### THE UNIVERSITY

<table>
<thead>
<tr>
<th><strong>Full name</strong></th>
<th>SGH Warsaw School of Economics (Szkoła Główna Handlowa w Warszawie)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>Warsaw, Poland</td>
</tr>
<tr>
<td><strong>Erasmus+ code</strong></td>
<td>PL WARSZAW03</td>
</tr>
<tr>
<td><strong>ECHE number 2021-2027</strong></td>
<td>101015108</td>
</tr>
<tr>
<td><strong>PIC</strong></td>
<td>998695705</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.sgh.waw.pl/en">www.sgh.waw.pl/en</a></td>
</tr>
</tbody>
</table>

#### INTERNATIONAL CENTRE (CWM)

**Mailing address**

SGH Warsaw School of Economics
International Centre
al. Niepodległości 162
02-554 Warsaw
Poland

email: [incoming@sgh.waw.pl](mailto:incoming@sgh.waw.pl)

**CONTACTS**

**Director**
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**Deputy Director**
Ms Malgorzata CHROMY
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**Incoming Student Mobilities**

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Email: [incoming@sgh.waw.pl](mailto:incoming@sgh.waw.pl)
Ms Monika KOMOREK
Ph: +48 22 564 98 43
Email: [mkomore@sgh.waw.pl](mailto:mkomore@sgh.waw.pl)

**Outgoing Student Mobilities**

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(study abroad and internships)
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Email: tsikora@sgh.waw.pl

**Double Degree Programmes Manager**
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Ph: +48 22 564 87 21
Email: akinel@sgh.waw.pl

**Visiting Staff**
Ms Aleksandra ŻOŁĄDEK
Email: ktorch@sgh.waw.pl
Email: azolad@sgh.waw.pl

**WWW address:**

International Centre websites:

- Information for incoming students
- Information about SGH international cooperation

http://www.sgh.waw.pl/international
https://www.sgh.waw.pl/en/about/international-cooperation
**ACADEMIC CALENDAR FOR 2023/2024:**

SGH works within the semester system. The current academic calendar is available below

<table>
<thead>
<tr>
<th>Event</th>
<th>FALL 2023</th>
<th>SPRING 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected arrival date for exchange students, double degree students and freelancers</td>
<td>25-26 September 2023</td>
<td>19 – 20 February 2024</td>
</tr>
<tr>
<td>Orientation Week</td>
<td>27 – 29 September 2023</td>
<td>21 – 23 February 2024</td>
</tr>
<tr>
<td>Classes</td>
<td>30 September 2023 – 28 January 2024</td>
<td>24 February 2024 – 9 June 2024</td>
</tr>
<tr>
<td>Exam period I</td>
<td>29 January 2024 – 11 February 2024</td>
<td>10 – 23 June 2024</td>
</tr>
<tr>
<td>Exam period II</td>
<td>17 – 23 February 2024</td>
<td>18 – 24 September 2024</td>
</tr>
</tbody>
</table>

**HOLIDAYS & EVENTS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints Day (holidays)</td>
<td>1 November 2023</td>
</tr>
<tr>
<td>Independence Day (National Holiday)</td>
<td>11-12 November 2023</td>
</tr>
<tr>
<td>Christmas + New Year + Epiphany</td>
<td>23 December 2023 – 7 January 2024</td>
</tr>
<tr>
<td>Winter Break</td>
<td>12 – 16 February 2024</td>
</tr>
<tr>
<td>Easter Holidays</td>
<td>29 March – 2 April 2024</td>
</tr>
<tr>
<td>Labour / Constitution Day Holidays</td>
<td>1 – 3 May 2024</td>
</tr>
<tr>
<td>Pentecost</td>
<td>18 – 19 May 2024</td>
</tr>
<tr>
<td>Corpus Christi (holiday)</td>
<td>30 May 2024</td>
</tr>
</tbody>
</table>

