



**SGH**

Warsaw School  
of Economics

# SGH Fact Sheet

2023–2024

## THE UNIVERSITY

Full name	SGH Warsaw School of Economics (Szkoła Główna Handlowa w Warszawie)		
Location	Warsaw, Poland   Population: 1,802,237 (city metropolis)		
Erasmus+ code	PL WARSZAW03		
ECHE number 2021-2027	101015108		
PIC	998695705	OID	E10205120
Website	<a href="http://www.sgh.waw.pl/en">www.sgh.waw.pl/en</a>		
About university	<a href="#">▶ Authorities</a> <a href="#">▶ Research</a>	<a href="#">▶ Rankings and Accreditations</a>	

## INTERNATIONAL CENTRE (CWM)

Mailing address	Inquiries and nominations (student exchange)		
SGH Warsaw School of Economics International Centre al. Niepodległości 162 02-554 Warsaw Poland	email:	<a href="mailto:incoming@sgh.waw.pl">incoming@sgh.waw.pl</a>	
		<a href="#">website for exchange students</a>	

## CONTACTS

Director	Ms Katarzyna KACPERCZYK	Email:	<a href="mailto:kkacpe@sgh.waw.pl">kkacpe@sgh.waw.pl</a>
Deputy Director CEMS Programme Manager at SGH	Mr Grzegorz M. AUGUSTYNIAK	Email:	<a href="mailto:august@sgh.waw.pl">august@sgh.waw.pl</a>
Deputy Director Erasmus+ KA1 Institutional Coordinator Exchange and double degree programmes	Ms Małgorzata CHROMY	Email:	<a href="mailto:mchromy@sgh.waw.pl">mchromy@sgh.waw.pl</a>
<b>Incoming Student Mobilities</b>			
European & CEMS students, Erasmus+ KA131	Ms Marta SENT-PAWŁOWSKA Ph: +48 22 564 98 47	Email:	<a href="mailto:incoming@sgh.waw.pl">incoming@sgh.waw.pl</a> <a href="mailto:msent@sgh.waw.pl">msent@sgh.waw.pl</a>
Overseas & Freemover students, Erasmus+ KA171,	Ms Monika KOMOREK Ph: +48 22 564 98 43	Email:	<a href="mailto:incoming@sgh.waw.pl">incoming@sgh.waw.pl</a> <a href="mailto:mkomore@sgh.waw.pl">mkomore@sgh.waw.pl</a>
<b>Outgoing Student Mobilities</b>			
Erasmus+ KA131 (study abroad and internships)	Ms Marta TYMIŃSKA Ph: +48 22 564 78 23	Email:	<a href="mailto:mtymyn@sgh.waw.pl">mtymyn@sgh.waw.pl</a>
Bilateral & PIM exchange, CEMS MIM without Erasmus+, Erasmus+ KA171, Freemovers	Ms Nadiya SKYBA Ph: +48 22 564 97 60	Email:	<a href="mailto:nskyba@sgh.waw.pl">nskyba@sgh.waw.pl</a>
Double Degree Programmes Coordinator	Prof. Tomasz SIKORA, PhD	Email:	<a href="mailto:tsikora@sgh.waw.pl">tsikora@sgh.waw.pl</a>
Double Degree Programmes Manager	Ms Agnieszka KÜHNEL-KINEL, PhD Ph: +48 22 564 87 21	Email:	<a href="mailto:akinel@sgh.waw.pl">akinel@sgh.waw.pl</a>
Visiting Staff	Ms Aleksandra ŻOŁĄDEK	Email:	<a href="mailto:ktorch@sgh.waw.pl">ktorch@sgh.waw.pl</a> <a href="mailto:azolad@sgh.waw.pl">azolad@sgh.waw.pl</a>
WWW address:	International Centre websites:		
	<ul style="list-style-type: none"> <li>Information for incoming students</li> <li>Information about SGH international cooperation</li> </ul>		<a href="http://www.sgh.waw.pl/international">http://www.sgh.waw.pl/international</a> <a href="https://www.sgh.waw.pl/en/about/international-cooperation">https://www.sgh.waw.pl/en/about/international-cooperation</a>

## ACADEMIC CALENDAR FOR 2023/2024:

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

	FALL 2023	SPRING 2024
Expected arrival date for exchange students, double degree students and freemovers	25-26 September 2023	19 – 20 February 2024
Orientation Week	27 – 29 September 2023	21 – 23 February 2024
Classes	30 September 2023 – 28 January 2024	24 February 2024 – 9 June 2024
Exam period I	29 January 2024 – 11 February 2024	10 – 23 June 2024
Exam period II	17 – 23 February 2024	18 – 24 September 2024
HOLIDAYS & EVENTS		
All Saints Day (holidays)	1 November 2023	
Independence Day (National Holiday)	11-12 November 2023	
Christmas + New Year + Epiphany	23 December 2023 – 7 January 2024	
Winter Break	12 – 16 February 2024	
Easter Holidays	29 March – 2 April 2024	
Labour / Constitution Day Holidays	1 – 3 May 2024	
Pentecost	18 – 19 May 2024	
Corpus Christi (holiday)	30 May 2024	

