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INTERNATIONAL OFFICE

International Centre (CPM)

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Incoming Students Officers

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Ms. Nadiya SKYBA
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School address:

SGH Warsaw School of Economics
International Centre (CPM)
Al. Niepodległości 162
02-554 Warsaw, Poland

WWW-address:

<http://www.sgh.waw.pl/international/> – English version
<http://www.sgh.waw.pl/cpm/> – Polish version

Deadlines:	<p>Nomination on-line period for non-degree students: Fall Semester/Academic Year: 13 February – 10 April, 2017* Spring Semester: 13 August – 10 October 2017</p> <p>Students' Application period (nominated students & freemovers): Fall Semester/Academic Year: 13 February – 19 April, 2017* Spring Semester: 13 August – 19 October 2017</p> <p><i>*)2018/2019</i></p>
Required Documents:	Application on-line system is available at: https://serwis.sgh.waw.pl/crpm-recruitment/ following the on-line nomination process completed by host school coordinators. Free-movers may register directly at our system.
Deadlines and documents for degree students:	All information is provided by SGH Admission & Promotion Office: http://oferta.sgh.waw.pl/en/
Study program:	<p>SGH has non-faculty structure (subject to change into three schools structure), offering programmes at all three levels: undergraduate (Bachelor's) – 180 ECTS, graduate (Master's) – 120 ECTS and doctoral (PhD) – 3-4 years</p> <p>The offer for exchange students include subjects at undergraduate and graduate level from SGH existing majors including: Advanced Analytics-Big Data; Economics; Finance & Accounting; Global Business, Finance and Governance; Spatial Economic Policy; Quantitative Methods in Economics and Information Systems; Management; International Economics; International Business, Public Economy and Administration, International Tourism, Hotel Industry and Leisure Services. Exchange students may also take selected courses offered within CEMS Master in International Management Courses, courses in German of the German-Polish Academic Forum. Those students who speak Polish may attend all courses offered at SGH at the given level.</p> <p>Students may only take courses from the level they are registered at. The exception may be offered only to those students who submit a request from their home university indicating that the course from the other level is necessary to validate a semester abroad in their home school.</p>
Courses:	<p>http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/exchange/Pages/Courses.aspx</p> <p>The ECTS Guide and International Student Handbook including all relevant info concerning credits, grading, system of studies etc. is available for download at: http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/</p>
Collegia: <i>(research units headed by deans and composed of chairs and institutes)</i>	Economic Analysis, Socio-Economics, Management and Finance, Business Administration, World Economy
Language of Instruction:	Majority of courses is offered in Polish, but students may complete a full semester or academic year in English, since SGH offers full-time BA and MA programmes in English in selected majors and PhD programme in Management and Economics in English.
Language requirement:	The partner school must ensure the candidate has appropriate proficiency in English (or Polish) at least at the level of B2 in the CEFR scale. It means that we require as minimum: CAE (C), TOEFL iBT 79, IELTS 6.0, LCCI Level 3 (Pass), TOEIC – 750 or the confirmation from partner school that the student is demonstrating equivalent proficiency.
Language courses:	All exchange students may attend classes of Polish for beginners. Upon request (and with permission of SGH Centre for Foreign Languages) students may join our language tutorials (German, English, French, Russian, Italian, Spanish, and Italian). For more advanced we may offer: intermediate Polish and Advanced Polish (Business Polish).
Academic/Experience Requirements:	Selected courses may require prerequisites indicated in the course outlines in Virtual Dean's Office
Full-time Workload:	To validate a semester an exchange student should pass 30 ECTS credits, but the workload depends on home school requirements. One full course (30 contact hours)

equals to 3 ECTS credits. Free-movers must take at least 21 ECTS in courses.

- Learning Expectations:** Format of courses vary. Mostly these are combination of lecture, and tutorials with case analysis. Participation and attendance is evaluated on professor's perception. Maximum number of students admitted to a course is between 30 and 40 and there is higher limit for lectures and core major courses.
- Grading:** The grades are from 2.0 (Fail) till 5.0 (Very Good). 3.0 is a minimum Pass. 4.0 is a good, average grade. The transcripts are issued after the semester and contain information about the grading system (ECTS Grading Table). Next, transcripts are sent to the partner schools. *Grading scale is available in the bottom of this document.*
- Exams:** Exams are usually held at the end of the course or during exam session periods. Most exams are written; several courses include group projects and individual essays instead of formal written exams.