**DEADLINES**

<table>
<thead>
<tr>
<th>Event</th>
<th>FALL / ACADEMIC YEAR 2023/2024</th>
<th>SPRING 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination on-line period for non-degree students:</td>
<td>13 February – 10 April 2023</td>
<td>13 August – 10 October 2023</td>
</tr>
<tr>
<td>Students’ Application period (nominated students &amp; free movers):</td>
<td>13 February – 19 April 2023</td>
<td>13 August – 19 October 2023</td>
</tr>
<tr>
<td>Required Documents:</td>
<td>Application on-line system is available at: <a href="https://irk.sgh.waw.pl">https://irk.sgh.waw.pl</a></td>
<td>Instructions are sent to partner coordinators by email</td>
</tr>
<tr>
<td>Deadlines and documents for degree students:</td>
<td>All information is provided by SGH Admission &amp; Promotion Office: <a href="#">Information for candidates</a></td>
<td></td>
</tr>
</tbody>
</table>
SUMMER PROGRAMS OR SHORT-TERM PROGRAMS

German Summer School  
https://www.sgh.waw.pl/en/sommerschule

Upon agreement: internships and study tours can be offered.

COURSES

Study program: SGH has non-faculty structure, offering programs 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 includes subjects at undergraduate and graduate level from SGH existing majors including:
- Advanced Analytics-Big Data,
- Business Administration,
- Corporate Financial Management,
- E-business, Economics,
- Economic Analysis of Law,
- Finance & Accounting,
- Global Business, Finance and Governance,
- International Business,
- International Economics,
- Management,
- Project Management,
- Public Policy,

Exchange students may also take selected courses offered within CEMS Master in International Management (only electives) and 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.

Master students are not allowed to take bachelor-level courses. Bachelor students (pursuing a 3-year-long bachelor’s degree) are not allowed to take master-level courses.

The exception to this rule applies to students pursuing a 4-year bachelor program and only when on exchange at SGH during their last year of studies. In such a case, bachelor students are allowed to register for master-level courses (support letter from home university required).

Courses: Teaching programs and study plans for bachelor and master levels are available in USOSweb. Schedules with courses offered in a given semester are published on the websites of the respective Dean’s Office:

- Undergraduate
- Graduate

Academic / Experience Requirements: Selected courses may require prerequisites indicated in the course outlines in USOSweb.

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 3 ECTS credits. Free movers must take at least 21 ECTS courses.

Learning Expectations: The format of courses varies. Mostly these are a combination of lectures, and tutorials with case analysis. Participation and attendance are evaluated on the professor’s perception. The maximum number of students admitted to a course is between 30 and 40 and there is a higher limit for lectures and core major courses.

Grading: The grades are from 2.0 (Fail) to 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. The grading scale is available at the bottom of this document.

Exams: Exams are usually held at the end of the course or during exam periods. Most exams are written; several courses include group projects and individual essays instead of formal written exams.

Collegia: (research units headed by Deans and composed of chairs and institutes)

- Business Administration
- Economic Analysis
- Management and Finance
- Socio-Economics
- World Economy
LANGUAGES

**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 programs in English in selected majors as well as part-time PhD program in Management and Economics in English.

**Language requirement:** 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, LCQ 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, Spanish, and Italian). For more advanced we may offer: intermediate Polish and Advanced Polish (Business Polish).

PRACTICAL INFORMATION – PREPARATION AND ARRIVAL

**Support for Individuals with Disabilities**
SGH has the infrastructure to welcome students and staff with disabilities which is continuously improved – more information on our website For specific questions please contact bon@sgh.waw.pl

**Health insurance:** All exchange and freemover students are required to have health insurance covering medical expenses for the full period of stay (EU citizens should possess European Health Insurance Card), as well as accident and personal liability insurance. Non-EU citizens are required to pay for health insurance to the Polish National Health Fund at the monthly rate of approx. 55 PLN that covers all basic health services, including basic dental services. More information to be found at: https://www.sgh.waw.pl/en/legal-matters-and-other-formalities-and-after-arrival

**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 the application procedure relevant to your status. In some cases, issuing a visa may take more time, so it is better to start this formality well in advance.

