



## SELECTION PROCESS & STUDY REGULATIONS TO CEMS MIM PROGRAMME AT SGH

### Introduction

This document is a translation of the selection rules and regulations for the CEMS Master in International Management studies programme at SGH. CEMS MIM is a joint degree programme conducted by over 30 leading schools of management worldwide and dozens of companies and social partners that belong to the CEMS - The Global Alliance in Management Education.

The MIM Programme is available to 1<sup>st</sup> year SGH full-time Master’s Programme students of any major. It aims to educate future managers for companies and economic institutions active in global markets. CEMS MIM studies are conducted entirely in English. Detailed information about the programme and its requirements is available through the CEMS website at: <http://www.cems.org/general/programme/curriculum.php> and through the CEMS website at SGH: [www.sgh.waw.pl/cems/](http://www.sgh.waw.pl/cems/).

The general structure of MIM studies is presented in Exhibit 1.

**Exhibit 1.: The structure of CEMS MIM Programme**

CEMS MIM YEAR					
Aug – Jan Term 1 – School 1		Feb – Jul Term 2 – School 2			Term 3 International Internship
3 ECTS	28 ECTS	1 ECTS	12 ECTS	15 ECTS	Min. 8 weeks
Block Seminar	Global Strategy and other CEMS Courses	Global Citizenship	Global Leadership and other CEMS Courses	Business Project	At any time during the graduate period of studies
2 ECTS Skill Seminars					
5 ECTS Hard Skills Course					
ONGOING LANGUAGE TRAINING AND TESTING					

*Note: The student is obliged to take at least 5 ECTS in Hard Skills Elective courses. The courses will be offered by each partner school in both terms. The student may also take (in term 1) one global online elective course that is offered neither by the home nor host school of the student.*

## **§1**

### **Entry requirements**

1. The candidate must be enrolled as SGH full-time student in the first year of Master's studies at SGH
2. The candidate may be enrolled in the programme provided he/she was not repeating any semester during the particular MA studies.
3. The candidate must possess one of the English language certificates required by CEMS (TOEFL, IELTS Academic, CAE/CPE, BEC Higher, PTE Academic or GCSE) at the minimum required level stipulated in Appendix 1 to these Regulations, or be a graduate of a university programme in English from CEMS or EQUIS/AACSB International accredited school, or a school from English-speaking country.
4. In the case of candidates who are native speakers of English, the student chooses as his/her first and second foreign language (FL 1 & FL 2) two other languages and obtain a minimum of 76 points from the SGH Language Competency Tests or present a commercial certificate (or equivalent) at minimum proficiency level B2 in the CEF scale, as stipulated in Appendix 1.
5. The candidate must declare at least one language as his/her mother tongue and attach the signed CEMS Mother Tongue Declaration form for each of the declared mother tongues.
6. The candidate must obtain the required minimum score in the Polish Certificate of Maturity (egzamin dojrzałości) and a final grade on his/her university diploma or SGH Test of Knowledge in Economy and Foreign Language (TKEFL) or required minimum GPA, depending on the way the student was admitted to SGH, i.e.:
  - a) a minimum GPA of 3.80 from bachelor's studies at SGH or 58 points from TKEFL test;
  - b) a minimum of 210 points from the Polish Certificate of Maturity or IB and the final diploma grade - applied to candidates enrolled in MA Programmes in Polish in 2020 based on general admission rules;
  - c) a minimum equivalent grade of 4.0 on the diploma is required - applied to all candidates admitted to SGH Studies in English or as foreigners.
7. The candidate must apply online at the SGH selection website both by filling in the MS Forms (in SGH Cloud) Online Application Form via the link: <https://forms.office.com/r/nvEinkZGgy> and at the CEMS recruitment website at: <http://www.cems.org/selection/>.
8. A candidate must choose at least one, and maximum all (except SGH) schools in order of preference for spending a mandatory term abroad.

9. A candidate should not choose a school located either in the country where their university degree was issued or in the country of the candidate's citizenship.
10. A candidate must submit online all application documents listed in Appendix 2 to the Rules, within the deadline announced in the recruitment process schedule (Appendix 4 to the Rules).

