

**Regulations for  
Master of Business Administration Program  
Offered in Poland at  
Wyższa Szkoła Biznesu – National-Louis University in Nowy Sącz  
as revised September 10, 2003  
to take effect October 1, 2003**

Based on the mutual agreement signed on January 12, 2000 between National-Louis University in Chicago, USA and Wyższa Szkoła Biznesu – National-Louis University in Nowy Sącz, Poland, the following regulations have been approved:

**I. General decisions**

**§ 1**

The regulations for the NLU MBA program offered at WSB-NLU in Nowy Sącz govern all issues related to admission to the MBA program and its completion, according to NLU policies and specific procedures for offering the program in Poland. Other issues related to School operations are regulated by its Statute and other regulations related to full-time and part-time programs.

**§ 2**

1. Each NLU MBA program is presented according to the officially accepted plan and curriculum, which define the scope, kind, and form of the teaching process and the completion requirements.
2. The NLU MBA program offered at WSB-NLU is based on the requirements and procedures of graduate programs offered by the College of Management and Business of National-Louis University in the USA.
3. The instructional language of the NLU MBA program offered at WSB-NLU is English.
4. The NLU MBA program is open to all students without discrimination because of gender, religion, race, sexual orientation, marital status, ancestry, national origin, or disability.

## II. Organization of the program

### §3

1. A prospective student of the NLU MBA program must meet the following requirements:
  - a) Has at least the equivalent of an American bachelor's degree in any discipline with a grade average of at least *good* (dobry) achieved in Poland. (This corresponds to the grade of "B" in the United States.) In the case of a candidate with a degree earned in another country, admission is possible after a satisfactory evaluation of the coursework completed.
  - b) Has a minimum of three years of professional work experience (applicable to part-time program only).
  - c) Is employed in a managerial position at the time of applying to the program (applicable to part-time program only).
  - d) Has necessary computer skills (MS-Word, spreadsheets, Internet).
  - e) Has satisfactory English language proficiency, as demonstrated by a score at least as high as one of the following:
    - 550 on the paper-based version of the Test of English as a Foreign Language (TOEFL)
    - 213 on the computer-based version of the TOEFL
    - 6 on the International English Language Testing System (IELTS)
    - A on the Cambridge First Certificate in English (FCE) [Level 3]
    - C on the Cambridge Certificate in Advanced English (CAE) [Level 4]
    - C on the Cambridge Certificate of Proficiency in English (CPE) [Level 5]
    - A on the Cambridge Business English Certificate 2 (BEC 2) [Level 3]
    - C on the Cambridge Business English Certificate 3 (BEC 3) [Level 4]
    - "Pass" on at least the Third Level of the London Chamber of Commerce & Industry (LCCI) Examinations Board "English for Business" (EFB)
    - "Pass" on the International Certificate Conference (ICC) Certificate in English for Business Purposes (CEBP) [Level 3]
    - "Pass" on the International Certificate Conference (ICC) Certificate in Advanced English (CAE) [Level 3]
    - "Pass" on the International Certificate Conference (ICC) Certificate of Proficiency in English (CPE) [Level 4]

- EFL Level 5 on the WSB-NLU English Placement Exam (An internal exam at WSB-NLU).
2. The NLU MBA Program Admission Committee makes decisions on admission to the program. The three-member Committee is appointed by Rector of WSB-NLU with approval of Director of NLU Programs in Poland.
  3. An applicant who does not meet one or more of the criteria stated in 1 b, c, d, e, above may be admitted provisionally. To be fully admitted to the MBA program, a provisionally admitted student must complete each of the first three courses on time with at least a grade of B. If this is not attained, the student will be dropped from the program.
  4. The Admission Committee decides on admission after reviewing these documents submitted by the applicant:
    - a) A completed application form (available at [www.wsb-nlu.edu.pl](http://www.wsb-nlu.edu.pl) or at the office of Institute of Advancement Management of WSB-NLU).
    - b) A copy of the applicant's diploma from a program at least equivalent to an American bachelor's degree.
    - c) Official transcripts from all colleges and universities attended or an original index book (or officially authorized copy) that shows grades for all enrolled courses.
    - d) Documentation of satisfactory English language proficiency (see § 3 p. 1 g)
    - e) Three completed letters of reference (submitted in sealed envelopes) – completed on approved forms (available at [www.wsb-nlu.edu.pl](http://www.wsb-nlu.edu.pl) or at the office of Institute of Advanced Management of WSB-NLU).
    - f) A professional resume that shows the applicant's educational and work history.
    - g) A nonrefundable application fee.
    - h) One passport-type photograph.
  5. Transfer of graduate hours completed at an accredited institution that offers graduate degrees is acceptable under the following conditions:
    - a) A maximum of nine semester hours may be transferred.
    - b) No transfer is automatic – the Admission Committee makes the decision. After a student has been admitted requests for transfer of credits will be rejected.
    - c) The credit must not have been used toward a degree that was awarded.

- d) Credit earned more than six calendar years before admission to the NLU MBA program is not transferable.
  - e) Courses with a grade below B cannot be used for transfer credit.
6. In case of a negative admission decision, an applicant may submit an appeal to the Rector within 7 days of receiving the decision. An Appeals Committee of three faculty member (at least one MBA faculty member) is appointed by the Rector. This ad hoc Committee must return its decision to the Rector within 7 days of receiving the applicant's appeal forwarded from the Rector.

