

The University of New York in Prague



Master of Business Administration (MBA)

Student Guide

Academic Year 2022/2023

Revised: August 2022

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CONTACT INFORMATION

The University of New York in Prague (UNYP) is located in the Vinohrady District near downtown Prague. The easiest way to get to UNYP is by using Prague Metro line C, station I. P. Pavlova, or line A, station Náměstí Míru. There is also very good accessibility via tram numbers 4, 10, 11, 13, 16, 22, or bus number 291.

ADDRESS University of New York in Prague
Londýnská 41
120 00 PRAHA 2
Czech Republic

SECOND BUILDING Belgická 40
120 00 PRAHA 2

THIRD BUILDING Londýnska 32
(NEW LIBRARY) 120 00 PRAHA 2

PHONE +420.224.221.261/224/221/281

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www.unyp.cz



OPENING HOURS

Monday–Friday: 08:00–21:00

Saturday–Sunday: 08:00–18:00

IT HELP DESK

Monday–Friday: 08:45–18:15

Saturday –Sunday: 08:45–13:15

LIBRARY

Monday–Friday: 08:30–21:00

Saturday: 09:00–19:00

Sunday: 11:30–19:00

BUILDINGS LAYOUT

Londýnská 41

Ground floor – Classrooms 001, 002, Reception

1st floor – PC Lab 101

2nd floor – Classrooms 201, 202, 203, 204

3rd floor – PC Lab 101, Classrooms 301, 302, 303

4th floor – Academic Departments, Registrar’s Office, Student Affairs Office

5th floor – Accounting Office, IT Help Desk, Management Offices

Belgická 40

4th floor – Classrooms 41, 42, Writing Lab, Counseling Center

HISTORY OF THE UNIVERSITY OF NEW YORK IN PRAGUE

The University of New York in Prague (UNYP) was established in April 1998 in cooperation with the State University of New York/Empire State College. Through this cooperation, UNYP offers students the opportunity to obtain an internationally recognized American Bachelor's Degree from the State University of New York (SUNY). UNYP also cooperates with its sister college, New York College, in Athens, Greece. The UNYP undergraduate program is based on the American style of university education and classes are taught in English. The goal of the program is to introduce students to a range of academic disciplines, to prepare them to master the techniques of critical thinking, effective communication, and analysis and research, and to acquire the knowledge necessary for a professional specialization in a major field. UNYP also works closely with large multinational firms located in Prague establishing internships that will give students the opportunity to apply their skills in a work setting. UNYP received the support of the public universities in Prague and continues to maintain a close relationship with Charles University, the University of Economics in Prague, and the Czech Technical University in Prague. Many of UNYP's Faculty are also members of the teaching faculties at these universities.

In the 2012/2013 academic year, UNYP's Business Administration Department received accreditation for its business programs from the International Accreditation Council for Business Education (IACBE) in Lenexa, Kansas, U.S.A. This accreditation covers both UNYP's MBA program and the European Bachelor in Business Administration. The MBA is also accredited by the Czech Association of MBA Schools (CAMBAS). The MBA achieved re-affirmation by IACBE until December 2027.

In a few short years UNYP has gained a reputation for offering high quality, challenging educational programs by providing a strong foundation in the liberal arts and professional majors with a cross-cultural and international perspective. Today, over 850 students from over 65 countries are learning together and interacting with an international faculty. UNYP is proud of its accomplishments and its ability to blend the rich academic history of the Czech Republic with American and European higher education.

UNYP'S MISSION

The mission of the University of New York in Prague is to offer students the opportunity to obtain a university degree at the Bachelor's or Master's level in a variety of academic and professional specializations; to provide them with the knowledge, skills, openness, and confidence necessary to succeed in diverse international work environments; and to prepare them for life as contributing productive citizens of the world community. The University of New York in Prague is committed to the intellectual, creative, and personal development of its students. The university believes that the outcomes of student learning should include:

- Mastery of effective oral and written communication skills in English.
- Development of analytical and critical thinking skills.
- Understanding of basic research methods, including the ability to locate, evaluate, and synthesize information and data.
- Knowledge of Western and non-Western cultures and society.
- Sensitivity to social issues and cultural and ethnic diversity.
- Appreciation for creative expression and culture.
- Understanding of international issues and the acquisition of a global perspective.
- Development of healthy interpersonal and social relationships.
- Understanding of the uses and limitations of modern technology.

- Mastery of the knowledge and skills applicable to major area of study.
- Awareness of professional opportunities and understanding of professional ethics and responsibility.
- Strengthening the values of integrity, objectivity and human understanding.
- Development of skills and behaviors necessary to become a successful, responsible and self-directed learner.

The University of New York in Prague, the faculty and staff, are dedicated to the spirit of learning, personal growth and the development of a community in which active participation and freedom of expression are encouraged and supported.

