

**Instruction of the Dean of Bachelor Studies for accepting the grades obtained in
Undergraduate Studies in SGH Warsaw School of Economics**

1. This instruction applies only to applicants, who have passed the recruitment process for academic year 2022/2023 successfully and in previous years were a student of Warsaw School of Economics (later called SGH) or who are still studying at SGH in another fields of study, and apply for recognition of the learning outcomes for subjects realized earlier in SGH for academic year 2022/2023.
2. The decision for recognition of learning outcomes (commonly known as transfer or accepting of grades) from each and every subject is given by the Dean of Bachelor Studies, based on the application of the person mentioned in first point, submitted electronically in Virtual Dean's Office, taking into account, in particular, the fulfilment of requirements referred to in points 3-10.
3. Person referred to in point 1 may apply for transferring the grades realized previously in Undergraduate Studies in SGH. Application should meet the following criteria:
 - a. Should be submitted on from 23rd of August 2022 (10:00 a.m.) until 30th of August 2022 (10:00 a.m.)
 - b. Should contain the list of classes, in respect of which the person referred in point 1 is asking for recognition of learning outcomes, including:
 - Course code
 - Name of subject
 - ECTS points
4. The access to Virtual Dean's Office will be provided to applicants referred to in point 1, at the latest 1 day before the deadline referred to in point 3a.
5. The person referred to in point 1 has the right to choose the subjects, from which the grades should be transferred, among all subject realized during the previous studies in SGH.
6. Grades from subjects passed previously can be recognised, if all the following conditions are met:
 - no more than 5 years passed since the date of student's removal,
 - course codes and names of subjects and the ECTS points correspond to those included in the plan of studies for students beginning studies in SGH from academic year 2022/2023,
 - there has been no significant change in their syllabi in terms of leaning outcomes or the form of credit.
7. In case, when the person referred to in point 1 fails to submit the application within the deadline referred to in point 3a or will receive the negative decision to specific subject, the person is obliged to subscribe to classes included in the plan of studies according to the art. 12 of *Rules and Regulations of first and second cycle in SGH Warsaw School of Economics* and the Dean's instruction on submitting the semester declaration. This obligation doesn't apply to the subjects which were accepted based on the Dean's decision referred to in point 2.
8. In case referred to in point 6, student may apply for recognition of learning outcomes for other subjects (according to the requirements in point 3b), which were realized earlier, except the subjects realized in current semester. Relevant application should be submitted the latest 2 weeks before the end of 1st stage of semester declaration for upcoming semester.

9. Failure to submit the application referred to in point 8 within the deadline or receiving negative decision for specific subjects results with the necessity to include the subjects included in the plan of studies in the semester declaration for upcoming semester.
10. The rules set out in points 7-9 shall apply accordingly to subsequent semesters, starting in the second semester.
11. The instruction comes into force on 29th of April 2022.