



## GUIDE FOR CANDIDATES FOR EXECUTIVE MBA STUDIES

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**



## 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 , AACSB 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 by e-mail 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 in the IRK system **from April 3rd to April 13th**

**The entrance examination will be held ONLINE on  
April 22nd at 10 a.m.**

- Together with the registration process an Application fee should be paid in the IRK system — **PLN 85**

### List of required documents:

The required documents should be submitted in electronic form in the IRK system:

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).

## 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, or during the following week, based on given schedule.**

**The candidates will be informed about the examination procedure during the recruitment.**

## TUITION FEES

| Semester | the English language edition |                        |
|----------|------------------------------|------------------------|
|          | 54.900 PLN + USD 8.000       |                        |
|          | Payment due on:              | Amount                 |
| I        | October30th, 2023            | USD 3.000 + PLN 19.900 |
| II       | February 28th, 2024          | USD 3.000 + PLN 18 000 |
| III      | September 30th, 2024         | 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.
- 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
- To Cambridge, UK
- To New York or Chicago, USA

**The study trips will take place only if the minimum required number of participants sign in and if the restrictions related to the COVID-19 pandemic allow it. Departures are subject to an additional agreement.**

PRELIMINARY SCHEDULE OF CLASSES ENGLISH EDITION:

| 2022      |         |                       |         |                      |
|-----------|---------|-----------------------|---------|----------------------|
| September |         |                       |         | 29-30                |
| October   |         | 12 – 15 <sup>1)</sup> |         | 27 – 28              |
| November  |         |                       | 24—25   |                      |
| December  | 8 – 10  |                       |         |                      |
| 2023      |         |                       |         |                      |
| January   |         | 12 – 14               |         |                      |
| February  |         | 9—11                  | 23– 25  |                      |
| March     | 1 – 2   |                       | 15 – 16 |                      |
| April     | 5—7     |                       | 19 – 21 |                      |
| May       | 10 – 11 |                       | 24 – 26 |                      |
| June      |         | 14 – 15               |         | 27—30                |
| July      | 5—7     |                       | Holiday |                      |
| August    | Holiday |                       |         |                      |
| September | 6 – 8   | 19 – 22               |         |                      |
| October   |         | 11 – 12               | 25 – 27 |                      |
| November  | 7—8     |                       |         | 29—30                |
| December  | 1       | 13 – 15               |         |                      |
| 2024      |         |                       |         |                      |
| January   |         | 10 – 12               |         | 24– 25 <sup>2)</sup> |

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