BUSINESS DEPARTMENT'S MISSION

We prepare students to succeed in the international world of business. Our programs provide students a solid foundation in business management and familiarity with the cultural aspects of international leadership while simultaneously developing critical thinking skills and strong English communication skills. For more detail on the Department's Mission, Goals and desired Learning Outcomes, please visit: <http://www.unyp.cz/academics/academic-departments/business-administration>

BUSINESS DEPARTMENT'S VISION

To be the pre-eminent English language provider of business education in the Central European region.

ACCREDITATIONS

In 2000, UNYP was recognized as a foreign higher-educational institution operating in the Czech Republic in accordance with decree No. 183/1999 Sb. of the Czech Ministry of Education, Youth, and Sports. As a result, all UNYP students with Czech citizenship are covered by social and health insurance as provided by decree No. 171/1999 Sb. In 2001, UNYP was recognized as a Czech private higher-educational institution (soukromá vysoká škola), in accordance with the decision of the Czech Ministry of Education, Youth, and Sport dated November 1, 2001, after successfully meeting the accreditation criteria defined in Act No. 111/1998 Sb. (The Higher Education Act). In 2001, two of the SUNY Bachelor's Degree programs offered by the university, Business Administration and International and Economic Relations, received accreditation from the Czech Ministry of Education, Youth, and Sports. In 2005, two additional programs (Communication and Mass Media, and European Business Administration) were accredited. In 2009 and 2013, all accredited programs of UNYP were successfully re-accredited.

In 2003, UNYP's MBA programs were accredited by CAMBAS, the Czech Association of MBA Schools (www.cambas.cz). The Association has the approval of the Czech Ministry of Education, Youth, and Sports and is recognized by the European Foundation of Management Development (EFMD) as the official accreditation body for the Czech Republic. UNYP MBA was re-accredited by CAMBAS in May 2019.

The European BBA is also accredited by the Czech Ministry of Education (MŠMT). Note also that 4-year SUNY business students can qualify for the Czech accredited European Business degree and thereby receive two degrees (American and Czech) for their undergraduate program at UNYP.

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In 2001, UNYP was accredited and recognized by the British Accreditation Council (BAC) for Independent Further and Higher Education as an institution providing higher education.



UNYP'S MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

INTRODUCTION

The UNYP MBA Degree Program is an IACBE-accredited 18-month program, offering the prestige of an American accreditation, the challenges and rigor of a top business program, and the opportunity for current and future leaders to hone their management and leadership skills. The program is designed for professionals who wish to quickly move up through the ranks of their companies by attaining the necessary theoretical and practical knowledge to be the best possible executive managers. The program also helps business people who wish to change industries and work in a completely new field, by filling the gaps in their knowledge and giving them the tools they need to excel in new endeavors. Additionally, professionals who wish to start their own companies and pull ahead of the competition are taught how to research and create business plans, secure capital funding, and launch new enterprises.

The MBA program is suitable for holders of a first degree who have relevant professional experience. The program is a part of the post-graduate life-long-learning programs offered by at UNYP and leads to the award of a diploma. The MBA degree is an internationally recognized award; it provides advancing professionals with the knowledge and experience to further their careers by developing a variety of personal and interpersonal skills and competencies.

GOALS

The primary aim of the MBA program is to enable students to advance their business careers by providing an exposure to a wide variety of business management topics. The flexible weekend format allows working professionals to pursue a degree without interrupting their careers.

UNYP's approach emphasizes the European, American, and global aspects of commerce that are critical for success in today's fast-moving business environment. The international faculty and diverse student body give the program a global perspective. Knowledge acquired in the MBA program provides graduates with a wide range of options in terms of new career opportunities, new geographic locations, and enhanced compensation. UNYP MBA graduates are attractive to national, regional, and

global companies—graduates excel at managing operations in English and flourish in international environments.

LEARNING OUTCOMES

After completing the MBA program, students will be able to:

- Demonstrate skills in problem recognition.
- Demonstrate an understanding of the process for solving business problems and making sound business decisions.
- Perform a strategic analysis from a multi-disciplinary perspective, synthesize information, and produce a congruent plan of action.
- Identify ethical issues and apply standards of ethical behavior to business decisions.
- Use suitable quantitative methods as tools of effective management.
- Write and orally present ideas persuasively and effectively in business English.
- Demonstrate well-developed organizational and teamwork skills suitable to a multicultural environment.

FACULTY

Over 100 instructors from 35 different countries regularly teach at UNYP. The majority of instructors are native English speakers and represent a considerable wealth of both academic and professional experience.

PROGRAM STRUCTURE

The MBA program is designed as a complete package which takes 18 months to complete. The program is completed sequentially in three phases:

<i>Phase</i>	<i>Content</i>	<i>Detail</i>
I	Core Curriculum	A pre-defined series of required core courses which serve as the foundation for the MBA program.
II	Concentration Studies	After selecting an offered concentration, students complete the required number of course credits.
III	Consultancy Project	Working with an approved faculty mentor, students conceptualize, develop, and complete a 5-month Consultancy Project.

