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CENTRAL EUROPEAN MANAGEMENT INSTITUTE

GENERAL STUDY TERMS AND CONDITIONS

CEMI MBA Studies s.r.o.

Mezi Vodami 639/27, 143 00, Prague 4

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Entered with the Municipal Court in Prague, Section C, File 181632

having the nature of the business terms and conditions pursuant to Section 1746 *et seq.* of Act No. 89/ 2012 Coll., as amended _____

1. Subject of the General Study Terms and Conditions

These General Study Terms and Conditions (hereinafter only the “GSTC“) govern the rights and obligations of the contracting parties concerning the studies of “Master of Business Administration (MBA)” in all its modifications (hereinafter only the “Educational Programme”), based on the study contract in the professional Educational Programme (hereinafter only the “Study Contract“) entered into between CEMI MBA Studies s.r.o. (hereinafter only the “Institute“) and the Student.

2. Studies Structure

The Educational Programme in MBA study programmes is usually one year long, divided into two terms. The cycle of study and its subjects are specified for the given term by the Institute on the day of its commencement, at the latest, and published on the web of the Institute at <http://www.cemimba.com> (hereinafter only the “web of the Institute“) or in the student section of the Institute (hereinafter only the “Student Section”).

3. Admission to Studies

An applicant eligible for admission is one who presents a document of having achieved a minimum of a bachelor’s degree (regardless of field of study); or one who presents a diploma documenting an achieved level of education corresponding with the level 4 of the European Qualifications Framework (EQF) along with a professional CV with verifiable managerial experience. These documents shall be provided no later than by the day of commencement of the studies at the Institute. Not complying with the requirements above will result in terminating the studies or not accepting applicant to studies. The Institute’s Director shall decide on any exceptions from these conditions for admission based on the application sent by the applicant for the studies. The exception requests may be submitted by e-mail through the Study Department (study@cemimba.com). The Institute’s Director shall inform the applicant through the Study Department on the application’s approval or disapproval within 15 days of the date of delivery, at the latest.

4. Organizational and Personnel Arrangement of Studies

The education is provided by professionals with completed university education (hereinafter only the “tutor”). The tutors of respective subjects are determined for each term by the Institute by the day of the commencement of the given term, at the latest, and published on the web of the Institute. This is without prejudice to the possibility of a change of tutors during the cycle of study.

The Students have all the relevant study materials, namely lecture notes of the subjects, homework, recommended literature and other information concerning the studies of the Educational Programme and other support for studies available in electronic form. For this purpose, the web of the Institute has



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established the page “Student Section” which is made accessible to the Student by allocating a user name and password. The Educational Programme is provided mainly on a distance learning basis, i.e. through long-distance means of communication, namely through electronic correspondence and Skype communication (hereinafter only the „e-learning“).

The Student shall prepare himself/herself for the fulfilment of study obligations according to the arrangements in the Study Contract, these GSTC and according to the instructions of the Institute Director, Study Department and respective tutors, mainly by self-studying with the possibility of e-learning consultations with the relevant tutor.

5. Check of the Studies

The check of the studies is performed on an ongoing basis (during the term) and as a final check (at the end of the cycle of study) through the Study Department.

The ongoing form of the study check is a passed exam from each subject. The exam is in the form of a written seminar assignment elaborated by the Student according to the instructions of the relevant tutor. The tutor may also include partial tasks to be performed on an ongoing basis as a part of the study check.

The final form of the study check is the diploma thesis and its defence.

6. Evaluation of the Ongoing Check of Studies and Organization of Examination Period

Evaluation of the ongoing check of the studies shall be performed by the tutor of the given subject and it is made based on the evaluation scale below:

Evaluation scale:

Percentage:Grade:

86% - 100 %	Outstanding
66 % - 85 %	Very good
50 % - 65 %	Good
0 % - 49 %	Failed

The Student whose written assignment is evaluated as “Failed” shall be obliged to re-work the written assignment. Evaluation of the ongoing check of the studies shall be communicated to the Student by the tutor, through the Study Department or the Student Section of the Institute.

The organization of the examination period is specified in the schedule for the given term, and is found in the Student Section of the Institute. Should the Student fail to fulfil study obligations of the given term by its end, the Student may ask for the possibility to fulfil the relevant study obligations after the end of the examination period (extension of the examination period) through the Study Department. The extension of the examination period shall be charged for with the amount according to the Tariff of Fees. However, the examination period may only be extended by one month. The Student has three standard attempts available to fulfil the study obligations in each subject of study; should the Student fail to fulfil his/her study obligation in these three attempts, the Student may ask for an extraordinary retake through the Study Department. As soon as the subject is fulfilled, i.e. the Student gets an evaluation of 50% and more, the subject is successfully completed and it is not possible to re-take it in order to improve the evaluation.

The Student has the possibility to fulfil his/her study obligations on an early exam date, i.e. before the commencement of the examination period.

