cambridge, UK (Cost: EUR 1.500)
  - To New York or Chicago, USA (Cost: USD 3.000)
- The study trips will take place only if the minimum required number of participants sign in.**

## PRELIMINARY SCHEDULE OF CLASSES ENGLISH

<b>2024</b>				
October	4 – 5	17 – 19 <sup>1)</sup>		
November		15 – 17		29 – 30
December	6 – 8			
<b>2025</b>				
January		10 – 12	24 – 25	
February	1 – 2		21 – 22	
March	7 – 8		20 – 23	
April	4 – 5		25 – 27	
May	9 – 10		23 – 25	
June	5 – 8			27 – 28
July	Holiday			
August	Holiday			
September	5 – 7	18 – 21		
October		10 – 11	24 – 26	
November			21 – 23	
December	5 – 7			
<b>2026</b>				
January		9 – 11	23 – 24	
February	6 – 7 <sup>2)</sup>			

- 1) Integration away session
- 2) Defense of the theses