CONCENTRATIONS*

- Marketing Concentration
- Finance Concentration
- Entrepreneurship Concentration
- Management Concentration

*Subject to student demand – not all concentrations are offered each year.

COURSE PREREQUISITES

There are three sets of course prerequisites that determine the order in which courses ***must*** be taken.

Course	Prerequisite 1	Prerequisite 2
Financial Management*	Financial Management Accounting	
Consultancy Project***	All core courses	All concentration courses

*The prerequisites for Financial Management must be taken in order.

**All core and concentration courses must be completed prior to beginning the Consultancy Project. Any exceptions require a petition to the Graduate Business Program Board.

SCHEDULE

Classes are held on a regular basis throughout the year, generally every other weekend on Friday afternoons, Saturdays, and Sundays. Most courses meet for two non-consecutive weekends; select courses meet for one weekend. This scheduling format offers students the flexibility to continue working full-time.

For all courses there are 20 contact hours per weekend, as follows:

Friday	17:00 – 21:00	4 hours
Saturday	09:00 – 17:00	7 hours (1-hour break for lunch)
Sunday	09:00 – 17:00	7 hours (1-hour break for lunch)

TEACHING AND LEARNING

UNYP's approach to teaching, learning, and assessment is student-centered and geared towards the application of advanced business skills in multicultural environments. Through academic advancement, students grow professionally by demonstrating skills in independent learning, time management, and critical judgment

An independent learning culture is developed through:

- Acquisition of relevant business knowledge and skills.
- Opportunities for personal development through the recognition of the role that leadership plays in business and management.
- Enhancement of self-awareness through recognition of an individual's strengths and weaknesses, and development of strategies to overcome weaknesses.
- Integration of theory into practice through the application of knowledge in real-life business situations.
- Ability to work in teams and adopt appropriate roles to enhance team effectiveness.
- Improving effective communication skills.
- Development of general and transferable intellectual and study skills.
- Reflective utilization of current and past experience in individual and group work.
- Development and enhancement of personal and other business practices through extended work during the Consultancy Project.

METHODOLOGY

Methodologies employed to meet the learning outcomes include a combination of directed reading, lectures, peer learning, mentoring, and guest speakers.

Directed Reading. This is the foundation for all course activities and is normally based on a primary textbook. Supplementary resources include case studies, journal articles, annual reports, newspapers, and relevant web sites. These resources provide students with a wide range of management theories, practices, and different approaches to dealing with business issues.

Lectures. These enhance student knowledge by presenting new information regarding business and management practices and allow the faculty to bring their real-world business experience into the classroom.

Peer Learning. Students learn from each other by working intensively in teams, allowing them to share their current and past professional experiences with each other. For example, teams are frequently formed to analyze complex case studies and present their findings and recommendations to the class.

Mentoring. Students develop a relationship with a mentor during the Consultancy Project (see below).

Guest Speakers. Industry experts frequently visit MBA courses, serving to broaden student exposure to a wide range of successful commercial enterprises.

COURSE MATERIAL

Course materials are normally provided as part of the program tuition. Course documents (syllabi, assignment guidelines, schedules, etc.) and electronic readings are available on the individual course website of UNYP's e-learning system (Moodle). Textbooks are available at the university library or electronically through Perlego.

Generally, course materials are made available to students two weeks before a course starts. Students are expected to access and review all course materials prior to the first class meeting, arriving fully prepared to participate.

Occasionally students may incur a modest fee for specialized software programs used by faculty, or cloud-based business education simulations.

PERLEGO

UNYP maintains an agreement with Perlego for access to e-books available in its library. MBA students are granted access to the assigned core textbooks for each course. These e-textbooks are woven into the MBA curriculum and represent the university's commitment to quality.

CONSULTANCY PROJECT

The Consultancy Project is a comprehensive analytical, research, and problem-solving exercise which assesses program learning outcomes through the application of a student's ability to:

- Effectively employ problem recognition skills.
- Perform strategic analyses.
- Solve business problems by making and executing sound business decisions.

- Apply standards of ethical behavior to those business decisions.
- Write and present ideas persuasively and effectively in professional business English.

After successfully completing all core and concentration courses, students undertake the role of an internal or external consultant and investigate a real world business problem. The goal is to generate a feasible solution through a methodical approach to problem solving – this allows each student to demonstrate that they have met the learning outcomes of the MBA program.

Students choose a faculty mentor to guide them through the 5-month process. In close consultation with their mentor, students discuss ideas for a project and come to an agreement based the following:

- Identification of a business system that is not functioning well, and needs a new approach or redesign.
- Identification of a specific business problem area that needs a solution.
- Identification of a business opportunity around which a new business can be created.

Guided by their mentor and acting as consultants, students conduct primary and secondary research to understand the problem they have identified. This research is analyzed and the findings are developed into alternative solutions. Students deliver portions of their Consultancy Project each month for critical review by the mentor – this process keeps students focused and helps them stay on target. By the end of the 5-month timeline, students finish their work and submit their project to the mentor (electronically or bound) for final grading. Consultancy Projects are archived in the UNYP library.

