



RULES OF STUDIES
MASTER OF BUSINESS ADMINISTRATION
FRANKLIN UNIVERSITY MASTER OF BUSINESS ADMINISTRATION

2019/2020/2021



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GENERAL PROVISIONS

§ 1

1. These rules define rights and duties of [IW1] students at [U2][DO3] Master of Business Administration studies herein referred to as MBA and Franklin University MBA hereinafter referred to as FU MBA at WSB University in Wrocław.
2. Master of Business Administration studies and Franklin University Master of Business Administration studies are organized pursuant to an agreement concluded between WSB University in Wrocław (WSB) and Franklin University, Columbus, Ohio (Franklin University).
3. WSB University in Wrocław is a private school in the meaning of Art. 13 para. 1 item 2 of the Act – Law on Higher Education and Science dated 20th July 2018 (Journal of Laws 2018 item 1668 as amended). It was established on the basis of the Act on Vocational Schools of Higher Education dated 26th June 1997 (Journal of Laws No 96, item 590), a permit of the Minister of National Education No DNS 1-0145-202/RO/98 and inscribed into the Register of non-public universities and association of non-public universities with a number 146.[IW4][DO5]
4. Franklin University was established in 1902. The University is accredited by The Higher Learning Commission.
5. For the purposes of securing the highest quality of the offered didactic program a Program Council was established as a collegial body.
6. The Council comprises two WSB in Wrocław employees: an MBA Program Director, an MBA Academic Director as well as two representatives of Franklin University. A representative of Franklin University is a chairman of the Program Council.
7. An MBA Academic Director is responsible for organization of MBA studies whereas an MBA Program Director makes decisions within his/her scope of competences according to this rules.
8. The Dean makes decisions within his/her scope of competences according to this rules. The Dean's tasks defined by this Rules of Studies may be delegated to other persons based on the power of attorney.

ORGANIZATION OF STUDIES

§ 2

1. Studying at MBA part-time studies takes 2 years. MBA program is divided into modules. .
2. The curriculum defines detailed topics for the modules.
3. The schedule defines dates of commencing and finishing particular modules.
4. The scope and the manner of receiving credit for modules anticipated by MBA curriculum are defined by a lecturer of a particular module.
5. Detailed principles of receiving credit are described by each module's syllabus which is available on Moodle platform and in the MBA office.
6. The system of grades is as follows: 5, 4.5, 4, 3.5, 3 and 2, pass and fail. The highest grade is „5”. Grade „2” and „fail” means no credit for a subject, „pass” means credit for a subject.
7. In the event a Student gets a negative grade, they are entitled to a re-sit.

8. An MBA student has got a right to apply for an examination before a commission board within 7 days of receiving a negative grade in the event the grade is being questioned. The decision about conducting an examination before a commission board is taken by an MBA Academic Director. The examination must take place within 14 days as of the date of making the decision. .
9. In the event a module is not credited, the student is allowed to receive credit again during the next edition of the studies on condition that they are provided in subsequent years. The University does not guarantee that the subsequent editions of studies will take place on the same dates over the following academic years. The Rules of Payment determine payment terms in such a case.
10. Graduation from MBA post-graduate studies is subject to obtaining positive results from all the modules, a final exam and an individual business thesis.
11. In the event the Student obtains a negative grade in the final exam or an individual business thesis, they are obliged to make corrections according to the indications included in the written justification for the grade prepared by an examiner or a supervisor.
12. It is obligatory to take part in a simulation managerial game called Marketplace as part of the Strategy module.

§ 3

1. Studying at FUMBA part-time studies takes 2 years. FUMBA program is divided into 9 modules. .
2. The curriculum defines detailed topics for the modules.
3. The schedule defines dates of commencing and finishing particular modules.
4. The scope and the manner of receiving credit for modules anticipated by FUMBA curriculum are defined by Franklin University for each module.
5. Detailed principles of receiving credit are described by each module's syllabus which is available on myFranklin platform.
6. In the event a Student gets a negative grade, they are not allowed to continue the study.
7. In the event a module is not credited, the student is allowed to receive credit again during the next edition of the studies. The University does not guarantee that the subsequent editions of studies will take place on the same dates over the following academic years. The Rules of Payment determine payment terms in such a case.

RIGHTS AND DUTIES OF AN MBA STUDENT [IW6][DO7]

§ 4

1. Before commencing the studies, the Student receives as follows:
 - a) Rules of MBA studies,
 - b) Rules and a schedule of payments,
 - c) Program of classes,
 - d) Schedule of sessions.
2. There are two residential sessions during the studies. Their costs including accommodation and food are covered by WSB in Wrocław. The travelling costs in the area of Poland are incurred by students themselves.



3. Students have the right to choose a prefect in their group who will represent them in front of an MBA Program Director, an MBA Academic Director as well as the authorities of WSB University in Wrocław. The manner of electing a prefect is defined by the participants in the Program.
4. An MBA and FUMBA student has access to the entire book collection in the university library made available in accordance with its rules.
5. A FUMBA student also has a status of a Franklin University student and is obliged to comply with principles and rules binding at this University.
6. A FUMBA student has access to myFranklin platform as well as to the entire book collection in the library of Franklin University made available in accordance with its rules.
7. The student has a right to take part in all conferences and lectures organized by the University as long as they are not closed.
8. Students may ask the University for help in reservation of accommodation in Wrocław hotels (on preferential terms with selected hotels).
9. A student has got the right to express their opinions regarding organizational solutions of the University, the manner of conducting classes, programs and manuals.
10. Students of Master of Business Administration have got the right:
 - a) to contact any didactic University Staff within the specified time;
 - b) to receive didactic materials prepared by teachers running classes.
11. In the event a student gives up studies, they are obliged to inform an MBA Program Director in writing or else null and void.

