

## **Information about the procedure of recognition of learning objectives (transfer of previously obtained grades) by the Dean of Bachelor Studies in SGH Warsaw School of Economics**

- **Students, who began the studies in academic year 2021/2022, and which were in the past (or still are in different field of study) students of SGH and ask for recognition of grades obtained previously in SGH, are bound by the [Dean's Instruction for recognition of grades from subjects completed in Bachelor studies in SGH Warsaw School of Economics](#)**
- **Students, who began the studies before the academic year 2021/2022 and want to obtain recognition of subjects completed in the past in Bachelor studies in SGH Warsaw School of Economics** should submit the request in the Virtual Dean's Office. The relevant application should be submitted at the latest 2 weeks before the end of first stage of semester declaration for upcoming semester. Failure to fulfil the request in above mentioned term will effect with lack of possibility of recognition of basic subjects for given semester and necessity of their realization with the rest of students. **Attention:** this applies only to the situation in which the applicant was in the past the student of SGH, then lost the status of the student **and was recruited again** for studies or in the situation, when the student is studying in different field of study in SGH. Students who **resumed** the studies after the break don't have to apply for anything, because their academic achievements from before the break are automatically recognized based on the Rules and Regulations..
- **Students, who wish to obtain recognition of grades completed outside SGH** are bound by following procedure:
  1. Student submits the request to the Dean of Bachelor Studies for recognition of grades obtained outside SGH  
(<https://ssl-administracja.sgh.waw.pl/en/dsl/start/Pages/default.aspx>)
  2. Condition for request of transferring the subject, passed not later than during last five academic years before the beginning of procedure is:
    - a. attaching the syllabi of passed subject to the request, with information of number of hours,
    - b. confirmation of the grade obtained on the exam (confirmation verified by the relevant Dean's office),

- c. attaching of other documents, which can be asked by the coordinator of subject or Dean's office.
3. After completing the required documents (which are listed in no. 2) student should receive an opinion from coordinator of the subject about possibility of transferring the grade from different university. In current situation the e-mail opinion from the coordinators will be accepted.
  4. Complete application in accordance with no. 2 and 3, student should submit in Dean's office in person, by post or in USOSweb.
  5. After the Dean's decision, student is informed about it by the Dean's office.
  6. In situations not mentioned in this procedure, final decision is made by the Dean.
  7. Deadline for submitting the complete application to Dean's office in winter semester is **21st of October** and in spring semester – **15th of March**.
  8. **Attention!** The grade can be transferred only if the student is not subscribed to the subject in current semester.