QUALITY ASSURANCE SYSTEM

The IACBE process is the main quality assurance system. The academic team supporting the MBA program works diligently to ensure the program follows quality assurance best practices and that each course meets the highest possible standards.

The primary responsibility of the program rests with the Graduate Business Programs Manager, who manages the program on a day-to-day basis. This position reports to the Chair of the Business Administration Department. Individual MBA faculty members are responsible for the content, quality, and effectiveness of the curriculum as outlined in each course syllabus. Faculty and departmental staff collectively ensure that the MBA curriculum remains both current and relevant.

MBA program quality is further assured through the rigorous accreditation standards of IACBE. The **Graduate Business Programs Board** (consisting of the Graduate Business Programs Manager, the Chair of the Business Administration Department, and the Rector) meets monthly to review program details, curriculum, and faculty to assure compliance with IACBE standards. This board controls all changes to the MBA program.

The **Business Advisory Board** (consisting of the General Manager, the Rector, the Chair of the Business Administration Department, the Graduate Business Programs Manager, and 3-4 representatives of the business community) meets every semester for oversight, guidance, and suggested updates to the MBA program.

The **Academic Council** (consisting of the Rector, all departmental Chairs, and Empire State College representatives) is the highest decision-making body at the university. The council meets twice per

month to address broad academic and operational issues. The Chair of the Business Administration Department represents the MBA program at council meetings. Additionally, twice per year Student Council representatives are invited to submit agenda items and attend council meetings.

The **UNYP Academic Board** is advisory committee with a broad group of university stakeholders. The board is comprised of Academic Council members, faculty, and student council representatives.

COURSE AND PROGRAM EVALUATION

Feedback is a critical component of program improvement and allows students to continuously and actively contribute to the process. At the end of each course, students are asked to anonymously evaluate faculty performance; the results are compiled and shared with the instructor after final grades are submitted. At the end of the MBA program, students are asked to complete an exit survey with a comprehensive evaluation of the program. All evaluation data is reviewed by program managers in an effort to constantly improve the quality of the MBA program.

Students can greatly help improve the quality of teaching by taking an active part in the course and program evaluation process! UNYP especially encourages comments regarding what an instructor does well and what needs improvement.

ACADEMIC INTEGRITY

As a higher education institution, UNYP regards academic honesty as one of the cornerstones upon which university education must be grounded. UNYP will take immediate disciplinary action in all cases where behaviors fall below the proper standards expected in an institution of higher education. See the last section of this guide for more details.

ASSESSMENT (GRADING) SYSTEM

The assessment process aims to measure the acquisition of knowledge and the development of critical thinking skills, and is linked to the learning outcomes of each individual course as well as the MBA program as a whole. Assessment of student performance takes place throughout the program in a number of ways, including written examinations, case studies, reports, individual and group project presentations, and classroom participation. Written feedback is provided on all assessment mechanisms in each course; grading rubrics vary from course to course, depending on the nature of the subject as outlined in each course syllabus.

The Consultancy Project in particular allows students to apply the full range of skills and competencies they have developed while completing their core and concentration courses.

Students earn ECTS credits upon successful completion of each course. All courses must be passed with a grade of at least 60%. Students must maintain a GPA of at least 69% during their studies.

GRADING SYSTEM

Letter Grade	Percent	Quality Points per credit	Description
A	95-100	4.00	An outstanding, original and creative piece of work demonstrating complete understanding, skilled analysis and expert judgment. Student has exceeded expectations.
A-	90-94	3.67	
B+	87-89	3.33	A highly satisfactory piece of work, fulfilling all expectations for the assignment/course. All topics/questions are thoroughly researched, using multiple methods. Work is formed using personal opinion as well as theory.
B+	83-86	3.00	
B-	80-82	2.67	
C+	77-79	2.33	There is sufficient evidence of mastery of the subject matter. The work produced meets the learning outcomes for the course.
C+	73-76	2.00	
C-	70-72	1.67	
D+	67-69	1.33	The work is of acceptable standard. The student demonstrates ability to use the knowledge gained in a satisfactory way to address the issues in the assignment.
D+	63-66	1.00	
D-	60-62	0.67	
F	0-59	0.00	A fair work with shortcomings. All outcomes of the assignment/examinations have been addressed, but in a way that there is not enough critical analysis or application. A mark in this range is considered a fail.

The Registrar's office will inform you when your final grades are available. You will be directed to eGnomon, where unofficial transcripts and other relevant information is available on-line: <https://egnomon.unyp.cz/login.aspx>

The guide for how to use eGnomon is here:

<https://elearning.unyp.cz/course/view.php?id=6>

https://elearning.unyp.cz/pluginfile.php/3028/mod_resource/content/0/manuals/eGnomon_handbook.pdf

The IT department can give you training to work with eGnomon if necessary, and they can answer any questions.

Upon an individual student-request, instructors will provide feedback on course performance via the MBA Student Assessment Feedback Form.