Term dates for the academic year 2017/2018:

- Calendar** SGH works within the semester system. The current academic calendar is available at:
http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/exchange/Documents/Academic%20Calendar%202017-2018.pdf

Fall 2017:	18–19 September 2017	<i>Expected arrival date for Erasmus+ with Partner Countries participants (KA107)</i>
	20–27 September 2017	<i>Introductory days for Erasmus+ with Partner Countries participants (KA107)</i>
	24-25 September 2017	<i>Expected arrival date for other exchange students and freemovers</i>
	27–29 September 2017	<i>Orientation Week</i>
	30 September 2017–28 January 2018	<i>Classes</i>
	1 November 2017	<i>All Saints Day (holiday)</i>
	11 November 2017	<i>Independence Day (National Holiday)</i>
	21 December 2017–2 January 2018	<i>Christmas/New Year Break</i>
	6 January 2018	<i>Epiphany (holiday)</i>
	29 January–11 February 2018	<i>Exam period I</i>
	12–16 February 2018	<i>Winter Break</i>
	17–23 February 2018	<i>Exam Period II (Resits)</i>
Spring 2018:	19–20 February 2018	<i>Expected arrival date</i>
	21–23 February 2018	<i>Orientation Week</i>
	24 February–10 June 2018	<i>Classes</i>
	30 March–2 April 2018	<i>Easter Holidays</i>
	11 April 2018	<i>SGH Day</i>
	1–3 May 2018	<i>Labour / Constitution Day Holidays</i>
	31 May 2018	<i>Corpus Christi (holiday)</i>
	11–24 June 2018	<i>Exam period for Bachelor students</i>
	11–27 June 2018	<i>Exam period for Master students</i>
	28 June–16 September 2017	<i>Summer Holidays</i>
	19–25 September 2018	<i>Exam Resits for Bachelor students</i>
	17-25 September 2018	<i>Exam Resits for Master students</i>

- Summer programs or short-term programs** Information on SGH Summer Schools (Summer University Warsaw and German Summer School) you will find at:

<http://www.sgh.waw.pl/sommerschule/>

[Summer University Warsaw](#)

Upon agreement: internships and study tours can be offered.

- Living Expenses:** Housing on-campus: ca. PLN 2000/semester/person (twin room);
 Damage deposit: PLN 400/person
 Housing off-campus: PLN 800 – 1600/month/apartment excl. utilities
 Local transportation (personalised student pass) – 55.00 PLN/month,
 140 PLN/3 months; more info at: <http://www.ztm.waw.pl/>
 Food – approx. 500 PLN/month
 Entertainment – about 200 PLN/month
 Rate of exchange (February 2017): EUR - 4.31 PLN; USD – 4.04 PLN