## **§2**

### **Detailed procedure of registering as a candidate for CEMS MIM and required application documents**

Students wishing to apply for admission to CEMS MIM must complete online application forms in the **CEMS database** available at: <http://www.cems.org/selection/> (submitting on entry personal information and SGH student ID number), and at the **SGH Online Application via MS Forms** at: <https://forms.office.com/r/nvEinKZGgy>. Detailed instructions on how to apply online at SGH and CEMS websites (as well as how and when to submit additional, required documents) are presented in Appendix 2.

## **§3**

### **General selection rules**

1. The selection process consists of two stages:
  - a) the verification and assessment of the online application (submitted both in the CEMS database and MS Form Application) and candidate's eligibility to apply for the CEMS MIM Programme according to formal requirements stipulated in § 1 and 2 of the Rules;
  - b) the interview and assessment with candidates.
2. Applications of candidates who do not meet selection criteria are rejected and are not subject to further analysis and verification.
3. Candidates whose applications are incomplete will receive a request by email to submit missing documents within 3 working days after notification. Applications of students who fail to respond and submit missing documents will be rejected.
4. Candidates who meet the requirements stipulated in §1 and §2 will be admitted to the interview and the assessment.

## **§4**

### **General criteria of selection and the grading system**

1. Candidates may obtain a maximum of 115 points according to the criteria presented in Table 1 in the selection process.
2. The final score is a sum of selection points for all criteria.

**Table 1. Selection and grading criteria**

	Selection criteria	Maximum points available
1a.	Grade Point Average from BA studies at SGH	40.00
1b.	SGH Admission Test (TKEFL)	
1c.	Certificate of Maturity and Final Diploma Grade	
1d.	GPA or Final Diploma Grade	
2.	Proficiency in the second foreign language (FL2)	20.00
3.	Student extracurricular activity	20.00
4.	Interview	20.00
5.	Assessment	15.00
<b>TOTAL</b>		<b>115.00</b>

\* All points are rounded up to 1/100.

## §5

### A detailed description of the criteria grading system at the 1<sup>st</sup> stage of the selection process

#### 1. Knowledge and Intellectual Potential - Admission to SGH:

- a) for candidates admitted to MA studies based on Grade point average (GPA) from BA studies, the GPA is translated into selection points according to the following formula:  
 **$(\text{actual average grade} - 3.40) \times 25;$**
- b) for candidates admitted to MA studies based on TKEFL, the test score is translated into the selection points according to the following formula:  
 **$(\text{Achieved score} - 44) \times 0.7142 \text{ points};$**
- c) for candidates admitted to MA studies in 2020 based on the Polish Certificate of Maturity and final diploma grade, the score is translated into the selection points according to the following formula:

**Achieved score – 180**

**3**

- d) For candidates admitted to MA studies in English or as foreigners, for whom the basis of admission to CEMS is the final diploma grade, the selection points are granted according to Table 2.

**Table 2. Translation of the final diploma grade into selection points**

<b>The final diploma grade</b>	<b>Selection points</b>
Good	15.00
Good plus (with distinction, with merit)	27.50
Very good and Excellent (with distinction, with merit)	40.00

**2. Language proficiency in the second foreign language (FL2)**

- a) Selection points for proficiency in the second foreign language are calculated solely based on the SGH Language Competency Test or commercial certificates (and equivalents) according to Appendix 1, applying the following formula:

**(Competency test result or points according to Appendix 1 - 60) x 0.5**

- b) The validity of SGH Language Competency Tests is limited to 2 years calculated according to the following formula:  $x-2$ , where “x” stands for the calendar year in which the selection takes place; the validity of commercial certificates is defined in Appendix 1 to the Rules;
- c) If the candidate has presented proof of proficiency in more than one FL2 - the selection points will be calculated based on the best result.
- d) In the case stipulated in § 1, clause 4, the candidate is not given any selection points for proficiency in a foreign language other than English declared as FL1.

