



Europejski Fundusz Społeczny



Doskonalenie  
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Gospodarki

Projekt jest współfinansowany ze środków Unii Europejskiej w ramach Europejskiego Funduszu Społecznego realizowany pod nadzorem Polskiej Agencji Rozwoju Przedsiębiorczości

## TERMS OF ADMISSION TO THE EUROPEAN MANAGER STUDIES

# ‘European Manager – post-graduate MBA studies for executive managers’

### ORGANIZED BY

## Warsaw University of Technology Business School

Warsaw, 02-008, ul. Koszykowa 79

[www.biznes.edu.pl](http://www.biznes.edu.pl)

### Contact

Program office

telephone number: 022.660.70.85, 022.660.70.89, fax 022.660.70.16

[efs@biznes.edu.pl](mailto:efs@biznes.edu.pl)

### 1. Applications

Applications to participate in the training program European Manager, post-graduate MBA studies for executive managers will be accepted solely from registered corporations on the REFERRAL form available as PDF file at [www.biznes.edu.pl/rekrutacja/efs.php](http://www.biznes.edu.pl/rekrutacja/efs.php) and delivered to the university along with all the essential documents listed below in points 2 and 3.

The referral must be signed by officials with the authority to represent the company.

### 2. Essential documents required from companies applying to participate on behalf of their employees

The following documents must be provided along with the referral:

2.1 Either an up-to-date transcript from the corporate registry or a transcript from the small-business registry, as long as other regulations require such registry. Either transcript must be issued within six months of the deadlines to file applications to participate in the program.

2.2 Articles of association for companies registered under Polish civil law (applies only to those companies)



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2.3 Power of attorney to sign the referral, unless such power of attorney is already shown in other documents filed together with the referral. Power of attorney must clearly state the scope of such powers. The applicant must file either an original power of attorney, or a photocopy certified by the person issuing such power of attorney. Otherwise, power of attorney will be rejected.

2.4 Signed sample of the training contract available as PDF file at [www.biznes.edu.pl/rekrutacja/efs.php](http://www.biznes.edu.pl/rekrutacja/efs.php)

2.5 Information brochure about company's business.

### 3. Documents required from candidates

The following personal documents of each applicant must be included along with the referral:

#### 3.1 Personal survey

Personal survey is available on our web page and at the school.

In point 21 please fill in grades from all exams in the last four semester of your studies.

For example, if you received the following grades: 4.0, 5.0, 4.0, 3.5, 4.0, 5.0, you should write the following: 5.0 x 2, 4.5 x 0, 4.0 x 3, 3.5 x 1, 3.0 x 0, 2.0 x 0. (Note: if the grading scheme differs from the one shown here, please leave point 21 blank and prepare grading scheme description on a separate sheet of paper).

#### 3.2 Cover letter

Cover letter explaining why you are applying to participate in the European Manager program (in two languages, Polish and English). Your cover letter should take up one typewritten page or less. These letters will be read with great attention by the persons responsible for the selection process.

#### 3.3 Transcript of the Bachelor of Arts diploma (original copy)

#### 3.3 Certified transcript of the final grades

covering the last two years of your studies. The transcript must be issued either by the dean's office or by student registration office. Certified computer print-outs will be accepted.

#### 3.5 Documents confirming candidate's work experience (at least 5 years), for example:

- Employment certificate (you may file a copy, but you will be asked to show the original copy when filing your documents)
- Certificate from your existing workplace (original copy),
- Certificate confirming that you operate your own business (if applicable, you will be asked to file the original copy)

#### 3.6. Photos (ID format) – five photos (please sign the reverse side of each photo with your last name using a pencil).

#### 3.7 Any additional documents that may be required (original copies), such as course completion certificates, letters of referral, diplomas, opinions, etc.

4. **Failure to fulfill the requirements** set in points 1, 2 and 3 will lead to the rejection of your documents for further processing.

**5. Location and deadline for the referrals**

All referrals must be filed at the school's head office:

**Szkoła Biznesu Politechniki Warszawskiej /Warsaw University of Technology  
Business School/  
Biuro Obsługi Programów /Program Processing Office/  
Pokój nr 100 /Room 100/  
Koszykowa 79  
Warsaw, 02-008**

or mailed at that address by Friday, **January 20, 2006, 15:00 hours.**

No further applications will be accepted after this deadline.

**6. Candidate selection criteria**

6.1 Candidates referred to by their employees, who meet formal criteria set in points 1, 2 and 3, will be subject to the following selection process:

6.1.a Language fluency exam

Candidates will participate in a written English test. Candidates who already have TOEFL, Cambridge, LCCI and other certificates, as well as graduates of English language studies and other studies conducted in English may ask to be exempted from the language exam, based on terms listed at [www.biznes.edu.pl/rekrutacja/efs.php](http://www.biznes.edu.pl/rekrutacja/efs.php)

6.1.b Admission interview

Candidates are evaluated by the Qualification Commission. The purpose of these interviews is to learn about their personality traits, their innovative visions for the expansion of their corporations and their own career paths, as well as motivate them to participate in the European Manager program.

6.2 Candidates will be accepted based on the ranking of their grades achieved during the qualification process.

**7. List of candidates admitted to European Manager studies will be announced on February 7, 2006.**

Dr. Zbigniew Turowski, Eng.



Head of European Manager Project, Deputy Dean  
of the WUT Business School

Warsaw, December 23, 2005