## DEADLINES

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

## 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,
- ▶ 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.

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

<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 programs in English in selected majors as well as part-time PhD program in Management and Economics in English.
<b>Language requirement:</b>	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, 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 – more information on our <a href="#">website</a> For specific questions please contact <a href="mailto:bon@sgh.waw.pl">bon@sgh.waw.pl</a>	
<b>Health insurance:</b>	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: <a href="https://www.sgh.waw.pl/en/legal-matters-and-other-formalities-and-after-arrival">https://www.sgh.waw.pl/en/legal-matters-and-other-formalities-and-after-arrival</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 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. ▶ <a href="#">Ministry of Foreign Affairs Republic of Poland</a> ▶ <a href="#">Mazowiecki Urząd Wojewódzki w Warszawie</a> Also, we issue a letter of acceptance to all admitted students.	
<b>Living Expenses:</b>	Housing on-campus	PL 2520/semester/person (double)
	Damage deposit	PLN 700/person
	Housing off-campus	PLN 1000 – 2000/month/apartment excl. utilities
	Local transportation (personalised student pass)	55.00 PLN/month, 140 PLN/3 months more info at: <a href="#">Warsaw Public Transport</a>
	Food	approx. 900 PLN/month
	Entertainment	about 500 PLN/month
	Rate of exchange (March 2023):	1 EUR = 4.71 PLN; 1 USD = 4.43 PLN
<b>Academic Expenses:</b>	Obligatory fee for student ID	22 PLN (33 PLN for a duplicate); paid to individual account number from VDO/USOS
<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.	

## PRACTICAL INFORMATION – STUDYING AND LIVING IN WARSAW

<b>Orientation</b>	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.
<b>Facilities</b>	SGH offers the exchange students the access to <b>SGH library</b> (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 <b>Wi-Fi network</b> available on campus using <b>Microsoft Office Suite for PC/Mac/mobile</b> . Students may also join selected <b>Physical Education classes</b> and the Sauna. SGH facilities also include banking services (account opening, ATM's), several <b>student clubs</b> with food & snacks, <b>photocopying services</b> . <b>Grocery shops</b> and other facilities are located close to SGH buildings.
<b>Student Services</b>	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.)
<b>Internships</b>	Internships are not obligatory at SGH (except students of CEMS and selected majors), but Centre assists students in finding the internship on request.
<b>Career services</b>	<b>SGH Career Centre</b> publishes job and internship offers on its <b>Career Portal</b> available to all registered students (using login and password) – <a href="https://kariera.sgh.waw.pl/en">https://kariera.sgh.waw.pl/en</a> In case of CEMS students they may seek assistance in finding internships, business projects or job offers of CEMS Corporate Relations Manager.
<b>Exchange Coordinator Services</b>	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

<b>Warsaw official website</b>	<a href="http://www.warszawa.pl">Home - City of Warsaw (um.warszawa.pl)</a> <a href="http://www.poland.pl">http://www.poland.pl</a>
<b>SGH in social media:</b>	SGH Facebook: <a href="https://www.facebook.com/SGHWarsaw">https://www.facebook.com/SGHWarsaw</a> International Centre FB: <a href="https://www.facebook.com/SGHInternational/">https://www.facebook.com/SGHInternational/</a> Instagram: <a href="https://www.instagram.com/sghwarsaw/">https://www.instagram.com/sghwarsaw/</a> Twitter: <a href="https://twitter.com/SGHWarsaw">https://twitter.com/SGHWarsaw</a> LinkedIn: <a href="https://www.linkedin.com/school/15096521?pathWildcard=15096521">https://www.linkedin.com/school/15096521?pathWildcard=15096521</a> Flickr: <a href="https://www.flickr.com/photos/sgh_warsaw/sets/">https://www.flickr.com/photos/sgh_warsaw/sets/</a> Albums with official pictures of the University and events. Pictures can be used for promotion purposes providing that the source of pictures is mentioned
<b>SGH logo and visual identity</b>	<a href="https://www.sgh.waw.pl/en/visual-identity-sgh-warsaw-school-economics">https://www.sgh.waw.pl/en/visual-identity-sgh-warsaw-school-economics</a>
<b>Info Dissemination:</b>	We disseminate information by: <input checked="" type="checkbox"/> Web <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> 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.

### OFFICIAL ECTS GRADING TABLE

### FORMER ECTS GRADING SCALE (FOR REFERENCE ONLY)

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