#### **§ 4**

1. All classes are conducted according to the course schedule announced by the Institute for Advanced Management of WSB-NLU, which plays the role of NLU MBA program office.

#### **§ 5**

1. Documentation of the MBA program includes:
- a) The MBA students' registration book.
  - b) The NLU University Course Outlines and syllabi of all courses.
  - c) Information related to the instructional process of each of the courses, as stated in detailed syllabi (all in-class exercises, on-line discussion, written work, tests, simulations, examinations, etc.)
  - d) Examination protocols for all offerings of every course.
  - e) The register of documents issued to the faculty, staff, and students.
  - f) All documents related to students' internships (full-time program only)

#### **§ 6**

1. A student is obliged to comply with all financial requirements as stated in the Appendix 3. Payments can be made in cash or in other forms accepted by the School. Failure to comply with payment of tuition or other financial obligations – in part or overall – will subject the student to finance charges of 0,2% for every day of late payment. In case special circumstances arise all student requests for changes of payment dates should be directed to the Finance Director of WSB-NLU.
2. A student whose payment is more than 60 days in arrears will be considered financially delinquent and dropped from the program. Each next re-registration is subject to an additional fee (see Appendix 3).

3. In case of resignation from the program a student is obliged to cover tuition fees for all courses completed and all courses that have been started and not finished because of student's negligence.
4. A student dropped for financial delinquency has the right to appeal to the Rector within 14 days of receiving of the decision.

### **III. Rules for completion of courses and program**

#### **§ 7**

1. Completion of each of the courses in the program is based on specific requirements, as stated in the syllabus.
2. Attendance in class is mandatory. Circumstances and events may arise that may preclude a student from attending every session; however, a student must contact the instructor in advance to be excused and given a make-up assignment. Failure to attend at least half of the scheduled sessions will result in an "F" grade and the student will be required to retake the course.
3. A grade point average of at least 3.0 is required for graduation.
4. If a student has passed all the MBA courses with at least a grade of "C", but does not have an overall MBA GPA of at least 3.0, the student will have the opportunity to raise the earned "C" grades by completing supplementary course assignments to the satisfaction of the respective course instructors. The original course instructor should be petitioned by the student to provide and grade the supplementary assignments. If the original instructor is not willing or able to do this, the Director of the MBA Program at WSB-NLU will designate an appropriate MBA Program faculty member, approved by the Director of NLU Programs in Poland, to work with the student to complete this activity. The fee for completing the additional course assignments is stated in Appendix 3.

#### **§ 8**

1. All degree requirements must be completed within 10 years from the starting date of the first course in the program.
2. A student who has not completed the degree requirements within the 10-year time limit may petition the Admission Committee for readmission into the

program. The Committee will specify the detailed requirements necessary for graduation.

### **§ 9**

1. The following grade scale is used:

A = Outstanding performance	4.0 grade points
B = Above satisfactory performance	3.0
C = Satisfactory performance	2.0
D = Marginal performance	1.0
F = Unsatisfactory performance	0.0
2. Only grades A, B, and C are passing grades. Any of the courses completed with a grade below C must be repeated.
3. After the instructor and NLU MBA Program Director's approval repeating a course may be done as a course by arrangement. The fee for such a course is stated in Appendix 3.
4. A student who was not able to participate in the exam session in any of the courses because of unexpected circumstances can retake the exam after providing an explanation acceptable to the instructor. The fee for retaking the exam is stated in Appendix 3.
5. All relationships between an instructor and a student with regard to grading are confidential. Instructors or the School administration may not make students' grades public.

### **§ 10**

1. List of courses and number of semester credit hours required for graduation:

MBA500	Introduction to Graduate Studies	1
MBA502	Organizational Behavior	3
MBA504	Human Resource Management	3
MBA506	Ethical and Legal Issues	3
MBA508	Managerial Economics	3
MBA510	Macroeconomics	3
MBA512	International Management	3
MBA514	Managerial Accounting	3
MBA516	Financial Markets	3
MBA518	Financial Management	3

MBA520	Operations Management	3
MBA522	Strategic Marketing	3
MBA524	Strategic Management	<u>3</u>
		37 SH (semester hours)

2. Students in full-time program are required to complete successfully an internship in a selected company (as required in Appendix 4)
3. The College of Management and Business reserves the right to change/update the curriculum at any time. Any candidate for a degree shall be held to compliance with changes as far as the uncompleted portion of the program is affected.

### **§ 11**

1. The documents confirming completion of the program are: an NLU diploma and an official NLU transcript of grades that specifies degree completion.
2. A student may request in writing that an NLU transcript of his/her grades be sent to a designated individual or institution. This request will be honored for any student in good financial standing who pays the appropriate fee.

## **IV. Final regulations**

### **§ 12**

1. These regulations were approved by the Rector of WSB-NLU and the Director of NLU Programs in Poland on July 31, 2002, revised September 12, 2003, and will take effect on October 1, 2003.
2. All other issues related to the NLU MBA Program at WSB-NLU and not regulated by this document are governed by appropriate regulations stated in the NLU Graduate Catalogue and Student Handbook.
3. These regulations affect the students, faculty and staff of the NLU MBA program.

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Dr. Krzysztof Pawłowski  
Rector of WSB-NLU

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Dr. Frederic Widlak  
Director of NLU Programs  
in Poland