

**REGULATION NO. 60
OF THE RECTOR OF THE SGH WARSAW SCHOOL OF ECONOMICS
of 04 August 2022
defining the rules of organising admissions to studies at the SGH Warsaw
School of Economics by transfer from other domestic or foreign universities**

Pursuant to Article 23(1), in conjunction with point 3 of Article 69(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2022, item 574, as amended¹⁾), it is hereby regulated as follows:

§ 1

This Regulation sets forth the rules of organising admissions to studies at the SGH Warsaw School of Economics, hereinafter referred to as “SGH”, by transfer from other domestic or foreign universities.

§ 2

1. A student of other domestic or foreign institution applying for admission to study at SGH by transfer, hereinafter referred to as “candidate”, is required to submit an application in this regard, the template of which is attached as Appendix 1 to this Regulation.
2. The deadline for submitting the application referred to in item 1 shall be set by the Dean of the relevant study. Information about the deadline for submitting the application shall be made public by posting it on the website of the relevant Dean’s office.
3. The application should include:
 - 1) indication of the programme, mode and semester of study at SGH to which transfer admission would be granted;
 - 2) the following attachments:
 - a) candidate’s personal questionnaire, the template of which is attached as Appendix 2 to this Regulation,

¹⁾Amendments to the aforementioned consolidated text of the Act have been announced in the Journal of Laws [Dz.U.] of 2022, items 583, 655, 682, 807, 1010, 1079, 1117 and 1459.

- b) a list of grades for all courses passed by the candidate and the number of ECTS credits allocated to each course, certified by the university from which the transfer would take place,
 - c) syllabuses of all courses passed by the candidate, certified by the university from which the transfer would take place, containing the following information: the name of the course, the number of teaching hours, the number of ECTS credits allocated to it, and the course programme,
 - d) a certificate from the university from which the transfer would take place, confirming the candidate's student status,
 - e) a certificate from the university from which the transfer would take place, confirming that the candidate has passed all required courses in the previous course of study and has passed the semester preceding the semester in which the candidate would like to start studies at SGH,
 - f) a statement by the candidate that they have fulfilled all obligations under the regulations in force at the university from which the transfer would take place.
4. The Dean of the relevant study may call on the candidate to present also other documents not listed in paragraph 3(2), which the Dean deems necessary to assess the candidate's readiness for admission to study at SGH by transfer from other domestic or foreign university.
5. Failure to submit a complete application by the deadline shall result in a candidate not being admitted to a degree programme at SGH by transfer, unless the failure to meet the deadline is due to circumstances beyond the candidate's control and does not result in a breach of the principle set out in paragraph 4(2).
6. The date the application is submitted is considered the date it is delivered to the relevant Dean's office.

§ 3

1. When deciding on the application referred to in paragraph 2(1), the Dean of the relevant study assesses the learning outcomes achieved at the institution from which the transfer would take place from the point of view of their conformity with the curriculum and study plan in force in a given academic year at SGH in the programme and semester of study indicated by the candidate.

2. In assessing the learning outcomes referred to in item 1, the following principles shall be applied:
- 1) recognition of the relevant courses completed at the university from which the transfer would take place as equivalent to the courses in the curriculum offer of SGH requires the demonstration of the compatibility of the curricula of both universities, their learning outcomes and the number of ECTS credits allocated for their completion,
and in the case of curricula differences resulting from:
 - a) the completion of courses at the university from which the transfer would take place other than those required by the curriculum and study plan in force in a given academic year at SGH in the programme and semester of study indicated by the candidate, or
 - b) assigning a lower number of ECTS credits for the courses in question by the university from which the transfer would take place than at SGH
– any shortfall in the ECTS credits required by the SGH for the completion of courses from the curriculum offer must not exceed 15 points;
 - 2) in cases that raise doubts about the recognition of given courses completed at the university from which the transfer would take place as equivalent to courses from the curriculum offer of SGH, the Dean of the relevant study shall consult the coordinator of the course in question or the chair of the relevant curriculum council of the degree programme in question at SGH;
 - 3) if the candidate studied at a foreign university where the ECTS system was not in force, the points for achieved learning outcomes and grades for individual courses are converted into grades according to the scale applicable at SGH, in accordance with the conversion rules adopted by the Centre for International Cooperation for a given university.

§ 4

1. Admission of a candidate to full-time studies at SGH is possible only in the same mode in which the studies from which the transfer is made were conducted from other domestic or foreign university.
2. Admission of a candidate to study at SGH by transfer can only be done in accordance with the semester sequence, i.e., a candidate who has completed n semesters of study at the university from which the transfer would take place can only be admitted to study at SGH for the n+1 semester.

§ 5

1. The Dean of the relevant study shall inform the candidate of the decision on the application referred to in paragraph 2(1), within 30 days of the expiration of the deadline specified, in the manner referred to in paragraph 2(2). In particularly complex cases, the 30-day period referred to in the preceding sentence may be extended. Notification to the applicant must be no later than 7 days before the beginning of the semester for which they applied.
2. The candidate has the right to appeal against the decision of the Dean of the relevant study in the case referred to in item 1 within 14 days of receipt. The appeal should be submitted to the Rector through the Dean of the relevant study.

§ 6

Completion of studies at the SGH by a person admitted as a transfer student requires the fulfilment of all requirements under the plan and curriculum of studies in a particular degree programme and in a particular mode.

§ 7

To the extent not regulated in the Regulation, the provisions of the Rules and Regulations of Study in force at SGH shall apply.

§ 8

The Regulation shall enter into force on the date of its signature.

RECTOR

dr hab. Piotr Wachowiak, prof. SGH

/signed with a qualified

electronic signature/