**3. Extracurricular activity**

- a) Students’ extracurricular activity is assessed by SGH Student Union (Samorząd Studentów SGH) according to its own rules and regulations that it sets and announces.
- b) Selection points will be uploaded to the CWM recruitment database from the file provided by the SGH Student Union up to a maximum of 20 points.

**4. Specific rules of grading points for the proficiency in the second foreign language and student extracurricular activity applied to candidates who are not graduates of SGH studies and to all candidates admitted to SGH as foreigners, who are either not in possession of documented proficiency in the second foreign language or documents confirming their extracurricular activity.**

- a) The candidates will be granted selection points for proficiency in FL2 equal to the average number of points obtained for this criterion by other candidates, who have met all formal requirements at the I stage of the selection process.

- b) Selection points for the student activity will be granted by SGH Student Union based on the personal statements uploaded to the CWM recruitment database; the statements shall be uploaded using exclusively the form available as Appendix 8 to the Rules.

## **§6**

### **A detailed description of the criteria grading system at the 2<sup>nd</sup> stage of the selection process:**

#### **The interview and Assessment**

1. In the second stage of the selection process may be admitted up to 100 (one hundred) candidates with the highest score.
2. The above-mentioned number may be subject to change by the Vice Rector for International Relations, following the request of the CEMS Academic Director at SGH.
3. The interview aims to expand the knowledge about candidates derived from their application forms and assess their motivation to participate in CEMS MIM programme and their study plan, and finally, assess other aspects of the student profile required by CEMS, which is composed of:
  - a) Intellectual potential and knowledge:
    - i. intellectual potential,
    - ii. academic excellence,
    - iii. knowledge of business;
  - b) Interpersonal competencies and soft skills:
    - i. desire to achieve,
    - ii. interpersonal competencies,
    - iii. integrity,
    - iv. critical thinking;
    - v. motivation for admission to CEMS MIM
  - c) International orientation:
    - i. language competencies,
    - ii. International orientation, ability to act in a cross-cultural environment.
4. The interview is mandatory and is conducted with candidates in person, and in justified cases - online, by Selection Committee members. The expected interview lasts up to 30 minutes.
5. The Candidate may obtain up to 20 points for the interview.
6. Based on the candidate's assessment, the Selection Committee evaluates his/her compliance with the CEMS MIM requirements. The compliance is measured as a percentage of the total, maximum score (number of available points).

7. Any absence from the interview results in the candidate's rejection from the selection process unless the candidate has informed members of the Jury in advance about his/her absence (including *force majeure* situations) and there are still free slots available to conduct an interview.
8. The assessment is organised and conducted by an external company or SGH based on CEMS selection criteria (profile) and according to the methodology agreed with CEMS Academic Director and Programme Manager at SGH and approved by SGH Vice Rector for International Relations. In justified cases and following the guidelines stipulated by the assessing team, the assessment may be conducted online.
9. Candidates may obtain up to 15 points for the assessment. Any absence from the assessment (without serious personal reasons or *force majeure* situations) results in the candidate's rejection from the selection process.
10. In case of cancellation of the assessment, due to organisational reasons, 2<sup>nd</sup> stage of the selection process is composed of the interview only, and the maximum number of selection points is lowered from 115 to 100 points.

## **§7**

### **Assignment of the university for a term abroad**

1. The assignment of a university in which a candidate will spend his/her mandatory term abroad means that a candidate has been accepted for CEMS MIM Programme.
2. Up to 50 students, who were accepted for the 2<sup>nd</sup> stage of the selection process and whose final score is equal to or higher than 55% of the maximum available points will be accepted.
3. The limits and minima stipulated in clause 2. may be changed by SGH Vice Rector for International Relations upon request of CEMS Academic Director at SGH.
4. The assignment of candidates, who complete both stages of the selection process, to a university where they will spend a term abroad, will be conducted by online application according to the following criteria:
  - a) total number of selection points accumulated during the selection process, and
  - b) preference of universities for a term abroad.
5. In case when two or more candidates obtain the same number of total points, the position in the ranking of such candidates is determined by:
  - a) the points for the admission process, and then
  - b) the points for proficiency in the second foreign language (FL2),
  - c) the sum of points obtained for the interview,
  - d) the points obtained for the assessment (if organised),