MBA PROGRAM POLICES AND PROCEDURES

COURSE REGISTRATION

1. Attend a pre-registration meeting with the Graduate Business Programs Manager; meeting dates are announced by email. Course selections are forwarded to the Office of the Registrar for recording into UNYP's computer system.
2. Sign the Official Registration Form in the Office of the Registrar.
3. On the next day, check your schedule and tuition calculation on e-Gnomon.
4. Pay tuition and fees by the due date. This finalizes your registration.

Students who miss the announced pre-registration period will be assessed a late fee of CZK 2,000.

ADDING, DROPPING, AND WITHDRAWING FROM COURSES

MBA students may drop a course only with the permission of the Graduate Business Programs Manager.

The deadline for dropping is Saturday noon of the 1st weekend the course is held.

Dropped courses do not appear on the student's transcript and tuition is not charged; paid tuition will be used for subsequent course registrations. Please note that to satisfy program requirements for graduation, students are obligated to complete the dropped course in a future term. Drop forms are available from the Office of the Registrar. For 1-weekend courses students should email the Graduate Business Programs Manager.

Students may withdraw from a course—with financial liability—using the appropriate Withdrawal Form, which is available from the Office of the Registrar. Written confirmation is required from the Graduate Business Programs Manager.

The deadline for withdrawing is Friday 18:00 on the 2nd weekend the course is held.

Withdrawing from a course enters a "W" grade on the student's transcript; full tuition is charged.

CONCENTRATION COURSES

Once concentration courses are selected in the Spring, the course schedule is finalized and ***NOT*** subject to change. Exceptions require a petition to the Graduate Business Program Board.

GRADUATION REQUIREMENTS

To be awarded the Master of Business Administration degree, students must:

- Complete 108 ECTS* credits.
- Pass all courses with a grade no less than 50%. Note that this is a European assessment system.
- Maintain a cumulative GPA (see Assessment System for more details) of at least 55% during the entire period of study.

*European Credit Transfer System, as outlined by the European Union's *Bologna Process*. The ECTS system is a standard metric for comparing educational attainment and student performance in higher education systems throughout Europe.

GRADUATION CEREMONY

Each year, UNYP holds a graduation recognition ceremony for all graduating students in all of the programs. The event is invitation-only; graduating students are eligible to receive 4 tickets for their family members and friends. Students who wish to attend the ceremony and receive 4 tickets are assessed an amount designed to defray the costs of the ceremony.

The Graduate Business Programs Manager determines eligibility to participate in the graduation ceremony. Students are not required to participate in the ceremony itself. However, graduation is a rite of passage and most students look forward to a formal closing of their graduate academic career. The graduation ceremony is held in June.

TRANSFER CREDITS

The MBA program is not designed to accept transfer credits. However, at the discretion of the Graduate Business Programs Manager, a maximum of 12 ECTS credits may be transferred in from an accredited institution if certain conditions are met:

- The subjects must be essentially the same or compatible with core or concentration courses.
- Complete academic documentation (course descriptions, official transcripts, course syllabi indicating workloads and assignments) must be provided for evaluation before credits are transferred.
- The applicant must have achieved a grade equivalent of a “B”.

GRADE POINT AVERAGE (GPA)

Cumulative GPA is the basis for assessing a student’s academic standing and graduation eligibility. Each course is graded as a percentage. Each percentage is given a corresponding numerical value which is multiplied by course credits and given course quality points. GPAs are determined by dividing the total number of quality points earned by the total number of credits from graded classes. Courses in which a student received an INC (Incomplete) or W (Withdraw) are not included in the GPA. Cumulative GPA is based upon the total quality points earned throughout the MBA program. Credits transferred from another institution are not calculated in the GPA.

REPEAT/REPLACE POLICY

When a course is repeated, only the “replace” grade is calculated when computing the GPA and in fulfilling degree requirements. The first course attempted will have an R (Repeated Course) in the attendance credits column once the replace grade has been entered.

GRADE REPORT

Grades are submitted to the Registrar’s Office within two weeks of the last course meeting (exceptional cases apply when students have assignments due after a course ends). Students can view their grades in the eGnomon system. Official transcripts are sent to students upon completion of the MBA program.

Students have the sole right of access to their records. UNYP guarantees that student records will not be made available to individuals or to agencies outside the university without the student’s written consent.

Official transcripts may be issued upon a student’s written request. A block may be placed on a student’s transcript in case of back-due payments, the status of the student’s library account, or other legitimate reasons.

ACADEMIC APPEALS PROCEDURE

If a student disagrees with a final grade, they should meet with the instructor to cooperatively discuss the matter. If the instructor finds reason to alter a grade, the student will be informed and an appropriate adjustment is made to the student's records.

If after this meeting an agreement cannot be reached, the student may appeal the instructor's decision to the Director of Graduate Programs within 60 days from the end of the course. The student must provide:

- A written explanation for the appeal.
- All relevant communication with the instructor.
- A copy of the assessment requirements.
- All relevant work the student submitted.

