UNIVERSITY INSTITUTE for
International and European Studies

Katowice School of Economics

Postgraduate Studies

MBA - Master of Business Administration

NETHERLANDS | GERMANY | POLAND | MALAYSIA | INDONESIA
AUSTRIA | MYANMAR | CZECH REPUBLIC

UNIES EDUCATION GROUP
International Study Programmes

Erasmus+
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IMPRINT

Prospectus
Master of Business Administration

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Welcome Message

It is the purpose of our Institution to pursue science and research, to disseminate knowledge, open minds, cultivate character and equip each student for a life driven by leadership and best practice, which does not only consider economical and managerial aspects of an organisation, but also respects the wider corporate social responsibilities.

The University “Katowice School of Economics” is an interdisciplinary, intercultural institution with the objective to prepare students for the challenges of an ever-changing world. Its philosophy is guided by the concepts of universalism, pluralism, uniqueness of the individual, and the individualisation of learning by focusing not only on theory but also the transfer of those skills being gained in their studies with KSE.

Katowice School of Economics delivers education not only in Europe but also around the globe. KSE will be represented worldwide by its operational Partner Institute the University Institute for International and European Studies (UNIES).

UNIES you will find directly at the University’s campus in Katowice as well as in many countries in Asia, Middle-East, Africa an Europe with Local Offices and Education and Training Centres.

Our programmes of study fulfil both academic needs and industry orientation by allowing students to combine their work commitments with flexible programmes of studies supported by the latest virtual learning technology. The careful use and application of education technology and the internet further enhances our teaching-learning strategies.

It is our mission to enable our Graduates to take on managerial and leadership roles in international companies, small business enterprises, as well as building a career as independent management consultant or entrepreneur running their own business. To achieve this, we aim to shape the responsible and reflective manager in both the key functional areas of business management as well as in strategic management and leadership.

Dr. h.c. Jovan H. Didier
Director UNIES
Whether Master in Business Management or MBA or one of the University’s other Master or Postgraduate programmes of studies all are preparing candidates for senior management roles in organisations. A full variety of specialisation pathways allows either to have the wider managerial picture as content or offers specific pathways to become a specialist for corporations and that in the centre of what they need. The typical Master’s programme comprises eight modules to which adds the Master’s thesis.

The Master’s programmes are fully conform with European requirements on Postgraduate studies. I.e., they award 90 ECTS credits (European Credit Transfer and Accumulation System). Some programmes, which UNIES considers as elite programmes, go significantly beyond this. These particular programmes demonstrate employers the outstanding excellence our Graduates have even more.

Students should be especially aware of two major advantages of advantageous differentiation: UNIES does not award Business School Degrees, but University Degrees. Degrees of the University are officially recognised Degrees. To this consequentially adds widest international recognition. The courses’ wider strategic objectives are to educate the responsible manager, who understands the general picture and wider implications by which organisations of different kind and industries are driven and have to be managed. Internalising these criteria into the curriculae enhances Graduates’ employability and career opportunities within organisations significantly.

All Master’s programmes provide Graduates with extended and superior knowledge being fully concentrated on latest research and future developments, but focus on modern organisational challenges, forces, and values driving these. The courses combine knowledge on organisations with key management practice skills for real use and application. Cross-functional and interdisciplinary approaches by integrating wider managerial perspectives support Graduates and their organisations equally.
Duration of Programme
The MBA programme has a duration of 3 semester with an amount of 90 ECTS-Credits.

Begin of Study
April = begin of summer term,
October = begin of winter term.

Enrolments are generally accepted throughout the year.

Entry Requirements
Completed bachelor’s degree (or equivalent) or long-term professional experience (work-based entry route) and via decision of special competence in the individual case.

Learning Structure
All courses are structured according to the Bologna reform in modules. Eight compulsory taught modules within one year and the Master’s Thesis in the third semester.

Mode of Study
The MBA program is based on a practice oriented and part-time study model. Residential study, web-based-learning, blended learning are combined with work-based-study supported by systemic coaching or supervised by faculty and teaching staff.

Assessment
All modules include a test or examination. Advanced forms of examination, such as presentation, essay, portfolio, group discussion with assessment, etc. are possible.

Final Examination
The final examinations are held at the end of a full programme, consists of oral and written examinations and comprise the specialisation subjects as well as the thesis/dissertation project (presentation and oral defense of the thesis / dissertation).

Final Certification
The graduate receives an Degree Certificate a Diploma Supplement and a Transcript of Records.
MBA Course
Structure and Schedule

This documentation constitutes the Programme Outline for Postgraduate Degrees in the field of Business Administration and Management of the University Institute for International and European Studies (UNIES). The programme of studies is aligned with international standards of Postgraduate Education on level 7 of studies and fulfils the criteria of the process of Harmonisation of Higher Education in Europe accordingly. The course awards successful students 90 ECTS credits:

- 60 ECTS credits by completion of eight compulsory taught modules (7.5 ECTS credits per module), and
- 30 ECTS credits through the Master’s thesis

The modules are delivered interactively and are based on actual knowledge and research in this pathway. Objective of this programme of studies is to introduce students to relevant and latest knowledge with a specific view on the contemporary organisation and its management. Therefore all modules of this course and their content are oriented towards actual and future industrial trends. That means the right balance between managerial roles in organisational functions or in self-employment.

