SGH
Warsaw School
of Economics

SGH
Fact Sheet

2021–2022

THE UNIVERSITY

Full name	SGH Warsaw School of Economics (Szkoła Główna Handlowa w Warszawie)		
Location	Warsaw, Poland | Population: 1,758,143 (city metropolis)		
Erasmus+ code	PL WARSZAW03		
ECHE number	43645-EPP-1-2014-1-PL-EPPKA3-ECHE		
PIC	998695705	**OID**	E10205120
Website	**www.sgh.waw.pl**		
About university	▶ **Authorities** ▶ **Research**	▶ **Accreditations** ▶ **Rankings**	

INTERNATIONAL CENTRE (CWM)

Mailing address	Enquiries and nominations (student exchange)
SGH Warsaw School of Economics International Centre al. Niepodległości 162 02-554 Warsaw Poland	email: **incoming@sgh.waw.pl** **website for exchange students**

CONTACTS

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Deputy Director Erasmus+ KA1 Institutional Coordinator Exchange and double degree programs	Ms. Małgorzata CHROMY Ph: +48 22 564 98 41	Email: mchromy@sgh.waw.pl
Incoming Student Mobilities		
European & CEMS students, Erasmus+ KA103	Ms. Marta SENT-PAWŁOWSKA Ph: +48 22 564 98 47	Email: incoming@sgh.waw.pl
Overseas & Freemover students, Erasmus+ KA107, EU SHARE	Ms. Monika KOMOREK Ph: +48 22 564 98 43	Email: incoming@sgh.waw.pl
Outgoing Student Mobilities		
Erasmus+ KA103 (study abroad and internships)	Ms. Agata KOWALIK Ph: +48 22 564 98 44	Email: outgoing@sgh.waw.pl
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Bilateral & PIM exchange, CEMS MIM without Erasmus+, Erasmus+ KA107, Freemovers	Ms. Nadiya SKYBA Ph: +48 22 564 97 60	Email: bilateral@sgh.waw.pl
Double Degree Programs Coordinator	Prof. Tomasz SIKORA, PhD	Email: tsikora@sgh.waw.pl
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	Ms. Katarzyna TORCHALSKA-KASIAK	Email: ktorch@sgh.waw.pl
WWW address:	International Centre – English version International Centre – Polish version	**http://www.sgh.waw.pl/international** **http://www.sgh.waw.pl/cwm**

ACADEMIC CALENDAR FOR 2021/2022:

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_2020-21.pdf

	FALL 2021	SPRING 2022
Expected arrival date for exchange students, double degree students and freemovers	26-27 September 2021	14 – 15 February 2022
Orientation Week	28 – 30 September 2021	16 – 18 February 2022
Classes	1 October 2021 – 23 January 2022	21 February 2022 – 12 June 2022
Exam period I	24 January 2022 – 6 February 2022	13 – 26 June 2022
Exam period II	12 – 18 February 2022	19 – 25 September 2022
	HOLIDAYS & EVENTS	
All Saints Day (holidays)	1 November 2021	
Independence Day (National Holiday)	11 November 2021	
Christmas/New Year Break	23 December 2021 – 2 January 2022	
Epiphany (holiday)	6 January 2022	
Winter Break	7 – 11 February 2022	
Easter Holidays		14 – 20 April 2022
Labour / Constitution Day Holidays		30 April – 3 May 2022
Pentecost		4 – 5 June 2022
Corpus Christi (holiday)		16 June 2022

DEADLINES

	FALL / ACADEMIC YEAR 2021/2022	SPRING 2022
Nomination on-line period for non-degree students:	13 February – 10 April 2021	13 August – 10 October 2021
Students' Application period (nominated students & freemovers):	13 February – 19 April 2021	13 August – 19 October 2021
Required Documents:	Application on-line system is available at: **https://cpm-recruitment.sgh.waw.pl/** following the on-line nomination process completed by host school coordinators. Free-movers may register directly in our system.	
Deadlines and documents for degree students:	All information is provided by SGH Admission & Promotion Office: **http://oferta.sgh.waw.pl/en/**	

SUMMER PROGRAMS OR SHORT-TERM PROGRAMS

German Summer School	**http://www.sgh.waw.pl/sommerschule/**
Summer University Warsaw (in English)	**http://suw.sgh.waw.pl/**

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, ▶ Quantitative Methods in Economics and Information Systems. 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. **Students may only take courses from the level they are registered/nominated at.** 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. 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 (letter of support from home university required).
Courses:	Teaching programs and study plans for bachelor and master levels are available here: **https://dziekanat.sgh.waw.pl/index.php?jezyk=ang** Schedules with courses offered in a given semester are published on the websites of respective Dean's Office: • bachelor: **https://ssl-administracja.sgh.waw.pl/en/dsl/schedules_courses/Pages/default.aspx** • master: **https://ssl-administracja.sgh.waw.pl/en/dsm/schedules/Pages/classes.aspx**
Academic / Experience Requirements:	Selected courses may require prerequisites indicated in the course outlines in USOSweb – **https://usosweb.sgh.waw.pl/kontroler.php?_action=katalog2/przedmioty/index**
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 are 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.
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:	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, 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: **http://uczelnia.sgh.waw.pl/en/university/disabled/Pages/support.aspx** For specific questions please contact dson@sgh.waw.pl
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. Non-EU citizens are required to 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 Po- lish 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. ▶ **http://www.msz.gov.pl/en/travel_to_poland/visa/** ▶ **https://www.mazowieckie.pl/en** Also, we issue a letter of acceptance to all admitted students.

Living Expenses:	Housing on-campus	PL 2400/semester/person (double)
	Damage deposit	PLN 700/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 (Jan. 2019):	EUR – 4.29 PLN; USD – 3.79 PLN
Academic Expenses:	Obligatory fee for student ID	22 PLN (33 PLN for a duplicate); paid to individual account number from the VOD
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 form publishers apply) and small fees for course package.	

PRACTICAL INFORMATION – STUDYING AND LIVING IN WARSAW

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.
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 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.** 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

ECTS Guides, Int'l Student Handbook, Movies and Presentations	**http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/**	
Warsaw official website	**http://www.e-warsaw.pl** **http://www.poland.pl**	
Alternative City Guide	guide to Warsaw prepared by Erasmus Student Network SGH **http://issuu.com/esnsgh/docs/guide012015fin.compressed**	
SGH in social media:	SGH Facebook	**https://www.facebook.com/SGHWarsaw**
	International Centre FB:	**https://www.facebook.com/SGHInternational/**
	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/** Albums with official pictures of the University and events. Pictures can be used for promotion purposes providing that the source of pictures is mentioned
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