The Director of Graduate Programs will discuss the issue privately with the instructor and then privately with the student; if necessary, a meeting with both the student and the instructor may also be called. The Director of Graduate Programs will then adjudicate the dispute and make a recommendation to the Graduate Business Programs Board, which consists of the Rector, the Chair of the Business Administration Department and the Director of the Graduate Programs. The board will render a decision which will be communicated to the student and the instructor; the decision is final not subject to appeal.

DEADLINE FOR THE SUBMISSION OF WORK

Students are expected to complete all assignments and examinations by the dates listed in each course syllabus. Requests for assignment due date extensions are granted solely at the instructor's discretion. Instructors may not reschedule final examinations due to the conflicts that will occur with the scheduling of subsequent courses. Extenuating circumstances will be handled by the Graduate Business Programs Manager on a case-by-case basis.

GROUP WORK AND INDIVIDUAL WORK

When an assignment is to be completed by a team of students, all members should strive to contribute equally. Any variation to the equal allocation of grades to individual team members will be outlined in course syllabi.

ATTENDANCE POLICY

Course attendance is mandatory and strictly enforced: less than 85% attendance will result in a failing grade. Students missing course sessions are referred to the Graduate Business Programs Manager for possible administrative action. Medical reasons for missing class should be supported with the proper documentation. Students are expected to attend consistently and punctually—arriving late to class is disruptive to other students, and is disrespectful to the faculty.

SICKNESS, LEAVE OF ABSENCE

In the event of sickness or other unexpected circumstances that the student believes will materially affect their performance in the program, the student must inform the Graduate Business Programs Manager as quickly as possible. Evidence must be provided within ten days of the absence. The student will be given another attempt to complete missed assessments as though it were the first attempt. No restriction is placed on the possible mark that can be achieved.

For normal absences, the Graduate Business Programs Program Manager should be notified before the first class. Failure to notify the Program Manager in advance will result in failing the course. If a student misses one full day of class they may be required to repeat the course the next year. If the

Graduate Business Programs Manager was informed before the start of course, the student will not be charged for the course and may take the course at a future date.

ACADEMIC PROBATION & ADVISING POLICY

To ensure that students complete their studies with the minimum GPA (55%) required for graduation, as well as for maintaining and enforcing high academic standards, the Graduate Business Programs Manager monitors the performance of each student. Each month the Registrar's Office reports students with GPA's below 55% to the Graduate Business Programs Manager for follow-up:

A. For new students (first 3 months):

Students with a cumulative GPA below 55% will be required to meet with the Graduate Business Programs Manager, who will:

- Explain the seriousness of the situation.
- Have the student sign the Academic Probation form.
- Revise the student's study plan according to courses failed.
- Schedule a follow-up meeting after 30 days to check progress.

B. For other students who have not met the conditions of their Academic Probation, the Graduate Business Programs Manager will arrange a meeting with them to:

- Announce their dismissal as degree-seeking students and explain their options (see below).
- Inform the Business Department and the Rector's Office of the student's status.
- Signal the Rector's office to issue a Letter of Dismissal.

A dismissed degree-seeking student may take up to 2 courses as non-degree students. Course grades appear on the transcripts and are calculated in the cumulative GPA. Students who achieve a minimum cumulative GPA of 55% and a GPA for these two courses of at least 70% may be allowed to rejoin the MBA program, at the discretion of the Graduate Business Programs Manager.

If the student does not obtain a score of 50% after attempting the original coursework, they must repeat the course. Courses with prerequisite requirements cannot be taken until the prerequisite courses are passed. The cost of repeating a course is CZK 25,000.

Students who fail two or more courses are automatically placed on Academic Probation. This status warns students that their academic progress is not satisfactory and signals them to take the proper steps to improve to avoid dismissal from the university. Students on Academic Probation should immediately seek assistance from the Graduate Business Programs Manager and faculty. Students who fail to improve their academic standing and fail another course are asked to withdraw from the program. These students will receive a Certificate of Completion for passed courses.

Students caught plagiarizing or cheating will be dismissed from the program by formal action of the Graduate Business Programs Board.

ACADEMIC GRIEVANCES

UNYP recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances, without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. The grievance shall be initiated by delivery of a letter or written memorandum, signed

by the student, to the Graduate Business Programs Manager. This document must detail the nature of grievance and should contain supporting documentation. Within 10 business days, the Graduate Business Programs will respond to the student in writing, outlining an appropriate response. Grievances related to grades, coursework, or faculty are adjudicated by the Graduate Business Programs Board.

CAREER SUPPORT, INDUSTRY LINKAGES, AND SOCIAL MEDIA

CAREER DAY

Every April UNYP hosts an on-campus **Career Day** that brings together local and international companies, placement firms, and recruiting agencies. Students may apply for openings on the spot. Participating companies include Exxon Mobil, DHL, Oracle, Hills Pet Nutrition, Hays Recruiting, et al. Placement firms include Pederson & Partners, Spengler Fox, and Korn Ferry.