They also own an overarching understanding on how organisations function to which add the important elements of corporate responsibility and sustainability.

Each individual module is designed to provide in-depth subject knowledge and also contributes to a cross-functional understanding. The thesis tests students’ knowledge across all subject areas. The overall outcome of this course supports graduates in their career development through the combination of academic knowledge and essential practice orientation of highest standards. Emphasis of the course is employability impact.

This programme of studies is considered as relevant, rich and academically valid by adoption of highest standards of Higher Education. Superior professional standards have been embedded additionally. Learning objectives and module content are further closely related to the Six Principles of the PRME Framework of the United Nations.
General
Entry Requirements

Candidates with a First Degree

All Master's Degrees are focused programmes of academic studies on level 7 (Postgraduate studies). They are aimed at candidates, who have already obtained an Undergraduate Degree. UNIES widely accepts Higher Education Degrees not regarding the country of origin or foreign Higher Education system. Essential prerequisite is that such Undergraduate Degree is recognised in its country of origin.

Work-based Entry Route for Candidates without a First Degree

Equally welcomed are applicants, who have instead of a first (Undergraduate) degree significant professional expertise and practice in an organisation. These candidates are admitted by the so-called work-based route.

The expectation of the length and level for such professional practice varies depending on the specific programme of studies. As general guideline candidates should expect a minimum of four or five years on managerial and/or supervisory level for which evidence has to be submitted when applying.
NATIONAL AND INTERNATIONAL RECOGNITIONS AND ACCREDITATIONS

ECBE | European Council for Business Education of Universities and Colleges in European Countries.

European Association for Quality Assurance in Higher Education

Germany’s official international Registry of accredited universities and higher education institutions. KSE with it’s programs is listed with full status equal to German sate universities.

The Erasmus Programme (European Community Action Scheme for the Mobility of University Students)

Signatory of the UN’s PRiME Framework for Sustainable and Responsible Management Education

Accredited by International Education Society

UNIES Training Centres are following the Quality Management Standards audited by International Quality Standard Certification

Member of United Nations World Tourism Organization

Member of Association of „The Leading Hotel Schools in Europe”

European Union Directorate General for Education and Culture

IOS-Cert is accredited by Polish Accreditation Agency (Member of International Accreditation Forum)
Global Student Benefits

- European University (full authorized and accredited)
- International Degree officially recognised in Europe by European Council for Business Education (ECBE) in Brussels and beyond Europe
- Campuses in Poland, The Netherlands, Austria and Chech Republic
- Latest academic knowledge with practice-orientation targeting Employability Impact
- Delivery by carefully selected national Partner Institutes making studies more affordable and accessible
- Progression to doctoral studies with the University itself or other universities
- International Graduation Ceremony
- Part of a truly global student community
- Global Alumni Network
Katowice School of Economics acquired accreditation by ECBE for the Master of Business Administration and with this the University became Member of the European Council for Business Education.

ECBE was formed to satisfy the accreditation needs for business education of universities and colleges in European countries.

ECBE is a not for profit organisation and is an affiliate of ENQA and the International Federation for Business Education (IFBE). Its purpose and intent is to continually strive and to support excellence in superlative business education, by actively encouraging experimentation and profoundly superior levels of teaching. In addition it provide an interactive Forum which meets the educational challenges of relationships between governments, business, industry and academia.

1. Application / Educational Agreement

To apply for an MBA program, please submit at first a CV. For this purpose, use the Application Form / Educational Agreement and submits it to the Office of Admissions. This portfolio is used to assess whether an applicant is eligible for an MBA course. In the case of acknowledgement, the student receives a letter of acceptance. You can download the form at our website or use the portfolio form which you will find at the end of this brochure.

Download application form:  http://www.unies.eu/download.html

The application portfolio form will ask you to provide biographical and academic information, to detail your educational and extracurricular activities. Information must be complete with exact dates given on each entry. Please fill in the form carefully and as far as you can, so that your application can be edited as soon as possible.

All Documents (the list of the required documents see next page) has to be submitted in electronic version (PDF or jpg-Format). There are two opportunities to send us the electronic documents:

1. Send docs via email:  info@unies.eu


2. Letter of Acceptance and Study Fees

After receiving the letter of acceptance, the registration and study fee have been paid for at least the first semester. Payment in instalment can be granted. The student receives a confirmation of enrolment and can start with study.