- e) the points for extracurricular activity, and
  - f) the alphabetical (according to the Polish alphabet) order on the list by increasing Surname(s) and Name(s).
6. Once the assignment process is complete, a list containing the names of candidates accepted for CEMS MIM Programme will be published along with a waiting list; candidates on the waiting list must comply with the requirements stipulated in clauses 2 and 3.
  7. The candidate on the waiting list may be invited to CEMS MIM Programme in the following cases:
    - a) the resignation of a candidate who was accepted for CEMS MIM;
    - b) the increase in the number of slots offered by a partner university.
  8. In the case of changes described in clause 3, the decision to accept a candidate from the waiting list is made by SGH Vice Rector for International Relations following the opinion of the CEMS Academic Director at SGH; admission is offered to candidates with the highest number of points according to the ranking list.
  9. The unassigned slots may be offered to CEMS MIM students, who wish to change the assignment due to unstable political situation, natural disasters, or rejection of admission by the host university.
  10. Appendix 3 to the Rules contains a list of universities participating in the CEMS MIM programme, with the available number of slots for candidates.

## **§8**

### **Detailed rules for assignment of slots to candidates**

1. The slots assignment process is divided into two stages:
  - a) the initial assignment of slots,
  - b) the final assignment of slots due to resignations or lack of confirmation for the initial assignment.
2. The Initial assignment of slots is based on the Rules as stipulated in §7 clauses 1 to 6. The initial results are communicated to the candidates by email using SGH mailbox.
3. Within two days after publishing the initial results of the selection process, all candidates are requested to confirm or resign from participation in CEMS MIM programme as stipulated in §9, clauses 1 and 4.
4. In case of resignation(s) from the programme after publishing the initial results, the process of assignment of slots is repeated. In this process, participation is limited to those candidates who did not reject/resign from participation in CEMS MIM in the initial stage and those from the waiting list.
5. After the repeated assignment of slots, the final list of students admitted to



CEMS MIM programme is emailed to the candidates and admitted students must submit confirmations according to §9 of the Rules.

6. In case of resignations submitted after communicating the final results of the selection, released slots are offered according to the following rules based on the *waterfall model*:
  - a) a released spot will be offered to a candidate who would first get this spot according to the ranking;
  - b) in case of rejection to accept the proposed spot, the assignment will be offered to the next students in the ranking, who would get this spot. If again, the candidate rejects the spot, the above-mentioned process may be continued until the end of the list of admitted students and those on the waiting list.
  - c) in case of rejection to accept the offered spot, a candidate will be omitted in the process of offering released slots in the future and his/her assignment is final; the same applies to those who will accept the offer - their decision is final;
  - d) the procedure of assigning unused slots resulting from the above-mentioned process is described in §7 clauses 9 of the Rules.
7. Under specific circumstances, CEMS Academic Director at SGH, following the consent of the SGH Vice Rector for International Relations, may stop the process of assigning unused slots as described in clause 6.

## **§9**

### **Confirmation, resignation from participation in the programme, transfer of credits, and deletion from the programme**

1. Candidates who qualify for CEMS MIM Programme are obliged to confirm online (or by phone, if they lack internet access) their assignment of university and semester within two working days.
2. Once a student accepts the assignment, he or she cannot participate in the selection process for any other exchange programmes conducted by CWM for the same academic year, except internship abroad programmes that take place outside CEMS MIM terms.
3. Each student admitted to CEMS MIM is obliged to pay the CEMS Registration and Handling Fee of 100 € via the CEMS-dedicated fee payment portal by April 30 of the year, in which the student starts the programme. The fee is subject to change. The current fee is published in CEMS Student Guide and Graduation Rules for the given cohort and is available at the [www.cems.org](http://www.cems.org) website.
4. Failure to fulfil the requirements stipulated in clauses 1 and 3 is tantamount to resignation from participation in the CEMS MIM programme.

