



UNIVERSITY INFORMATION SHEET 2016-2017 WARSAW SCHOOL OF ECONOMICS (SGH)

Contact people:

RECTORS & DEANS

(term ends in August 2016)

Prof. Tomasz SZAPIRO, PhD
Rector

Prof. Marek GRUSZCZYŃSKI, PhD
Vice-Rector for Research and International Relations

Prof. Piotr OSTASZEWSKI, PhD
Vice-Rector for Teaching and Student Affairs

Prof. Marek BRYX, PhD
Vice-Rector for Management

Prof. Magdalena KACHNIEWSKA, PhD
Dean of Graduate Studies

Prof. Wojciech MORAWSKI, PhD
Dean of Undergraduate Studies

INTERNATIONAL OFFICE

International Centre (DPM)

Ms. Elżbieta FONBERG-STOKŁUSKA
Head, Erasmus+ Co-ordinator
Tel.: +48 22 564 98 40
Email: estokl@sgh.waw.pl

Mr Grzegorz M. AUGUSTYNIAK
Deputy Head, CEMS Programme Manager at SGH
Tel.: +48 22 564 98 42
Email: august@sgh.waw.pl

Ms. Małgorzata CHROMY
International Programmes Officer, Double Degree Administrative Manager
Tel.: +48 22 564 98 41
Email: mchromy@sgh.waw.pl

Ms. Marta SENT-PAWŁOWSKA & Ms. Monika KOMOREK
Incoming Students Officers
Tel.: +48 22 564 98 43
Email: incoming@sgh.waw.pl

Ms. Agata KOWALIK
Outgoing Students Officer
Tel.: +48 22 564 98 44
Email: akowalik@sgh.waw.pl

Ms. Agata AUGUSTYNIAK
CEMS Corporate Relations Manager at SGH, Bilateral and PIM Exchange Officer
Tel.: +48 22 564 97 60
Email: azucho@sgh.waw.pl

Ms. Marta FERENC
International Programmes Officer
Tel. +48 22 564 92 13
Email: mferenc@sgh.waw.pl

Ms. Izabela BERGEL, PhD
Double Degree Programmes' Co-ordinator
Tel.: +48 22 564 94 10
Email: iberge@sgh.waw.pl

Office Fax:

Fax: +48 22 564 86 16

School address:

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

WWW-address:

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



| | |
|---|---|
| Deadlines: | Application & Nomination on-line period for non-degree students: Fall Semester/Academic Year: 13 February – 19 April, 2016 Spring Semester: 13 August – 19 October 2016 |
| 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: | 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 The offer for exchange students include subjects at undergraduate and graduate level from SGH existing majors including: Economics, European Studies, Finance & Accounting, Spatial Economic Policy, Quantitative Methods in Economics and Information Systems, Management, International Economic Relations, International Business, Public Economy and Administration. 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. 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. |
| Courses: | http://administracja.sgh.waw.pl/en/dpm/international_exchange/incoming_students/exchange/Pages/Courses_at_SGH.aspx 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/dpm/international_exchange/incoming_students/informations/ |
| 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. |
| 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 18 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 2016/2017:

Calendar SGH works within the semester system. The current academic calendar is available at:
http://administracja.sgh.waw.pl/en/dpm/international_exchange/incoming_students/exchange/Pages/practical_information.aspx

| | | |
|--------------------------|-----------------------------------|---|
| <u>Fall 2016:</u> | 18 – 19 September 2016 | <i>Expected arrival date for Erasmus+ with Partner Countries participants</i> |
| | 20 – 27 September 2016 | <i>Introductory days for Erasmus+ with Partner Countries participants</i> |
| | 28 – 30 September 2016 | <i>Orientation Week</i> |
| | 3 October 2016 – 22 January 2017 | <i>Classes</i> |
| | 31 October – 1 November 2016 | <i>All Saints Day (holidays)</i> |
| | 11 November 2016 | <i>Independence Day (National Holiday)</i> |
| | 23 December 2016 – 1 January 2017 | <i>Christmas/New Year Break</i> |
| | 6 January 2017 | <i>Epiphany (holiday)</i> |
| | 24 January – 5 February 2017 | <i>Exam period I</i> |
| | 6 – 10 February 2017 | <i>Winter Break</i> |
| | 11 – 17 February 2017 | <i>Exam Period II (Resits)</i> |

| | | |
|----------------------------|-----------------------------|---|
| <u>Spring 2017:</u> | 12 – 13 February 2017 | <i>Expected arrival date</i> |
| | 15 – 17 February 2017 | <i>Orientation Week</i> |
| | 20 February – 11 June 2017 | <i>Classes</i> |
| | 13 – 18 April 2017 | <i>Easter Holidays</i> |
| | 26 April 2017 | <i>SGH Day</i> |
| | 1 – 3 May 2017 | <i>Labour / Constitution Day Holidays</i> |
| | 15 June 2017 | <i>Corpus Christi (holiday)</i> |
| | 12 – 25 June 2017 | <i>Exam period</i> |
| | 26 June – 22 September 2017 | <i>Summer Holidays</i> |
| | 23 – 29 September 2017 | <i>Exam Period II (Resits)</i> |

Summer programs or short-term programs Information on SGH Summer Schools (Summer University Warsaw and German Summer School) you will find at:
http://administracja.sgh.waw.pl/en/dpm/international_exchange/incoming_students/summer_schools/

Upon agreement: internships and study tours can be offered.

Living Expenses: Housing on-campus: PL 1840/semester/person (double);
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 (January 2016): EUR - 4.36 PLN; USD – 3.99 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 18 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/dpm/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.

We are issuing a letter of acceptance to all students **upon request**, so if you need such a document, please contact our office immediately to obtain it.
- 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.

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 and Fundraising Centre and CEMS Corporate Relations Coordinator assist students in finding internships, business projects or assists in finding job.
- 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/dpm/international_exchange/incoming_students/infomations/

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

Facts & info about Poland: <http://www.poland.pl>
- Info Dissemination:** We disseminate information by:
Web Email Mail

Grading table:

From 2012/2013 academic year, SGH has changed its grading scale by deleting the 5.5 (the highest) grade. Therefore, the grading percentage of current 5.0 grade represents accumulated percentage of former 5.0 and 5.5 grades. The ECTS grading table that reflects the actual distribution of grades under new system has been updated in May 2013.

In a new system, the grading scale used at SGH from 2012/2013 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.