



SGH




Warsaw School
of Economics

SGH Fact Sheet

2024–2025

THE UNIVERSITY

Full name	SGH Warsaw School of Economics (Szkoła Główna Handlowa w Warszawie)		
Location	Warsaw, Poland Population: 1,758,143 (city metropolis)		
Erasmus+ code	PL WARSZAW03		
ECHE number	43645-EPP-1-2014-1-PL-EPPKA3-ECHE		
PIC	998695705	OID	E10205120
Website	www.sgh.waw.pl/en		

About university	 Authorities	 Rankings and Accreditations
	 Research	

INTERNATIONAL CENTRE (CWM)

Mailing address	Enquiries and nominations (student exchange)		
SGH Warsaw School of Economics International Centre al. Niepodległości 162 02-554 Warsaw Poland	email:	incoming@sgh.waw.pl	
		website for exchange students	

CONTACTS

Acting Director Erasmus+ KA 1 Institutional Coordinator	Ms Małgorzata CHROMY	Email: mchromy@sgh.waw.pl
Deputy Director CEMS Program Manager at SGH	Mr Grzegorz M. AUGUSTYNIAK	Email: august@sgh.waw.pl ; cems@sgh.waw.pl
CEMS Corporate Relations Manager Promotion Manager	Ms Aneta SZYDŁOWSKA	Email: aszydlo@sgh.waw.pl ; cems@sgh.waw.pl
Incoming Student Mobilities		
European & CEMS students, Erasmus+ KA131	Ms Marta SENT-PAWŁOWSKA Ph: +48 22 564 98 47	Email: incoming@sgh.waw.pl msent@sgh.waw.pl
Overseas & Freemover students, Erasmus+ KA171	Ms Monika KOMOREK Ph: +48 22 564 98 43	Email: incoming@sgh.waw.pl mkomore@sgh.waw.pl
Outgoing Student Mobilities		
Erasmus+ KA131 (study abroad and internships)	Ms Marta TYMIŃSKA Ph: +48 22 564 78 23	Email: mtymin@sgh.waw.pl
Erasmus+ KA131 (study abroad and internships)	Ms Karolina KUCZYCKA Ph: +48 22 564 78 23	Email: kkulcz@sgh.waw.pl
Bilateral & PIM exchange, CEMS MIM without Erasmus+, Erasmus+ KA171, Freemovers	Mr Mikołaj STAWICKI Ph: +48 22 564 97 60	Email: mstawick@sgh.waw.pl
Double Degree Programs Coordinator	Prof. Tomasz SIKORA, PhD	Email: tsikora@sgh.waw.pl
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Visiting Staff	Ms Aleksandra ŻOŁĄDEK	Email: azolad@sgh.waw.pl
WWW address:	International Centre – English version SGH International Cooperation information International Centre – Polish version	http://www.sgh.waw.pl/international http://www.sgh.waw.pl/en/about/international-cooperation http://www.sgh.waw.pl/cwm

ACADEMIC CALENDAR FOR 2024/2025:

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

In Fall Term **CEMS MIM classes end before Christmas break**. Exchange students, who begin Term 2 earlier than in January may also have the opportunity to pass exams before Christmas provided they have a consent of the course instructor.

	FALL 2024	SPRING 2025
Expected arrival date for exchange students, double degree students and freemovers	23-24 September 2024	10 – 11 February 2025
Orientation Week	25 – 27 September 2024	12 – 14 February 2024
Classes	30 September 2024 – 19 January 2025	15 February – 6 June 2025
Exam period I	20 January – 2 February 2025	9 – 22 June 2025
Exam period II	8 – 14 February 2025	18 – 24 September 2025
HOLIDAYS & EVENTS		
All Saints Day (holidays)	1 November 2024	
Independence Day (National Holiday)	11 November 2024	
Christmas/New Year Break	23 December 2024 – 6 January 2025	
Epiphany (holiday)	6 January 2025	
Winter Break	3 – 7 February 2025	
Easter Holidays	18 – 23 April 2025	
Labour / Constitution Day Holidays	1 – 4 May 2025	
Pentecost	7 – 8 June 2025	
Corpus Christi (holiday)	19 June 2025	