5. Resignation (except in cases described in clause 4.) must be submitted to CEMS Programme Manager in written form and should include the reason for such a decision.
6. Resignation from the programme is inferred in cases when a student fails to attend courses (e.g. do not participate in the Block Seminar at the beginning of the programme due to other reasons than sickness, accident or *force majeure*) and other programme elements, or interrupts the study process without prior notice sent to CWM. In such cases, CWM informs the Dean of Graduate Studies about that fact.
7. CEMS Programme does not offer any scholarships. However, students' mobility might be financed by Erasmus+ programme (EU and other eligible countries). To be offered an Erasmus scholarship, a student must apply for it along with other exchange students according to the rules and procedures stipulated by CWM and published on the CWM website.
8. If a student, that has been granted a scholarship or other funds, cancels his/her participation in CEMS MIM, does not go abroad, interrupts his/her term abroad or fails to pass his/her exams abroad, all funds must be returned to the account stipulated by CWM within 14 days from the date of:
  - a) submission of a written resignation,
  - b) planned date of the beginning of the semester in a partner institution,
  - c) interruption of studies abroad,
  - d) conclusion of the exam session in the partner institution.
9. Students who resign from CEMS MIM after communicating the final results of the selection (as described in clause 1.), may re-apply for CEMS MIM in the coming years, according to the general rules of selection.
10. Resignation submitted after the deadline stipulated in clause 9, except for accident or other *force majeure* reasons, results in the candidate's inability to apply for mobility programmes and/or Erasmus+ scholarship in the given academic year and to apply for CEMS MIM programme in the future.
11. In case of interruption in pursuing CEMS MIM programme due to accident or other *force majeure* reasons, the decision on its continuation is made by SGH Vice Rector for International Relations, following the request of CEMS Academic Director at SGH, according to the rules and regulations of CEMS MIM Programme and regulations of studies at SGH.
12. Resignation from CEMS MIM Programme means that a student continues his/her study programme at SGH as described in SGH regulations. All credits accumulated by that time in CEMS MIM programme may be transferred to the student's study programme at SGH.

13. The final decision on credit transfer is made by the Dean of Graduate Studies, after a formal assessment of study documents by CEMS Programme Manager at SGH.
14. The Student will be deleted from the list of CEMS MIM students by SGH Vice Rector for International Relations, following the request of CEMS Programme Manager at SGH in the following cases:
  - a) resignation (as described in clauses 4-6),
  - b) deletion from the list of SGH students,
  - c) not showing three times for skill seminar without a valid excuse,
  - d) the decision of the CEMS Graduation Committee,
  - e) failure to fulfil CEMS MIM Programme requirements as described in the CEMS Student Guide and Graduation Rules (or an equivalent document) for the given academic year published by CEMS, and in particular, if:
    - i. more than 1.5 years passed between graduation from SGH and fulfilment of all other CEMS MIM requirements,
    - ii. more than 5 years passed between the end of the MIM year and graduation from SGH.
15. The student may appeal against the decision of deletion made by SGH Vice Rector for International Relations due to the reason described in clause 14.e to the CEMS Graduation Committee at CEMS Global Office via CEMS Programme Manager within 14 days after receiving the decision sent to the email address of the student registered at his/her profile in the CEMS database.
16. The Student may be also deleted from the list of CEMS MIM students by SGH Vice Rector for International Relations in the following cases:
  - a) violation or negligence of student's duties at SGH and hosting universities,
  - b) lack of response to orders given by or contacting with CEMS MIM programme management staff,
  - c) unethical or irresponsible behaviour insulting student's dignity during the pursuit of CEMS MIM studies, reported by CEMS Programme management staff or internship supervisor,
  - d) evasion or lack of settlement of financial obligations with SGH or other schools, or a company where the student is on an internship during the pursuit of CEMS MIM programme.
17. The student deleted from the list of CEMS MIM students by SGH Vice Rector for International Relations (as described in clause 16) is entitled to the appellation to the SGH Rector. The appellation shall be submitted within 14 days after receiving the above-mentioned decision.