JOB-SEEKER SUPPORT

The **Career Office** regularly posts job openings to the UNYP website (see the Career Office section).

Interview, CV, and cover letter preparation workshops are offered—free of charge—twice a year during the **Career Preparation Seminars**. These day-long seminars give practical advice and critical feedback to job-seeking students.

The Career Office also organizes monthly events where select companies visit the university to showcase themselves and conduct on-the-spot interviews. Participating companies include McKinsey & Company, Staropramen, Phillip Morris, and Deloitte.

ALUMNI MIXERS

UNYP hosts an annual MBA Mixer, bringing together the MBA community (current students, alumni, and faculty) to network, share career opportunities, and have a good time.

See: <https://www.unyp.cz/news/mba-alumni-student-mixer-2014-took-place-black-angels-bar>

The Student Services Office maintains an alumni network and hosts an annual Alumni Mixer, bringing together the entire UNPY community for networking, renewing old friendships, and sharing life's stories.

See: <https://www.unyp.cz/student-alumni-services/student-services/alumni-center>

SOCIAL MEDIA

Students are invited to become members of the UNYP MBA Facebook page and UNYP MBA LinkedIn group. These private social networks allow current students and alumni to participate in organized events for business networking, socializing, and to share job opportunities and career advice.

ACADEMIC INTEGRITY

ACADEMIC HONESTY REGULATIONS

The University has a student Honor Code that all the students are informed of. Changes in the student Honor Code must be approved by the Academic Board. Every student that enrolls in a program at the University receives a copy of the Honor Code that has to be read and return signed. Copies of signed student Honor Codes are kept in the file of the student at the Office of the Registrar.

Upon signing the student **Honor Code** document each student at the University of New York in Prague has agreed to act in accordance with the academic rules and regulations listed below. The signed student Honor Code document will remain in the student file throughout the period of study at UNYP.

Students who fail to act in accordance with the academic regulations will be subject to the disciplinary actions.

PLAGIARISM

All homework assignments, projects, papers and examinations submitted in a course are expected to be the student's own work.

Plagiarism includes:

- Copying, in whole or part, someone else's essay, assignment, paper and/or project.
- Copying material from the Internet without making the proper references.
- Repeating passages from books or other texts without including the proper references, citations and/or quotation marks.
- Copying material from any source and passing it off as one's own work.

Students should always take great care to distinguish their own ideas, opinions and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary material (including material from the Internet), but also information and opinions gained directly from other people.

If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the definition by conferring with their professor, Academic Advisor, a member of the Faculty, or the Graduate Business Program Manager.

CHEATING

Unauthorized use of notes, text, or other aids during a quiz, test, or exam is not allowed.

A student is considered cheating if:

- A student uses some sort of "cheat sheet" (tahak in Czech) or some other form of printed material to assist him/her in writing answers to a test.
- During a test, a student copies answers from another student's test.
- During a test, a student willingly provides another student with answers to the test either verbally, in written form, and/or through hand signals or other non-verbal communication methods.
- A student provides other students with advance copies of test questions before the test is administered to those other students.
- A student intimidates a fellow student to get answers to test questions before or during a test.
- A student uses a mobile phone to communicate any information during an examination period (including but not limited to the use of SMS messages).

PENALTIES FOR ACADEMIC DISHONESTY

Any violation of the university's academic honesty rules will result in the student being asked to leave the MBA program. The process is a formal consultation involving the student, the Graduate Business Programs Manager, and the Chair of the Business Administration Department.

Students may appeal the findings of the consultation to the Graduate Business Programs Board and request a hearing. If the board finds that a violation of the university's academic honesty rules did indeed occur, the student will be expelled from the MBA program with a permanent notation to that effect entered on the student's academic transcript.

Students expelled due to plagiarism or cheating forfeit the right to any further appeals and will be denied readmission to any program at UNYP.

FORGERY AND BRIBERY

Forgery is defined as the alteration of UNYP forms, documents, or records, or the signing of such forms or documents by someone other than the proper authorized person. Bribery is the attempt to influence the actions or decisions of any University official, faculty member, or employee having any evaluation authority or official record-keeping responsibility, by the offering or giving of anything of value.

Any student who commits forgery or bribery will be expelled immediately from UNYP. Students expelled due to forgery or bribery forfeit the right to an appeal and will be denied readmission. Tuition will not be refunded.