Should the Student fail to fulfil his/her study obligations concerning one or more subjects of study, the Student may ask for a repetition of the given subject/subjects through the Study Department. The repetition of the given subject of study shall be charged for with the amount according to the Tariff of Fees.



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7. Evaluation of the Final Check of the Studies

The final check of the studies shall be made, in the case of the thesis, based on the evaluation scale below:

“I recommend for defence”

“I do not recommend for defence”

The evaluation according to paragraph 5 shall be attached to the evaluation according to the previous paragraph.

The final check of the studies shall be made, for the defence of the thesis, based on the evaluation scale below:

“Defended”

“Failed to defend”

In the case of evaluation “Defended”, the evaluation according to the evaluation scale specified in point 5 shall be stated as well.

8. Examination

Requirements concerning the written assignment and its scope shall be specified by the tutor and published in the lecture notes of the subject or separately in the Student Section of the Institute upon the commencement of the studies.

9. Thesis

The thesis checks knowledge of the Student and his/her ability to apply knowledge gained by the studies in the written form with subsequent verbal defence of the findings arrived at by the Student in the thesis. All the administration related to the thesis takes place through the Student Section of the Institute (e-learning study system). All the necessary forms are available to the Students there.

The Student shall choose his/her thesis supervisor as well as an individual topic of the thesis in the scope of the subjects which formed the content of the Educational Programme. In order to have the topic of the thesis approved, the Student shall complete the “Diploma thesis layout” form and enter it in the Student Section of the Institute. Afterwards, the Institute shall inform the Student of the approval or disapproval of the topic of the thesis through the Study Department within 30 days of the date until which it is possible to enter the thesis layout. If the topic is not approved, the Institute shall invite the Student through the Study Department to enter a new proposal for the topic in the Student Section of the Institute. If such new topic is not approved either, the Institute shall send the Student, through the Study Department, at least three alternative proposals for the topic of the thesis; they should, as a rule, take into account the disapproved topic. The Student shall then choose the topic of the thesis from these topics and shall again complete the form “Diploma thesis layout” and enter it into the Student Section of the Institute.

Deadlines for the selection of the thesis topics, thesis submission and other details are to be published in the Student Section of the Institute on an ongoing basis. The Student shall be obliged to submit his/her thesis electronically (in MS Word format) by entering it in the Student Section of the Institute and at the same time, deliver it as a hard-bound copy to the address of the Institute. This hard-bound copy shall not be returned to the Student and shall be filed by the Institute.

The final evaluation of the thesis is performed by:

- a) the thesis tutor by completing the form “Evaluation from the thesis supervisor”. The Student shall be obliged to choose his/her thesis supervisor, who shall have a minimum of a Master’s university degree and experience with supervising diploma theses or other similar papers; formally as well as in their content. The thesis supervisor shall not be related to the author of the thesis. The proposal



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of the diploma thesis supervisor shall be entered by the Student in the Student Section of the Institute as a part of the “Diploma thesis layout”. If the supervisor is chosen from CEMI’s lecturers, this service is subject to a charge according to the tariff of fees. The Supervisor’s Evaluation is uploaded to the study section in the deadline stated in the Study section of the Institute.

- b) the thesis opponent by completing the form “Evaluation from the thesis opponent”. The Student may select his/her own opponent only if the Supervisor is a lecturer from CEMI; otherwise the Institute will provide an Opponent. If the Student selects the Opponent him/herself, he/she needs to upload the “Proposal for the diploma thesis opponent” into the study section of the Institute. The opponent should have a minimum of a Master’s university degree and should be professionally active in the field of the thesis’s topic as well. In the case that the student does not select the opponent him/herself, one shall be appointed by the Institute according to the timeline stated in the student section. The evaluation of the opponent, selected by the student, is uploaded into the Institute’s study section by the student before the deadline stated in the student section of the Institute. In the case of an opponent appointed by the Institute, it will make sure to upload the Evaluation into the student section in advance before the defence.

The student whose thesis is not recommended by the Supervisor and/or Opponent, or who has not defended the diploma thesis, is obliged to present a corrected or supplemented diploma thesis, upload it into the Institute’s student section and also deliver a printed copy to the Institute’s address to be assessed in the next regular or individually appointed date. The student, whose corrected or supplemented diploma thesis was not recommended for the second time, must provide a new diploma thesis, dealing with another topic. This thesis shall be submitted either within the standard deadline, or no later than the next given deadline for handing in diploma theses as stated in the Institute’s student section.

The diploma thesis has to consist of a minimum of 40 pages of continuous text (not including the appendix); at the same time it should not exceed 80 pages. The relevant instructions for the formal and content lay-out and other prerequisites of the theses are available in the Student Section of the Institute in the document “Guidelines for writing the diploma thesis”. The Student shall be obliged to list citations in accordance with APA citation standard. The Student may use his/her earlier elaborated seminar assignments within the respective subjects in the text of the thesis and shall cite them in the same way as other sources used for the elaboration of the thesis. The text which has already been defended as a similar assignment at a university or other educational institution within professional education cannot be submitted as the thesis. The Institute hereby reserves the right to compare the text of the thesis or the seminar assignment using the online tools for detection of plagiarism; plagiarism is absolutely intolerable and its possible detection may result in the unilateral termination of the studies by the Institute without the entitlement to the refund of the Tuition Fee or a part thereof.