DEADLINES

	FALL / ACADEMIC YEAR 2024/2025	SPRING 2025
Nomination on-line period for non-degree students:	13 February – 10 April 2024	13 August – 10 October 2024
Students' Application period (nominated students & freemovers):	13 February – 19 April 2024	13 August – 19 October 2024
Required Documents:	Application on-line system is available at: https://irk.sgh.waw.pl Access code to the recruitment is sent to partner coordinators by email	
Deadlines and documents for degree students:	All information is provided by SGH Admission & Promotion Office: Information for candidates	

SUMMER PROGRAMS OR SHORT-TERM PROGRAMS

German Summer School <http://www.sgh.waw.pl/sommerschule/>

Summer University Warsaw (in English) <http://suw.sgh.waw.pl> Dates: 30 June – 12 July 2024

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,
- ▶ HR Business Partner,
- ▶ International Business,
- ▶ International Economics,
- ▶ Logistics
- ▶ 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.

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 (letter of support 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 respective Dean's Office:

- [Undergraduate](#)
- [Graduate](#)

Academic / Experience Requirements:

Selected courses may require prerequisites indicated in the course outlines in USOSweb – https://usosweb.sgh.waw.pl/kontroler.php?_action=katalog2/przedmioty/index

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 to 3 ECTS credits. Free-movers must take at least 21 ECTS in courses.

Learning Expectations:

Format of courses varies. Mostly these are a combination of lecture, and tutorials with case analysis. Participation and attendance are evaluated on professor's perception. Maximum number of students admitted to a course is between 30 and 40 and there is higher limit for lectures and core major courses.

Grading:

The grades are from 2.0 (Fail) till 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. Grading scale is available in the bottom of this document.

Exams:

Exams are usually held at the end of the course or during exam session 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

Language of instruction:	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.
Language requirement:	Partner school must ensure the candidate has appropriate proficiency in English (or Polish) at least at the level of B2 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.
Language courses:	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

Support for Individuals with Disabilities	SGH has the infrastructure to welcome students and staff with disabilities which is continuously improved – more information on our website For specific questions please contact bon@sgh.waw.pl	
Health insurance:	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 an 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: https://www.sgh.waw.pl/en/legal-matters-and-other-formalities-and-after-arrival	
Visa / Letter of acceptance:	<p>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 application procedure relevant to your status. In some cases and places, issuing visa may take more time, so it is better to start this formality well in advance.</p> <p> Ministry of Foreign Affairs Republic of Poland  Mazowiecki Urząd Wojewódzki w Warszawie</p> <p>Also, we issue a letter of acceptance to all admitted students.</p>	
Living Expenses:	Housing on-campus	PL 2920/semester/person (double)
	Damage deposit	PLN 1100/person
	Housing off-campus	PLN 1500 – 2500/month/apartment excl. utilities
	Local transportation (personalised student pass)	55.00 PLN/month, 140 PLN/3 months; more info at: Warsaw Public Transport
	Food	approx. 1000 PLN/month
	Entertainment	about 600 PLN/month
	Rate of exchange (March 2023):	EUR – 4.35 PLN; USD – 4.00 PLN
Academic Expenses:	Obligatory fee for student ID	22 PLN (33 PLN for a duplicate); paid to individual account number from USOS
Tuition fees	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).
Other Expenses:	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

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

OTHER RELEVANT INFO AND LINKS

Warsaw official website	Home - City of Warsaw (um.warszawa.pl) http://www.poland.pl												
Alternative City Guide	Guide to Warsaw prepared by Erasmus Student Network SGH http://issuu.com/esnsgw/docs/guide012015fin.compressed												
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SGH VS. ECTS GRADING SCALE

The grading scale used at SGH 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.
- ▶ 3.0 is the lowest passing grade.

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