## **§10 Selection Committee**

1. Selection Committee shall be composed of:
  - a) CEMS Academic Director,
  - b) CEMS Programme Manager, and
  - c) one or two CEMS Corporate Partners or CEMS Alumni representatives (who participate in the selection process exclusively during the interview with candidates or the assessment).If possible, the selection committee should be composed of representatives of different genders.
  
2. CEMS Academic Director at SGH is responsible in particular for:
  - a) monitoring the overall selection process,
  - b) chairing the interview,
  - c) creating a ranking list of candidates for the Programme following the selection process and presenting it for approval to SGH Vice Rector for International Relations.
  
3. CEMS Programme Manager at SGH is responsible in particular for:
  - a) organising the selection process,
  - b) assessing application forms during the first stage of the selection process,
  - c) assigning slots to students,
  - d) collecting and providing Appellation Committee with all required documents,
  - e) creating a list of students accepted for CEMS MIM Programme based on candidates' confirmations and presenting it for approval to the SGH Vice Rector for International Relations.
  
4. During the interview, the assessment of a candidate is performed in the presence of three members of the Selection Committee representing all three categories (functions) stipulated in clause 1.
  
5. In emergency cases, during the interview process:
  - a) the CEMS Academic Director at SGH may be substituted by, designated by SGH Vice Rector for International Relation, an SGH faculty member with at least PhD degree;
  - b) the CEMS Programme Manager at SGH may be substituted by, designated by CWM Director, another CWM officer;
  - c) the CEMS Corporate Partner or CEMS Alumni representative may be substituted by another SGH staff member, designated by SGH Vice Rector for International Relations
  
6. Protocols after each stage of the selection process, made by Selection or Appellation Committees, should be immediately presented to SGH Vice Rector for International Relations for approval.
  
7. SGH Vice Rector for International Relations, within his/her supervisory rights, may overrule the decision of the Selection Committee that violates the Rules or the principles of law.

8. All the results of the selection process are delivered to the candidates by email using SGH mailbox.

## **§11**

### **Appellation Committee**

1. Appellation Committee members (who shall not be members of the Selection Committee) are appointed by SGH Vice Rector for International Relations, following the request of CEMS Academic Director at SGH. Committee meetings may be conducted online.
2. The Committee is composed of at least three members representing:
  - a) SGH faculty member (holding PhD degree), who chairs the Committee
  - b) CWM staff member, recommended by CWM Director
  - c) SGH Student Union's representative, and
  - d) a representative of CEMS Corporate Partner or CEMS Alumni.

## **§12**

### **Rules for assessment of submitted by candidates' appellations by the Appellation Committee**

1. The appellation after the first stage of the selection process may refer to:
  - a) rejection of candidate's application due to failure in fulfilling formal requirements,
  - b) wrong assignment of points for selection criteria,
  - c) refusal to accept a candidate for interview and assessment.
2. The appellation after the second stage of the selection process may refer to:
  - a) wrong assignment of school and/or term abroad,
  - b) errors in the candidate's final score or its components.
3. The appellation must be submitted by email (SGH mailbox) within the announced deadline.
4. The appellation must include the reason for its submission along with a short justification and attachments (if needed).
5. All decisions of the Appellation Committee are communicated to the candidates by email using SGH mailbox.
6. All candidates are entitled to submit appellations to the Appellation Committee's decision (within three working days from the date of delivering the Committee proceedings' record) to SGH Vice Rector for International Relations according to the rules stipulated in clauses 3 to 5.
7. The decision of SGH Vice Rector for International Relations is final.

**§13**  
**Final regulations**

1. Interpretation disputes concerning the rules and regulations of the selection process for CEMS MIM will be solved based on the Polish version of the present document.
2. Detailed rules of the CEMS MIM Programme for a particular cohort, that are not included in these Rules, are published in the “Student Guide and Graduation Rules for the CEMS Master in International Management” which is available online at [www.cems.org](http://www.cems.org).
3. The above Rules and Regulations come into the effect on the date of their approval by SGH Vice Rector for International Relations.