3. Begin of Study

Together with your student counsellor, the study plan can be prepared or discussed at a personal meeting or at an introductory seminar at the beginning of the semester.
Enrolment Documentation

In order to be enrolled into the MBA programme at the University students must submit the following documents in either one of the following languages: English, German:

- Passport or ID-Card (photocopy or scan as pdf file)
- Certificate from an accredited secondary school, High School diploma, VWO, Baccalauréat, Maturité Fédérale, German Abitur or equivalent.
- University degree certificates (Bachelor, Master etc.)
- Official Transcript of Records (educational records) / Curriculum (a certificate issued by his University / Faculty which contains all the marks that the student received for each discipline during his University studies, in each semester, and the ECTS numbers for each discipline)
- Curriculum Vitae
- Evidence of English or German language proficiency (Toefl, Goethe Institute, Cambridge, or equivalent))

Please note: The original documents or original translations shall be submit on request or have to be given to your student counsellor.

Documents in other languages must be translated into one of the aforementioned languages and legalized by a notary public in the country of origin.

If necessary school and university certificates and documents are required in certified form (Apostille), plus the following:

- Passport photography (jpg or other file format)
- A non-refundable application fee
- Application form Portfolio - dated and signed in original (available on our website or at the office of admissions)
The MBA will expand your professional skills as well as practical experience in your company. A higher level of education makes you indispensable as an employee and opens doors for new challenges and tasks. In addition, you strengthen your so-called market value which usually entails better financial benefits. Embedded in the realities of global business, the MBA equips you with knowledge, real-world skills, and business and management best practice. It is also about your potential – it will develop your skills, enhance your career opportunities and expand your professional networks. Whether you are seeking promotion or looking for a new career direction, an MBA demonstrates that you are an aspiring employee who is prepared to invest in your career. Getting a higher salary after graduation, landing a top management position or even becoming your own boss are just a few of the extra advantages of the MBA.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Master of Business Administration (MBA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure</td>
<td>8 Modules and Final Thesis. Parttime and residential study, web-based-learning, blended learning combined with work-based-study supported by systemic coaching or supervised by faculty and teaching staff.</td>
</tr>
<tr>
<td>ECTS-Credits</td>
<td>90 ECTS Credits</td>
</tr>
<tr>
<td>Begin of Study</td>
<td>Spring term and winter term. Enrolments are generally accepted throughout the year</td>
</tr>
<tr>
<td>Duration of Programme</td>
<td>18 Month / 3 Semester. Extension of study will be granted on request</td>
</tr>
<tr>
<td>Location</td>
<td>Germany, Netherlands, Poland, Malaysia, Tanzania, Iran</td>
</tr>
<tr>
<td>Requirements</td>
<td>Completed bachelor’s degree (or equivalent) or long-term professional experience (work-based entry route) and via decision of special competence in the individual case</td>
</tr>
</tbody>
</table>

www.unies.eu
APPLICATION | EDUCATIONAL AGREEMENT

Please use this form to apply for study programme at the Katowice School of Economics. Please fill in the following fields carefully so that your application can be processed as soon as possible. For any queries please contact the University Institute for International and European Studies (UNIES).

**Personal Data:**
- Gender: 
- First Name: 
- Family Name: 
- Date of Birth: 
- Place of Birth: 
- Nationality: 
- Passport No.: 
- Father’s Name: 

**Contact Data:**
- Address: 
- Postcode, City: 
- Country/State: 
- Phone: 
- Email: 
- Skype: 
- Messenger: 
- Apps: 

Information about formal education data must be complete with exact dates given on each entry. Please attach copies (originals not required for evaluation) of transcripts, diplomas, or certificates. Please indicate the name of the issuing institute and your graduated, or date of Baccalaureate or equivalent.

**Completed Secondary School:**
- Name of School: 
- Type of School: 
- No. of Graduation Certificate: 
- Year of Graduation: 
- City / Country: 

**Completed First Cycle (Bachelor):**
- Name of College, University: 
- Type of Institution: 
- No. of Graduation Certificate: 
- Year of graduation: 
- City / Country: 

**Completed Second Cycle (Master):**
- Name of College, University: 
- Type of Institution: 
- No. of Graduation Certificate: 
- Year of graduation: 
- City / Country: 

**I wish to apply for the following Programme:**
- Programme: 
- Pathway of Specialisation: 
- Degree Level: Bachelor [ ] MBA [ ] DBA [ ]
- Mode of Study: Part-time study: [ ] Full-time study: [ ]

**Languages (please fill in further languages and mark relevant level of competence):**
- English: Native Speaker: [ ] Fluent (oral and written): [ ] Basics: [ ]
- Native Speaker: [ ] Fluent (oral and written): [ ] Basics: [ ]
- Native Speaker: [ ] Fluent (oral and written): [ ] Basics: [ ]

I understand that intentionally or negligently made false information is unacceptable and may result in exclusion from the admissions process. The educational agreement comes into force with notification of approval by the Admission Office. I declare that I have read the admissions information, and information about the fees and terms of use. I become accessible to the programme outline, student handbook and the general terms of agreement. I agree to the terms and conditions and I agree with the transfer of my data in the context of all matters relating to my study with UNIES at KSE.
UNIVERSITY INSTITUTE FOR INTERNATIONAL AND EUROPEAN STUDIES AT KATOWICE SCHOOL OF ECONOMICS

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