DOCUMENTS CERTIFYING GRADUATION[IW8][DO9]

§ 5

1. Graduation form MBA and FUMBA studies is subject to obtaining all credits required.
2. MBA graduates receive a certificate of Master of Business Administration Post-Graduate Studies containing a list of modules credited including ECTS points.
3. FUMBA graduates receive a certificate of Franklin University Master of Business Administration Post-Graduate Studies containing a list of modules credited including ECTS points
4. MBA graduates receive an MBA diploma issued by WSB University in Wrocław informing that the program has been executed in partnership with Franklin University.
5. The final MBA grade comprises an average of particular grades from modules (40%), a final exam (20%), a simulation game (20%) and an individual business thesis (20%).
6. A Post-Graduate Certificate contains a final result from MBA studies respectively as follows:
 1. satisfactory,
 2. good,
 3. very good,
7. In the event the average indicated in § 5 item 5 is not an integer figure the following rounding is applied:
 - under 3,49 satisfactory solely
 - from 3,50 to 4,49 good solely



– from 4,50 to 5,00 very good solely

7. FUMBA graduates obtain a Master of Business Administration diploma issued by Franklin University^{[IW10][DO11]}.
8. A certificate and an MBA diploma shall be issued provided all the payments to the University are made.

DISCIPLINARY LIABILITY OF STUDENTS

§ 6

1. The Student is liable for conduct demeaning the dignity of the student and for any breach of the regulations in force at the University before the Disciplinary Committee applying respectively the regulation of Chapter VII, Subchapter II of the Act on the Law of Higher Education and Science (Journal of Laws 2018, item 1668 as amended).
2. Explanatory proceedings are conducted by a Disciplinary Spokesman appointed by the Rector out of academic teachers at the University.
3. The Disciplinary Committees and Appeal Disciplinary Committees appointed according to composition and the procedure defined in the Statutes of the University and selected out of academic teachers and students at the University adjudicate in the disciplinary proceedings.
4. The Disciplinary Committee is independent in adjudicating.
5. The parties are entitled to appeal the verdict of the Disciplinary Committee and the Disciplinary Committee of Appeal.
6. The appeal can be submitted within fourteen days of servicing the verdict to the Disciplinary Committee of Appeal through the Disciplinary Committee.
7. Principles and disciplinary procedures are defined in detail in separate regulations

CROSSING OFF THE STUDENTS' LIST

§ 7

1. An MBA student may be crossed off the students' list if:
 - a) they applied for it in writing,
 - b) the student did not obtain credit for two subsequent modules,
 - c) their attendance from the classes is lower than 80%,
 - d) the Disciplinary Committee has made such a decision.
1. A FUMBA student may be crossed off the students' list if:
 - a) they applied for it in writing
 - b) the student did not obtain credit for one module,
 - c) they are absent from two sessions within one module,
 - d) the Disciplinary Committee has made such a decision.
2. The student is obliged to settle all liabilities towards the University after being crossed off including payment of a tuition fee for the period until they have been crossed off as well as all settlements with the library.
3. An MBA Program Director crosses a student off the students' list subject to para.6.



4. The decision of the MBA Program Director can be appealed to the Rector within 14 days of delivering the decision on crossing off the list. The Rector's decision is final.
5. An international student is crossed off the students' list by the Rector. A motion may be submitted to the Rectors to reconsider the case within 14 days of servicing the decisions about crossing off the students' list. The Rector's decision made as the result of re-consideration of the case is final.
6. In the event a payment for the study has not been made within the schedule of making payments, the Dean and in case of international students – the Rector may decide about crossing off the student. The decision may be appealed by the student or they may request a reconsideration. The Act – the Administration Procedure Code dated 14th June 1960 applies to the decision or appeal procedure (i.e. Journal of Laws 2018 item 2096 as amended).
7. A student may resume studies after being crossed off pursuant to a decision and terms made by an MBA Program Director or a Rector as requested by the Student in writing.

LEAVE OF ABSENCE DURING STUDIES

§ 8

1. A Master of Business Administration or Franklin University Master of Business Administration student may be granted a special leave in the event of:
 - a) long-term disease,
 - b) going abroad,
 - c) having a baby or looking after a baby,
 - d) inability to pay a tuition fee,
 - e) any other important random incidents.
2. Circumstances enumerated in points a), b) and c) must be documented.
3. A permission for a leave is granted by an MBA Program Director as requested by a Student in writing subject to para.4.
4. A permission for a leave for international students shall be made by a Rector as requested by a Student in writing.
5. A student shall continue the studies pursuant to a decision made respectively by an MBA Program Director or a Rector as requested by the Student in writing.
6. Having returned from the leave, the Student is obliged to familiarize themselves and accept the Rules of Studies and Payment binding for a particular edition of MBA studies.
7. The possibility of continuing the studies after the leave exists only if the next edition of MBA or FUMBA studies are initiated. The University does not guarantee that the subsequent editions of studies will take place on the same dates in the incoming years. The principles of payment are defined for the next edition of studies.



FINAL PROVISIONS

§ 9

1. The Act – the Administration Procedure Code dated 14th June 1960 applies to the decisions made by the University authorities concerning individual Students' matters (i.e. Journal of Laws 2018 item 2096 as amended).
2. An MBA Program Director has got the right to resolve issues not governed by these Rules. A decision of an MBA Program Director may be appealed by students to the Rector of WSB University in Wrocław.
[IW12][DO13]