UNYP GENERAL REGULATIONS

All students must comply with the general regulations outlined below:

- The use, possession, and/or selling of alcoholic beverages, illegal drugs, and/or other dangerous substances are strictly **PROHIBITED** inside any building operated by UNYP. Failure to observe this regulation will result in disciplinary action and dismissal.
- Sexual, racial, ethnic, and/or religious harassment of any student, staff, or faculty member **WILL NOT BE TOLERATED** and will be dealt with harshly. Such behavior could result in dismissal from UNYP.
- Smoking is prohibited inside any building operated by UNYP, including classrooms, corridors, foyers, and toilets.
- Garbage **MUST** be thrown in the provided bins. Everyone is responsible for his or her own mess.
- Do not write on white boards, walls, desks, chairs, or any other UNYP property; students observed doing so will be fined for damages.
- All students are responsible for their personal belongings. Do not leave your belongings unattended at any time. UNYP is not responsible for lost belongings. Any item(s) found at UNYP should be given to the Receptionist at Londýnská 41 immediately.
- **THE USE OF MOBILE PHONES IS STRICTLY PROHIBITED IN THE CLASSROOM.**

Student Identification

When you are officially accepted as a student in the UNYP MBA program, you will be given a student identification number. Use this number in all correspondence with the university. When paying electronically, use your student ID as the "variable" symbol. You will be given a Student ID card during orientation.

Library

All UNYP students may use the library (Londýnská 32) and check out books and materials with their student ID. Copies of designated textbooks (if not available through Perlego) may be available in the library for each class and are on reserve for student use. Students may check out most of these textbooks for 1 month. Copies of the "Rules of the Library" are available in the library.

Computers and Network Access

Computers and printers for students are available in the library. Log-ins and passwords are provided to each student during orientation.

Wi-Fi Access at UNYP

Both UNYP buildings are Wi-Fi enabled. You may use your personal laptop and/or tablet during your studies. Instructions will be provided by UNYP's IT department during your orientation.

Research Databases

Students have access to international research databases online, which they can access through the e-learning platform (elearning.unyp.cz)

Photocopying

There are photocopiers available for student use in the library. A copy card is required to make copies. Full-time students receive a copy card in orientation that is rechargeable twice per year.

Counseling Services

Student life and private life can sometimes seem overwhelming. UNYP provides free, anonymous counseling to those students who may wish to use this service. The counselors are contracted through UNYP's Psychology Department but do not teach at UNYP and do not have any relationship with the academic or business sides of the university.

EMERGENCIES IN THE CLASSROOM

A sign detailing "Emergency Procedures" is posted in every classroom. It lists emergency phone numbers and evacuation procedures. If a medical emergency occurs in the classroom, take the following steps:

- Do not try to move the person. Moving someone in severe distress could cause a serious medical problem.
- Send to the nearest administrative office for help.
- Do not administer any medication or give the person liquids. If the person is able to give instructions about medicine they have with them, give them what they ask.
- Keep the person warm to avoid shock.

Epilepsy

During your time here, you may be present when a student, faculty or staff member has an epileptic seizure. It is important to be able to recognize the common signs of an epileptic seizure and know how to react. The Epilepsy Foundation (<http://www.epilepsyfoundation.org>) offers the following suggestions on responding to the most common convulsive and non-convulsive epileptic seizures:

First Aid for Generalized Tonic (Grand Mal) Seizures

When providing seizure first aid for generalized tonic (grand mal) seizures, these are the key things to remember:

- Keep calm and reassure other people who may be nearby.
- Do not hold the person down or try to stop his movements.
- Time the seizure with your watch.
- Clear the area around the person of anything hard or sharp.

- Loosen ties or anything around the neck that may make breathing difficult.
- Put something flat and soft, like a folded jacket, under the head.
- Turn him or her gently onto one side. This will help keep the airway clear. Do not try to force the mouth open with any hard implement or with fingers. It is not true that a person having a seizure can swallow his tongue. Efforts to hold the tongue down can injure teeth or jaw.
- Do not attempt artificial respiration except in the unlikely event that a person does not start breathing again after the seizure has stopped.
- Stay with the person until the seizure ends naturally.
- Be friendly and reassuring as consciousness returns.
- Offer to call a taxi, friend or relative to help the person get home if he seems confused or unable to get home by himself.

First Aid for Non-Convulsive Seizures

You do not have to do anything if a person has brief periods of staring or shaking of the limbs. If someone has the kind of seizure that produces a dazed state and automatic behavior, the best thing to do is:

- Watch the person carefully and explain to others what is happening. Often people who do not recognize this kind of behavior as a seizure think that the dazed person is drunk or on drugs.
- Speak quietly and calmly in a friendly way.
- Guide the person gently away from any danger, such as a steep flight of steps, a busy highway, or a hot stove. Do not grab hold, however, unless some immediate danger threatens. People having this kind of seizure are on "automatic pilot" so far as their movements are concerned. Instinct may make them struggle or lash out at the person who is trying to hold them.
- Stay with the person until full consciousness returns, and offer help in returning home.

DISCLAIMER

UNYP reserves the right to alter the existing rules and regulations, academic programs and organizational structures at any time. The student is expected to be governed by the information on programs, and rules and regulations herein published or subsequently altered. It is the responsibility of each student to ascertain current information that pertains to the individual's program, through frequent reference to Notice Boards, checking email messages, and by consultation with the Department Chair and Graduate Business Program Manager, and other university personnel, as appropriate.

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