

SELECTION RULES FOR QUALIFYING STUDENTS TO PARTICIPATE IN A JOINT CERTIFICATE PROGRAM - CENTRAL EUROPE CONNECT

I. INTRODUCTION AND GENERAL RULES OF QUALIFICATION

1. The regulations define the rules for qualifying SGH undergraduate students to participate in THE JOINT CERTIFICATE PROGRAM - CENTRAL EUROPE CONNECT, hereinafter referred to as the Program.
2. The selection process is conducted by a Selection Committee nominated by the Head of the International Centre for the given academic year, hereinafter referred to as the Committee, consisting of the academic coordinator of the Program and a staff member of International Office responsible for the preparation and proper conduct of the selection process.
3. Students eligible for participation in the selection process must be enrolled in either the 2nd, 3rd, 4th or 5th semester of undergraduate studies. Participation of the 2nd semester students in the selection process is additionally conditioned by the possibility of calculating the average from the studies at the time of submitting the application.
4. The qualification for participation in the Program takes place according to the established recruitment schedule. An additional qualification is organized if more places are available.
5. The maximum number of students admitted to participate in the Program in the AY 2023/24 is 40 (20 students in the winter semester and 20 students in the summer semester). This number is each time determined by the Vice-Rector for International Affairs.

II. BASIC ELEMENTS AND CRITERIA FOR EVALUATING CANDIDATES TO TAKE PART IN THE PROGRAM

1. Knowledge of English at the level not lower than B2 confirmed by:
 - a commercial certificate listed in Annex no 1 of the Selection rules for exchange programs;
 - result of SGH language competence test organized by the SGH Centre of Foreign Languages (the minimum number of points received at the competence test is 75, which corresponds to B2 level in CEFR scale);
 - a certificate of completion of the foreign language course at SGH;
 - a diploma of completion of a secondary school in which English was the language of instruction;
 - a diploma from the university where English was the language of instruction.
2. Grade Point Average (weighed) grades from the candidate's previous semesters of study (at the end of the last semester for which the Undergraduate's Studies Office computer system has a calculated average). To take part in the selection, the candidate must have a minimum average of 3.60.
3. Motivation letter.

III. METHOD OF CALCULATING POINTS FOR DIFFERENT CRITERIA OF EVALUATION

1. Grade Point Average

For this element, the candidate may receive up to 40 recruitment points, which are calculated according to the following formula: $(\text{obtained average} - 3,40) \times 25$.

2. Motivation letter

For this element, the candidate may receive up to 10 qualification points awarded by the Commission's decision.

IV. STUDENT APPLICATION PROCEDURE

1. Submission of the application

Student sends by email in one PDF file to the address: [kkulcz@\[sgh.waw.pl\]](mailto:kkulcz@[sgh.waw.pl]) a scan of transcript of records (with calculated GPA) issued by the SGH Undergraduate Studies Office, a scan of the certificate confirming his/her knowledge of English and a scan motivation letter.

2. The assessment of the application is made by the Commission.

3. Incomplete applications are not considered by the Commission.

4. The Program's Administrative Coordinator informs the student by means of the SGH e-mail about granting or not granting him/her a place in the Program.

5. Student confirms via SGH e-mail his/her participation in the Program or his/her resignation within three days from receiving the decision. Lack of confirmation means resignation from participation in the Program.

6. Student who resigns from the Program for a reason other than random, will not be able to apply for participation in the Program in the next academic year. Random causes include: illness that prevents the trip, death or illness of a close family member or sudden deterioration of the student's financial situation, properly documented.

7. The Commission's decision may be appealed by the student to the Vice Rector for International Relations within 3 days from receiving the decision. An appeal addressed to the Vice Rector for International Relations should be sent by email to the address: [kkulcz@\[sgh.waw.pl\]](mailto:kkulcz@[sgh.waw.pl]). The decision of the Vice Rector for International Relations is final.

V. FINAL REGULATIONS AND REMARKS

1. Failure to meet the deadlines related to the departure procedures designated by the International Center will be treated as resignation and the student will not be able to apply for participation in the Program in the next academic year.

2. In case of failure to pass the semester preceding the trip, the provisions set out in § 6 of the Regulations for students' and PhD students' mobility shall apply (Annex to the Rector's Order No. 51 of 11 October 2017).

3. In cases not described in the Selection Rules or in ambiguous situations, the final decision shall be taken by the SGH Vice Rector for International Relations.

4. The Selection Rules, after approval by the Vice Rector, come in force on the date of publication on the International Center's website.