



**SGH**

Warsaw School  
of Economics

# SGH Fact Sheet

2019–2020

## THE UNIVERSITY

<b>Full name</b>	SGH Warsaw School of Economics (Szkola Główna Handlowa w Warszawie)	
<b>Location</b>	Warsaw, Poland   Population: 1,758,143 (city metropolis)	
<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>▶ Authorities</li> <li>▶ Research</li> </ul>	<ul style="list-style-type: none"> <li>▶ Accreditations</li> <li>▶ Rankings</li> </ul>

## INTERNATIONAL CENTRE (CPM)

**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](mailto:incoming@sgh.waw.pl)  
phone: **+48 22 564 98 43**  
[website for exchange students](#)

## CONTACTS

<b>Director, Erasmus+ Co-ordinator</b>	Ms. Katarzyna KACPERCZYK Ph: +48 22 564 98 40	Email: <a href="mailto:kkacpe@sgh.waw.pl">kkacpe@sgh.waw.pl</a>
<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>
<b>Deputy Director</b> Erasmus+ KA1 Institutional Coordinator Exchange and double degree programmes	Ms. Małgorzata CHROMY Ph: +48 22 564 98 41	Email: <a href="mailto:mchromy@sgh.waw.pl">mchromy@sgh.waw.pl</a>
<b>Incoming Students Officers</b>		
European & CEMS students, Erasmus+ KA103	Ms. Marta SENT-PAWŁOWSKA	Email: <a href="mailto:incoming@sgh.waw.pl">incoming@sgh.waw.pl</a>
Overseas & Freemover students, Erasmus+ KA107, EU SHARE	Ms. Monika KOMOREK Ph: +48 22 564 98 43	Email: <a href="mailto:incoming@sgh.waw.pl">incoming@sgh.waw.pl</a>
<b>Outgoing Students Officers</b>		
Erasmus+ KA103 (study abroad and internships)	Ms. Agata KOWALIK Ph: +48 22 564 98 44	Email: <a href="mailto:outgoing@sgh.waw.pl">outgoing@sgh.waw.pl</a>
Erasmus+ KA103 (study abroad and internships)	Ms. Marta TYMIŃSKA Ph: +48 22 564 78 23	Email: <a href="mailto:outgoing@sgh.waw.pl">outgoing@sgh.waw.pl</a>
Bilateral & PIM exchange, CEMS MIM without Erasmus+, Erasmus+ KA107, Freemovers	Ms. Nadiya SKYBA Ph: +48 22 564 97 60	Email: <a href="mailto:bilateral@sgh.waw.pl">bilateral@sgh.waw.pl</a>
<b>Double Degree Programmes Coordinator</b>	Ms. Małgorzata ZNOYKOWICZ-WIERZBICKA, PhD	Email: <a href="mailto:mznoyk@sgh.waw.pl">mznoyk@sgh.waw.pl</a>
<b>Double Degree Programmes Manager</b>	Ms. Agata AUGUSTYNIAK	Email: <a href="mailto:azucho@sgh.waw.pl">azucho@sgh.waw.pl</a>
<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 2019	SPRING 2020
Expected arrival date for exchange students, double degree students and freemovers	23 – 24 September 2019	17 – 18 February 2020
Orientation Week	25 – 27 September 2019	19 – 21 February 2020
Classes	28 September 2019 – 26 January 2020	22 February 2020 – 14 June 2020
Exam period I	27 January 2020 – 9 February 2020	15 – 28 June 2020
Exam period II	15 – 21 February 2020	21 – 27 September 2020
HOLIDAYS & EVENTS		
All Saints Day (holidays)	1 – 3 November 2019	
Independence Day (National Holiday)	11 November 2019	
Christmas/New Year Break	23 December 2019 – 5 January 2020	
Epiphany (holiday)	6 January 2020	
Winter Break	10 – 14 February 2020	
Easter Holidays		10 – 14 April 2020
SGH Day		29 April 2020
Labour / Constitution Day Holidays		1 – 3 May 2020
Pentecost		30 – 31 May 2020
Corpus Christi (holiday)		11 June 2020
Summer Holidays		28 June – 16 September 2019

## DEADLINES

	FALL / ACADEMIC YEAR 2019/2018	SPRING 2019
Nomination on-line period for non-degree students:	13 February – 10 April, 2019	13 August – 10 October 2019
Students' Application period (nominated students & freemovers):	13 February – 19 April, 2019	13 August – 19 October 2019
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 <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 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:

- ▶ 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,
- ▶ International Tourism, Hotel Industry and Leisure Services,
- ▶ 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 courses (only electives), 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:

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: [http://administracja.sgh.waw.pl/en/cpm/international\\_exchange/incoming\\_students/informations/](http://administracja.sgh.waw.pl/en/cpm/international_exchange/incoming_students/informations/)

### Academic / Experience Requirements:

Selected courses may require prerequisites indicated in the course outlines in Virtual Dean's Office – <https://dziekanat.sgh.waw.pl>

### 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.

### Collegia:

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

- ▶ Business Administration
- ▶ Economic Analysis
- ▶ Management and Finance

- ▶ Socio-Economics
- ▶ World Economy

## LANGUAGES

<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).

## PRACTICAL INFORMATION – PREPARATION AND ARRIVAL

<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. 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: <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. ▶ <a href="http://www.msz.gov.pl/en/travel_to_poland/visa/">http://www.msz.gov.pl/en/travel_to_poland/visa/</a> ▶ <a href="https://www.mazowieckie.pl/en">https://www.mazowieckie.pl/en</a> 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 500/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 (Jan. 2019):	EUR – 4.29 PLN; USD – 3.79 PLN
<b>Academic Expenses:</b>	Obligatory fee for student ID	5 PLN (7.50 PLN for a duplicate); paid to individual account number from the VOD
<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.	



## 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



