



## INFORMATION FOR PROSPECTIVE APPLICANTS FOR CLASS XXV



The Executive MBA Program at The University of Warsaw organized in cooperation with faculties from the University of Illinois at Urbana-Champaign, S.P. Jain Institute of Management and Research in Mumbai, the University of Cambridge faculty and other top European Universities, is now accepting applications for Cohort XXV. To date, almost 1000 individuals have received a degree from this program. Our graduates are senior managers, business professionals and entrepreneurs at the most prestigious companies in Poland, Europe and Worldwide.

Graduates of the Executive MBA program will receive an MBA diploma from the University of Warsaw accredited by the Association of MBA's.

[www.mba.uw.edu.pl](http://www.mba.uw.edu.pl)

# ADMISSIONS, REQUIREMENTS AND PROCEDURES

Successful applicants to the EMBA program must fulfill all the admission requirements for postgraduate study at University of Warsaw. Fulfillment of these requirements ensures the continuing quality and success of the EMBA program.

## ADMISSION REQUIREMENTS:

### Candidates are obliged to register in the Internet Candidates Registration System (IRK)

- A University degree (Polish, US or other):  
Applicants must submit proof of a Master's Degree or its equivalent (this includes Medical and Law Degrees; for applicants with US degrees or equivalents, a Bachelor Degree is sufficient).
- A grade point average (GPA) of at least 4.0 on a 5.0 scale for the last two years of previous university studies:  
Applicants must submit either a certified copy of their transcript from the last two years of university study (when available), or a transcription of the grades for the university study and photo copy of their index book pages.
- A minimum of three years of professional experience, including managerial responsibilities:
  - Applicants must submit work experience in the application form;
  - Candidates with managerial experience are preferred.
- A minimum of two letters of reference from current and/or former employers/supervisors:  
All letters are confidential and will not be released to the applicants.
- A working knowledge of English (written and spoken):  
Proficiency in English (for non-native English speakers or those without a degree from a US institution or an institution in an English speaking country) must be demonstrated either by submission of the TOEFL score (not required), a satisfactory grade on our admissions examination, or other proof of proficiency.
- Satisfactory completion of an entrance examination on:
  - Mathematics (basic calculus level), logical reasoning, and problem solving;
  - English (reading comprehension and grammar).

## ADMISSION PROCEDURES:

Choose the most suitable exam date from given below:

Deadline for document submission	Written entrance exams	Interview date*
August 23, 2017	August 25 10.00am	August 25
September 07, 2017	September 09 10.00am	September 09
September 14, 2017	September 16 10.00am	September 16

\*- The purpose of the interview (in English) is to learn more about each applicant in terms of experience, motivation, attitude relevant to graduate study and the ability to converse at an acceptable level in English. We will accommodate schedules as much as we can.

**Every applicant must pay the fee of 1000 PLN for the application process prior to the date of the entrance exam. This fee should be paid to the bank account – see next page for details.**

Once the applicant has completed all of the admission requirements, the admission committee will make a decision. When there are more qualified applicants than places in class, the committee may put an applicant on the waiting list. Placement on the waiting list does not guarantee admission into the program. Every applicant will receive a letter from the EMBA program informing the applicant of the admission decision.

## PROGRAM COSTS:

**The tuition for the 15-month Executive MBA Program is 8.000 USD and 40.000 PLN.**

Tuition and fee is payable in three installments with deadlines: September 29<sup>th</sup> 2017, February 1<sup>st</sup> 2018 and October 1<sup>st</sup> 2018. In addition to the fee there are costs of optional study tours to Mumbai (India), Cambridge (UK) and Illinois (USA), 2550 USD each.

Installment:	Tuition
<b>I semester</b>	<b>4.000,00 USD + 15.000,00 PLN</b>
<b>II semester</b>	<b>2.000,00 USD + 15.000,00 PLN</b>
<b>III semester</b>	<b>2.000,00 USD + 10.000,00 PLN</b>

Our bank account:

**Bank Millennium**  
**32 1160 2202 0000 0001 0838 9289**

### SCHOLARSHIPS AND SPECIAL OFFERS

Alumni recommendation and corporate discounts apply. For more information and rules contact us or see our website [www.mba.uw.edu.pl](http://www.mba.uw.edu.pl).

There are also scholarships available for students from family-run businesses and start-ups. Please contact the recruitment office for eligibility.

The following costs are included in the tuition:

- Program tuitions;
- Administrative fees;
- Course materials distributed during the program;
- Access to the: Main Library of University of Warsaw (BUW) and Library of Faculty of Business;
- MBA Diploma from the University of Warsaw accredited by AMBA;
- Refreshments

The following are NOT covered by the fee for the program, and are the responsibility of each individual student:

- Supplementary text books;
- Issue of the University of Warsaw Certificate;
- Costs of study tours to India, UK and USA<sup>1</sup>.

<sup>1</sup>Subject to the minimum number of participants joining the study tours.

## CHECKLIST OF REQUIRED DOCUMENTS:

- 1. Application to University of Warsaw**
- 2. Original Master's degree diploma (or authorized copy)**
- 3. Certified transcript from Masters studies or a copy of the Polish grade book "indeks" with copy**
- 4. Two letters of recommendation**
- 5. 2 photos (45 x 35 mm)**
- 6. 2 diploma photos (64 x 45 mm)**
- 7. Copy of personal ID or passport**

**All the application forms are available:**

- In person at International Management Center Nowy Świat 4, room 220; or
- On our website at <http://www.mba.uw.edu.pl>;
- If you have any questions do not hesitate to contact us. We can help you to fill in the forms. Feel free to call us at +48 22 625 32 83 or +48 22 625 31 26 or send an email to [emba@uw.edu.pl](mailto:emba@uw.edu.pl).

executive master of business administration



**emba@uw**

## SCHEDULE OF CLASSES (TENTATIVE):

<b>September</b>	<b>28-30</b> <sup>1)</sup>			<b>2017</b>
<b>October</b>	<b>11-14</b>	<b>18-21</b>		
<b>November</b>	<b>3-4</b>	<b>17-18</b>		
<b>December</b>	<b>1-2</b>	<b>15-16</b>		
<b>January</b>	<b>12-13</b>			<b>2018</b>
<b>February</b>	<b>31.I.-3.II.</b>	<b>7-10</b>	<b>23-24</b>	
<b>March</b>	<b>9-10</b>	<b>23-24</b>		
<b>April</b>	<b>6-7</b>	<b>20-21</b>		
<b>May</b>	<b>30.IV.-6.V.</b> <sup>2)</sup>	<b>25-26</b>		
<b>June</b>	<b>8-9</b>	<b>27-30</b>		
<b>July</b>	<b>4-7</b> <sup>3)</sup>			
<b>September</b>	<b>7-8</b>	<b>21-22</b>		
<b>October</b>	<b>5-6</b>	<b>14-20.X.</b> <sup>4)</sup>		
<b>November</b>	<b>9-10</b>	<b>23-24</b>		
<b>December</b>	<b>1</b>	<b>14-15</b> <sup>5)</sup>		

1) *Orientation Session*

2) *Optional study trip to India*

3) *Optional study trip to US*

4) *Optional study trip to Cambridge (UK) will take place in Aug, 2018.*

5) *Final exams*

## CLASS FORMAT:

8.30 - 12.00	Morning session
12.00 - 13.00	<i>Lunch break</i>
13.00 - 16.30	Afternoon session
Time for teamwork and class preparation	

## NOTES: