

## SGH WARSAW SCHOOL OF ECONOMICS

### University Information Sheet

### 2018-2019

THE UNIVERSITY		
<b>Full name</b>	SGH Warsaw School of Economics (Szkoła Główna Handlowa w Warszawie)	
<b>Location</b>	Warsaw, Poland   Population: 1,758,143 (city metropolis)   Coordinates: <a href="#">52°14'N 21°1'E</a>	
<b>Erasmus+ code</b>	PL WARSZAW03	
<b>ECHE number</b>	43645-EPP-1-2014-1-PL-EPPKA3-ECHE	
<b>PIC</b>	998695705	
<b>Website</b>	<a href="http://www.sgh.waw.pl">www.sgh.waw.pl</a>	
<b>About university</b>	<ul style="list-style-type: none"> <li style="width: 50%;"><a href="#">Authorities</a></li> <li style="width: 50%;"><a href="#">Accreditations</a></li> <li style="width: 50%;"><a href="#">Research</a></li> <li style="width: 50%;"><a href="#">Rankings</a></li> </ul>	
INTERNATIONAL CENTRE (CPM)		
<b>Mailing address</b>	<b>Enquiries and nominations (student exchange)</b>	
SGH Warsaw School of Economics International Centre al. Niepodległości 162 02-554 Warsaw Poland	email: <a href="mailto:incoming@sgh.waw.pl">incoming@sgh.waw.pl</a> phone: +48 22 564 98 43  <a href="#">website for exchange students</a>	
CONTACTS		
<b>Director, Erasmus+ Co-ordinator</b>	Mrs. Elżbieta FONBERG-STOKŁUSKA	Email: <a href="mailto:estokl@sgh.waw.pl">estokl@sgh.waw.pl</a>
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<b>Deputy Director CEMS Programme Manager at SGH</b>	Mr Grzegorz M. AUGUSTYNIAK	Email: <a href="mailto:august@sgh.waw.pl">august@sgh.waw.pl</a>
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<b>International Programmes Manager</b> (management of Erasmus+ KA103, double degree programmes)	Ms. Małgorzata CHROMY	Email: <a href="mailto:mchromy@sgh.waw.pl">mchromy@sgh.waw.pl</a>
	Ph: +48 22 564 98 41	
<b>International Programmes Officer</b> (management of Erasmus+ KA107)	Ms. Marta FERENC	Email: <a href="mailto:mferenc@sgh.waw.pl">mferenc@sgh.waw.pl</a>
	Ph: +48 22 564 92 13	
<b>Incoming Students Officers</b>		
European & CEMS students	Ms. Marta SENT-PAWŁOWSKA	Email: <a href="mailto:incoming@sgh.waw.pl">incoming@sgh.waw.pl</a>
Overseas & Freemover students	Ms. Monika KOMOREK	
	Ph: +48 22 564 98 43	
<b>Outgoing Students Officers</b>		
Erasmus+ KA103 (study abroad and internships)	Ms. Agata KOWALIK	Email: <a href="mailto:outgoing@sgh.waw.pl">outgoing@sgh.waw.pl</a>
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Bilateral & PIM exchange, CEMS MIM without Erasmus+, Erasmus+ KA107, Freemovers	Ms. Nadiya SKYBA	Email: <a href="mailto:bilateral@sgh.waw.pl">bilateral@sgh.waw.pl</a>
	Ph: +48 22 564 97 60	
<b>Double Degree Programmes Coordinator</b>	Ms. Izabela BERGEL, PhD	Email: <a href="mailto:iberge@sgh.waw.pl">iberge@sgh.waw.pl</a>
	Ph: +48 22 564 94 10	
<b>WWW address:</b>	International Centre – English version	<a href="http://www.sgh.waw.pl/international/">http://www.sgh.waw.pl/international/</a>
	International Centre – Polish version	<a href="http://www.sgh.waw.pl/cpm/">http://www.sgh.waw.pl/cpm/</a>

## Academic calendar for 2018/2019:

SGH works within the semester system. The current academic calendar is available at:  
[https://ssl-administracja.sgh.waw.pl/en/cpm/international\\_exchange/incoming\\_students/exchange/Documents/SGH\\_Calendar\\_1819.pdf](https://ssl-administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/exchange/Documents/SGH_Calendar_1819.pdf)

	FALL 2018	SPRING 2019
Expected arrival date for Erasmus+ with Partner Countries participants (KA107)	17 – 18 September 2018	16 – 17 February 2019
Expected arrival date for other exchange students and freemovers	22 – 23 September 2018	
Introductory days for Erasmus+ with Partner Countries participants (KA107)	19 – 26 September 2018	20 – 22 February 2019
Orientation Week	26 – 28 September 2018	
Classes	1 October 2018 – 27 January 2019	25 February – 7 June 2019
Exam period I for Bachelor students	28 January – 10 February 2019	8 – 23 June 2019
Exam period I for Master students		
Exam period II (resits) for Bachelor students	16 – 22 February 2019	21 – 27 September 2019
Exam period II (resits) for Master students		
HOLIDAYS & EVENTS		
Academic Year Inauguration Ceremony	To be announced	
All Saints Day (holidays)	1 – 2 November 2018	
Independence Day (National Holiday)	10-11 November 2018	
Christmas/New Year Break	22 December 2018 – 2 January 2019	
Epiphany (holiday)	6 January 2019	
Easter Holidays		19 – 22 April 2019
SGH Day		8 May 2019
Labour / Constitution Day Holidays		1 – 3 May 2019
Corpus Christi (holiday)		20 June 2019
Winter Break	11 – 15 February 2019	
Summer Holidays		28 June – 16 September 2019

## Deadlines

	FALL / ACADEMIC YEAR 2018/2019	SPRING 2019
Nomination on-line period for non-degree students:	13 February – 10 April, 2018	13 August – 10 October 2018
Students' Application period (nominated students & freemovers):	13 February – 19 April, 2018	13 August – 19 October 2018
Required Documents:	Application on-line system is available at: <a href="https://serwis.sgh.waw.pl/crpm-recruitment/">https://serwis.sgh.waw.pl/crpm-recruitment/</a> 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: <a href="http://oferta.sgh.waw.pl/en/">http://oferta.sgh.waw.pl/en/</a>	

## Summer programs or short-term programs

German Summer School	<a href="http://www.sgh.waw.pl/sommerschule/">http://www.sgh.waw.pl/sommerschule/</a>
Summer University Warsaw (in English)	<a href="http://suw.sgh.waw.pl/">http://suw.sgh.waw.pl/</a>
Upon agreement: internships and study tours can be offered.	

Courses	
<b>Study program:</b>	<p>SGH has non-faculty structure (subject to change into three schools structure), offering programmes at all three levels:</p> <ul style="list-style-type: none"> <li>• undergraduate (Bachelor's) – 180 ECTS,</li> <li>• graduate (Master's) – 120 ECTS and</li> <li>• doctoral (PhD) – 3-4 years.</li> </ul> <p>The offer for exchange students include subjects at undergraduate and graduate level from SGH existing majors including:</p> <ul style="list-style-type: none"> <li>• Advanced Analytics-Big Data,</li> <li>• Business Administration,</li> <li>• Corporate Financial Management,</li> <li>• E-business, Economics,</li> <li>• Economic Analysis of Law,</li> <li>• Finance &amp; Accounting,</li> <li>• Global Business, Finance and Governance,</li> <li>• International Business,</li> <li>• International Economics,</li> <li>• International Tourism, Hotel Industry and Leisure Services,</li> <li>• Management,</li> <li>• Project Management,</li> <li>• Public Policy,</li> <li>• Quantitative Methods in Economics and Information Systems.</li> </ul> <p>Exchange students may also take selected courses offered within <i>CEMS Master in International Management</i> 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><b>Students may only take courses from the level they are registered at.</b> 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>
<b>Courses:</b>	<p>Current list of courses is available in ECTS Booklet, complemented by International Student Handbook that include all relevant info concerning credits, grading, system of studies etc. Both guides are available for download at:  <a href="http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/">http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/</a></p>
<b>Academic / Experience Requirements:</b>	<p>Selected courses may require prerequisites indicated in the course outlines in <a href="#">Virtual Dean's Office</a></p>
<b>Full-time Workload:</b>	<p>To validate a semester an exchange student should pass 30 ECTS credits, but the workload depends on home school requirements.</p> <p>One full course (30 contact hours) equals to 3 ECTS credits.</p> <p>Free-movers must take at least 21 ECTS in courses.</p>
<b>Learning Expectations:</b>	<p>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.</p>
<b>Grading:</b>	<p>The grades are from <b>2.0</b> (Fail) till <b>5.0</b> (Very Good).</p> <p>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.</p> <p><u>Grading scale</u> is available in the bottom of this document.</p>

<b>Exams:</b>	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.	
<b>Collegia:</b> (research units headed by Deans and composed of chairs and institutes)	<ul style="list-style-type: none"> <li>• <a href="#">Business Administration</a></li> <li>• <a href="#">Economic Analysis</a></li> <li>• <a href="#">Management and Finance</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Socio-Economics</a></li> <li>• <a href="#">World Economy</a></li> </ul>
<b>Languages</b>		
<b>Language of instruction:</b>	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 as well as part-time PhD programme in Management and Economics in English.	
<b>Language requirement:</b>	The partner school must ensure the candidate has appropriate proficiency <b>in English (or Polish) at least at the level of B2</b> 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.	
<b>Language courses:</b>	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).	
<b>Practical information – preparation and arrival</b>		
<b>Support for Individuals with Disabilities</b>	SGH has the infrastructure to welcome students and staff with disabilities which is continuously improved: <a href="http://uczelnia.sgh.waw.pl/en/university/disabled/Pages/support.aspx">http://uczelnia.sgh.waw.pl/en/university/disabled/Pages/support.aspx</a> . For specific questions please contact <a href="mailto:dson@sgh.waw.pl">dson@sgh.waw.pl</a>	
<b>Health insurance:</b>	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: <a href="http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/exchange/Pages/Health_Insurance.aspx">http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/exchange/Pages/Health_Insurance.aspx</a>	
<b>Visa / Letter of acceptance:</b>	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. <ul style="list-style-type: none"> <li>• <a href="#">Ministry of Foreign Affairs (MSZ): visas</a></li> <li>• <a href="#">Mazowieckie (Mazovia) Province Office (Department of Foreigners in Warsaw): residence permits</a></li> </ul> Also, we issue a letter of acceptance to all admitted students.	
<b>Living Expenses:</b>	Housing on-campus	PL 2000/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: <a href="http://www.ztm.waw.pl/">http://www.ztm.waw.pl/</a>
	Food	approx. 500 PLN/month
	Entertainment	about 200 PLN/month
	Rate of exchange (Dec. 2017):	EUR – 4.21 PLN; USD – 3.55 PLN

<b>Academic Expenses:</b>	Obligatory fee for student ID	5 PLN (7.50 PLN for a duplicate); paid to SGH account
<b>Tuition fees</b>	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).
<b>Other Expenses:</b>	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.	
<b>Practical information – studying and living in Warsaw</b>		
<b>Orientation</b>	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.	
<b>Facilities</b>	SGH offers the exchange students the access to <a href="#">SGH library</a> (Central Economic Library in Poland) with reading hall, periodicals library and media services (Pro-Quest data base etc.). <b>Computer labs</b> are located in various places of the school, but students may use their own notebooks by plugging-in in designated areas or using the <b>WiFi network</b> available on campus using <b>Microsoft Office Suite for PC/Mac/mobile</b> . Students may also join selected <b>Physical Education classes</b> and the Sauna. SGH facilities also include <b>banking</b> services (account opening, ATM's), several <b>student clubs</b> with food & snacks, <b>photocopying services</b> . <b>Grocery shops</b> and other facilities are located close to SGH buildings.	
<b>Student Services</b>	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.)	
<b>Internships</b>	Internships are not obligatory at SGH (except students of CEMS and selected majors) but Centre assists students in finding the internship on request.	
<b>Career services</b>	<a href="#">SGH Career Centre</a> publishes job and internship offers on its <a href="#">Career Portal</a> available to all registered students (using login and password). In case of CEMS students they may seek assistance in finding internships, business projects or job offers of CEMS Corporate Relations Manager.	
<b>Exchange Coordinator Services</b>	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		
<b>ECTS Guides, Int'l Student Handbook, Movies and Presentations</b>	<a href="http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/">http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/</a>	
<b>Warsaw official website</b>	<a href="http://www.e-warsaw.pl">http://www.e-warsaw.pl</a>	
<b>Facts &amp; info about Poland</b>	<a href="http://www.poland.pl">http://www.poland.pl</a>	
<b>Alternative City Guide</b>	guide to Warsaw prepared by Erasmus Student Network SGH <a href="http://issuu.com/esnsggh/docs/guide012015fin.compressed">http://issuu.com/esnsggh/docs/guide012015fin.compressed</a>	
<b>SGH in social media:</b>	Facebook	<a href="https://www.facebook.com/SGHWarsaw">https://www.facebook.com/SGHWarsaw</a>
	Twitter	<a href="https://twitter.com/SGHWarsaw">https://twitter.com/SGHWarsaw</a>
	Instagram	<a href="https://www.instagram.com/sghwarsaw/">https://www.instagram.com/sghwarsaw/</a>
	LinkedIn	<a href="https://www.linkedin.com/school/15096521?pathWildcard=15096521">https://www.linkedin.com/school/15096521?pathWildcard=15096521</a>
	Flickr	<a href="https://www.flickr.com/photos/sgh_warsaw/sets/">https://www.flickr.com/photos/sgh_warsaw/sets/</a> Albums with official pictures of the University and events. Pictures can be used for promotion purposes providing that the source of pictures is mentioned
<b>Info Dissemination:</b>	We disseminate information by: Web <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/>	

### 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	<b>Very Good</b> – outstanding performance with only minor errors
4.5	16.2%	39.7%	B	<b>Good Plus</b> – above average standard, but with some errors
4.0	23.2%	62.9%	C	<b>Good</b> – generally sound work with a notable number of errors
3.5	16.3%	79.2%	D	<b>Sufficient Plus</b> – fair, but with significant shortcomings
3.0	20.8%	100.0%	E	<b>Sufficient</b> – performance meets the minimum criteria
2.0	-	-	F	<b>Fail</b> – 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.