10. Thesis Defence

The purpose and object of the thesis defence is to allow the Student to verbally present his/her thesis, explain its objectives and conclusions and defend them before the examination board. The Student must prepare a PowerPoint presentation for the defence. The Student may proceed to the thesis defence only if the thesis has been recommended for defence.

The thesis defence lasts approximately 20 minutes before a three-member committee appointed by the Institute Director. The committee shall decide on the result of the defence by voting in the absence of the Student. In special cases; such as a long commuting distance to the Institute’s offices in Prague; it is possible to arrange the defence in a form of a Skype conference before the committee. For this dispensation to be granted, the student must make an official request to the Study Department which will have it approved by the Institute Director.



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11. Diploma and Degree

The Student who successfully completed all the subjects of the given study specialization, defended the thesis and fulfilled any other possible obligations towards the Institute (mainly the payment of the Tuition Fee according to the Study Contract), is awarded the professional degree “Master of Business Administration” (abbreviated to “MBA”) to be used after name without a dot, and issued the Diploma and certificate of completed subjects. The Student acknowledges that according to the laws of the Czech Republic governing the Institute, MBA is a professional degree, not an academic degree which substitutes university education.

12. Extension of Studies/ Time Overrun of the Stipulated Duration of Studies

Should the Student fail to fulfil the prescribed study obligations (completion of the subjects of study/thesis defence) in the standard term set for the completion of studies, the Student may apply for the extension of the studies through the Study Department. The Institute Director shall decide on the extension of the stipulated duration of studies within 15 days of the application’s delivery to the Study Department. The extension of studies shall be charged for in the amount according to the Tariff of Fees. However, it is possible to extend the studies by one year only as against the standard duration of studies (which is one year).

13. Interruption of Studies

In the case of serious reasons, the Student may ask the Institute, through the Study Department (magdalena.schneiderova@cemi.cz), for the interruption of studies. The Institute Director shall decide on the interruption of studies within 15 days of the application’s delivery to the Study Department. The condition for the accommodation of the application for the interruption of studies is the settlement of the financial obligations of the Student for the academic year being interrupted or the agreement of both the parties to another solution. The interruption of studies is possible only within one month of the commencement of the first term of the studies or within one month of the commencement of the second term of the studies provided that the Student has fulfilled all the study obligations of the first term. After elapse of the time for which the studies have been interrupted, the student shall automatically continue his/her studies in the nearest following term of the relevant course of study. However, the total time of the interruption may not exceed two years. A lump sum administrative fee according to the Tariff of Fees is charged for the interruption of studies.

14. Completion/Termination of Studies

The studies shall be completed by proper fulfilment of all the study obligations pursuant to the studies specification. The premature termination of studies is possible by a written agreement between the Student and the Institute or by unilateral termination of studies by the Institute due to the failure to fulfil study obligations. In the case of premature termination of studies, the Student shall be obliged to pay the Tuition Fee for the entire course of study in the full amount, by the day of the termination of studies, at the latest. The maturity of the Tuition Fee may be agreed otherwise by an agreement in writing between the Institute and the Student. The Student has the option to terminate the studies unilaterally at any time during the studies without stating the reason. However, this does not free the Student from the obligation to pay the Tuition Fee for the entire course of studies in its entire amount by the end of the termination of studies at the latest.



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15. Tariff of Fees

TARIFF OF FEES, VALID FROM 1st September 2016			
	amount in EUR	fee type	note
Extension of the examination period	233	one-time fee	maximum extension = 1 month
Repetition of one subject (module) of study	465	per one study module	
CEMI's diploma thesis supervisor	163	one-time fee	
Extension of studies	465	per one semester	maximum extension = 12 months
Interruption of studies	465	one-time fee	studies can be interrupted one month after enrolment at the latest
Changing the diploma thesis topic, incl. changing the supervisor from CEMI lecturers	163	one-time fee	
Assigned CEMI opponent	0		

Prices include VAT

16. Final Provisions

An integral part of these GSTC is the information on the protection of personal data stated in the Privacy Policy here. The student claims to have been familiarized with these conditions prior to signing the Study Agreement.

The Institute reserves the right to amend these GSTC unilaterally.

These GSTC become effective as of the day of their publication on the web of the Institute. As of the day of coming into effect of these GSTC, the GSTC from 09/30/2016 are hereby cancelled. **These GSTC were published on the web of the Institute on 05/25/2018.**

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In Prague, on May 25th 2018
Štěpán Mika
Institute Director