- Academic Expenses:** Obligatory fee for student ID: 17 PLN (25.50 PLN for a duplicate)
Tuition fees: **Exchange students** do not pay any tuition fees.
Free-mover students from EU/EEA pay 200 PLN per 1 ECTS credit (courses taught in Polish) and 250 PLN per 1 ECTS (courses taught in foreign languages), students outside EU/EEA pay 65 € per 1 ECTS credit (courses taught in Polish) and 80 € per 1 ECTS (courses taught in foreign languages). Free-mover students are requested to apply for a minimum of 21 ECTS credits.
Course materials currently are prepared free of charge or at the cost of photocopying. Some books can be purchased at discounted prices (ca. 200 PLN/course).
- Other Expenses:** Student fees for courses and Polish language course – none for exchange students, free-movers pay standard fee for full-time course. Some courses may require purchase of textbooks (special discounts from publishers apply) and small fees for course package.
- Health insurance:** All exchange and freemover students are required to have health insurance from their home country covering medical expenses for the full period of stay (EU citizens should possess European Health Insurance Card), as well as an accident and personal liability insurance. Optionally, non-EU citizens may pay for health insurance to the Polish National Health Fund at the monthly rate of 46.80 PLN that covers all basic health services, including basic dental services. More information to be found at:
http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/exchange/Pages/Health_Insurance.aspx
- Visa / Letter of acceptance:** Students outside EU should apply for student visa prior the arrival, especially if they plan to take an internship. Getting the internship may require obtaining the work permit. We strongly advise you to contact local Polish embassy/consulate to learn more about application procedure relevant to your status. In some cases and places, issuing visa may take more time, so it is better to start this formality well in advance.
[Ministry of Foreign Affairs \(MSZ\): visas](#)
[Mazowieckie Province Office \(Department of Foreigners in Warsaw\): residence permits](#)
- Also, we issue a letter of acceptance to all admitted students.
- Facilities:** SGH offers the exchange students the access to **SGH library** (Central Economic Library in Poland) with reading hall, periodicals library and media services (Pro-Quest data base etc.).
Computer labs are located in various places of the school, but students may use their own notebooks by plugging-in in designated areas or using the **WiFi network** available in the Main Building, **Microsoft Office Suite for PC/Mac/mobile**.
Students may also join selected **Physical Education classes**, use the Sauna and swimming pool.
SGH facilities also include **banking** services (account opening, ATM's), several **student clubs** with food & snacks, **photocopying services**. **Grocery shops** and other facilities are located close to SGH buildings.
- Student Services:** Each student has assigned a “buddy” – SGH student who assists exchange students especially during the first weeks of stay at SGH. CEMS Club and Erasmus Student Network are also organizing trips to Polish cities and neighbourhood countries, international dinners, celebration of typical Polish holidays etc. Other activities may include skiing trips, sailing & canoeing camps. SGH also has active student organisations that are willing to involve exchange students (AIESEC, student unions, sports academic clubs etc.)
- Orientation** Orientation takes place in a week before the beginning of classes. The orientation is not obligatory but strongly recommended and includes cross-cultural training. Exact dates are given in the calendar part.
- Internships:** Internships are not obligatory at SGH (except CEMS students) but Centre assists students in finding the internship on request.
- Career services** [SGH Career Centre](#) publishes job and internship offers on its [Career Portal](#) available to all registered students (using login and password).

In case of CEMS students they may also seek assistance in finding internships, business projects or job of CEMS Corporate Relations Manager and CEMS Programme Manager..

Exchange Coordinator Services:

The Centre is fully responsible for the overall exchange at SGH, except course scheduling, registration and transcripts that are issued by the relevant dean's office.

Other relevant info and links

ECTS Guides, Int'l Student Handbook, Movies and Presentations are available at: http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/

Warsaw official website: <http://www.e-warsaw.pl>

Facts & info about Poland: <http://poland.pl/>

SGH in social media:

- Facebook <https://www.facebook.com/SGHWarsaw>
- Twitter <https://twitter.com/SGHWarsaw>
- Instagram <https://www.instagram.com/sghwarsaw/>
- LinkedIn <https://www.linkedin.com/school/15096521?pathWildcard=15096521>
- Flickr https://www.flickr.com/photos/sgh_warsaw/sets/

Info Dissemination:

We disseminate information by:

Web Email Mail

Grading table:

The grading scale used at SGH ranges from 2.0 to 5.0.

- 5.0 is the highest grade and the lowest passing grade is 3.0.
- 4.0 is the norm for a good pass.

Official ECTS Grading Table			Former ECTS Grading Scale (for reference only)	
SGH grade	Grading percentage*	Accumulated percentage*	ECTS grade	Definition
5.0	23.5%	23.5%	A	Very Good – outstanding performance with only minor errors
4.5	16.2%	39.7%	B	Good Plus – above average standard, but with some errors
4.0	23.2%	62.9%	C	Good – generally sound work with a notable number of errors
3.5	16.3%	79.2%	D	Sufficient Plus – fair, but with significant shortcomings
3.0	20.8%	100.0%	E	Sufficient – performance meets the minimum criteria
2.0	-	-	F	Fail – considerable further work is required

* Based on total number of positive grades awarded in two-cycle bachelor's and master's studies in the years 2006-2014.