



GUIDE FOR CANDIDATES FOR EXECUTIVE MBA STUDIES EDITION 2021-2023

Our Executive MBA program was established in 1991 in cooperation with the University of Illinois at Urbana - Champaign (UoI) and was the first international MBA program in Poland. Its creation and operation were possible thanks to the support of the Ford and Mellon Foundation and USAID. Almost 1,500 people have completed our program. Each year, it occupies leading positions in national and international MBA rankings.

Our graduates are members of the boards of the largest companies in Poland, Europe, and the world.

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

September 8, 2021

**The entrance examination will be held ONLINE on
September 11, 2021, from 10.00-12.00 am**

Together with the documents, a non-returnable examination fee should be paid in the amount of

- for studies on the Polish edition — **PLN 300**
- for studies in the English edition — **PLN 1000**

Please pay the fee to our account number:

Bank Millennium 32 1160 2202 0000 0001 0838 9289

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:

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
5. confirmation of transfer of the examination fee

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.

The Polish edition requires at least passive knowledge of the English language.

Written exams begin at 10:00 am on June 19, 2021. Interviews are generally held on the day of the exam, based on individual arrangements. The candidates will be informed about the examination procedure during the recruitment.

STUDY FEES

Semester	the Polish language edition		the English language edition	
	PLN 44.900		PLN 44.900 PLN + USD 8.000	
	Date of payment	Amount	Date of payment	Amount
I	September 30th, 2021	PLN 12.900	September 30th, 2021	USD 4.000 + PLN 19.900
II	February 28th, 2022	PLN 12.000	February 28th, 2022	USD 2.000 + PLN 15.000
III	September 30th, 2022	PLN 12.000	September 30th, 2022	USD 2.000 + PLN 10.000
IV	February 28th, 2023	PLN 8.000	---	---

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 (Cost: USD 2.800)
- To Cambridge, UK (Cost: EUR 1.500)
- To New York or Chicago, USA (Cost: USD 2.800)

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 POLISH EDITION:

2021					
October	1 - 2	7 - 9 ¹⁾			23 - 24
November	6 - 7			20 - 21	
December	4 - 5			18 - 19	
2022					
January		15 - 16			29 - 30
February				19 - 20	
March	5 - 6			19 - 20	
April	2 - 3				23 - 24
May	1 - 8 ²⁾	14 - 15			28 - 29
June		11 - 12			25 - 26
July	9 - 10		Holiday		
August	Holiday				
September	3 - 4			17 - 18	23 - 25 ³⁾
October		8 - 16 ³⁾		22 - 23	
November				19 - 20	
December	3 - 4			17 - 18	
2023					
January		14 - 15			28 - 29
February		11 - 12			25 - 26
March		11 - 12			25 - 26
April				15 - 16	30.04 ²⁾
May	1 - 7 ²⁾	13 - 14			27 - 28
June	3 - 4			17 - 18 ⁵⁾	

PRELIMINARY SCHEDULE OF CLASSES ENGLISH EDITION:

2021				
October	1 – 2	7 – 9 ¹⁾		22 – 23
November	5 – 6		19 – 20	
December	2 – 5		17 – 18	
2022				
January		13 – 16		27 – 30
February			25 – 26	
March		11 – 12	25 – 26	
April		8 – 9		22 – 23
May	1 – 8 ²⁾		19 – 22	
June	3 – 4		23 – 26	
July	7 – 10		Holiday	
August	Holiday			
September	2 – 3		15 – 18	23 – 25 ³⁾
October	30.09 – 1.10	8 – 16 ⁴⁾		28 – 29
November	4 – 6		18 – 20	
December	2 – 4	16 – 17		
2023				
January		13 – 14		27 – 28 ⁵⁾

- 1) Integration away session
- 2) Study trip to India
- 3) Study trip to the UK
- 4) Study trip to the USA
- 5) Defense of the theses