▶ Ministry of Foreign Affairs Republic of Poland
▶ Mazowiecki Urząd Wojewódzki w Warszawie

Also, we issue a letter of acceptance to all admitted students.

**Living Expenses:**

<table>
<thead>
<tr>
<th>Housing on-campus</th>
<th>PL 2520/semester/person (double)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage deposit</td>
<td>PLN 700/person</td>
</tr>
<tr>
<td>Housing off-campus</td>
<td>PLN 1000 – 2000/month/apartment excl. utilities</td>
</tr>
<tr>
<td>Local transportation (personalised student pass)</td>
<td>55.00 PLN/month, 140 PLN/3 months more info at: Warsaw Public Transport</td>
</tr>
<tr>
<td>Food</td>
<td>approx. 900 PLN/month</td>
</tr>
<tr>
<td>Entertainment</td>
<td>about 500 PLN/month</td>
</tr>
<tr>
<td>Rate of exchange (March 2023):</td>
<td>1 EUR = 4.71 PLN; 1 USD = 4.43 PLN</td>
</tr>
</tbody>
</table>

**Academic Expenses:**

| Obligatory fee for student ID | 22 PLN (33 PLN for a duplicate); paid to individual account number from VDO/USOS |

**Tuition fees**

<table>
<thead>
<tr>
<th>Exchange students</th>
<th>do not pay any tuition fees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free-mover students</td>
<td>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).</td>
</tr>
</tbody>
</table>

**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 form publishers apply) and small fees for course package. | |

SGH Fact Sheet 2023-2024
PRACTICAL INFORMATION — STUDYING AND LIVING IN WARSAW

Orientation
Orientation takes place 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.

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 Wi-Fi network available on campus using Microsoft Office Suite for PC/Mac/mobile. Students may also join selected Physical Education classes and the Sauna. 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 a “buddy” assigned – 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 neighbouring 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.)

Internships
Internships are not obligatory at SGH (except students of CEMS and selected majors), 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) – https://kariera.sgh.waw.pl/en
In case of CEMS students they may seek assistance in finding internships, business projects or job offers of CEMS Corporate Relations 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

Warsaw official website
Home - City of Warsaw (um.warszawa.pl)
http://www.poland.pl

SGH in social media:
SGH Facebook: https://www.facebook.com/SGHWarsaw
International Centre FB: https://www.facebook.com/SGHInternational/
Instagram: https://www.instagram.com/sghwarsaw/
Twitter: https://twitter.com/SGHWarsaw
LinkedIn: https://www.linkedin.com/school/15096521?pathWildcard=15096521
Flicker: https://www.flickr.com/photos/sgh_warsaw/sets/
Albums with official pictures of the University and events. Pictures can be used for promotion purposes providing that the source of pictures is mentioned

SGH logo and visual identity

Info Dissemination:
We disseminate information by:
☑ Web ☑ Email ☑ Mail
GRADING TABLE

The ECTS grading table reflects the actual distribution that 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.

<table>
<thead>
<tr>
<th>SGH GRADE</th>
<th>ECTS GRADE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0</td>
<td>A</td>
<td>Very Good – outstanding performance with only minor errors</td>
</tr>
<tr>
<td>4.5</td>
<td>B</td>
<td>Good Plus – above average standard, but with some errors</td>
</tr>
<tr>
<td>4.0</td>
<td>C</td>
<td>Good – generally sound work with a notable number of errors</td>
</tr>
<tr>
<td>3.5</td>
<td>D</td>
<td>Sufficient Plus – fair, but with significant shortcomings</td>
</tr>
<tr>
<td>3.0</td>
<td>E</td>
<td>Sufficient – performance meets the minimum criteria</td>
</tr>
<tr>
<td>2.0</td>
<td>F</td>
<td>Fail – considerable further work is required</td>
</tr>
</tbody>
</table>