

SGH Senate resolution

No. 269

of 30 May 2018

on the matter of terms and conditions of admission to the 1st year of full-time and part-time first and second cycle programmes at SGH Warsaw School of Economics in the academic year 2019/2020

Pursuant to art. 169.2 of the act of 27 July 2005 - the Law on Higher Education (Journal of Laws of 2017 item 2183, as amended) and § 46.1.11 of SGH Statutes, SGH Senate resolves as follows:

UNIT I

General rules of admission

Chapter 1

Preliminary provisions

§ 1

This resolution provides for the terms and conditions as well as dates of starting and closing admission to the first year of first and second cycle programmes run in the form of full-time and part-time programmes at SGH Warsaw School of Economics (hereinafter referred to as SGH), commencing in the winter semester 2019 and spring semester 2020.

§ 2

1. The terms applied in the resolution shall have the following meanings:

- 1) ranking lists - lists made separately for particular forms of study and majors based on the scores of candidates taking part in the qualification procedure conducted for a given form of study or major;
- 2) lists of persons qualified for admission - lists of candidates placed on ranking lists who have been qualified by the University Admission Board for document submission being a necessary condition for university admission;
- 3) lists of persons admitted - lists of persons who have submitted the required documents and have been admitted to a given form of study or major;
- 4) full-time programmes - programmes defined in the act of 27 July 2005 - the Law on Higher Education (Journal of Laws of 2017 item 2183, as amended);

hereinafter referred to as the Act, subject to programmes with instruction in a foreign language run on a tuition fee basis;

- 5) part-time programmes - programmes defined in the Act, run at SGH as tuition-fee-based afternoon or weekend programmes;
- 6) matura exam (hereinafter referred to as the New Maturity Exam) - the school leaving exam taken in comprehensive high schools since 2005 and since 2006 in technical high schools, acting pursuant to the Polish law;
- 7) maturity exam (hereinafter referred to as the Old Maturity Exam) - the school leaving exam taken until 2004 in comprehensive high schools and until 2005 in technical high schools, acting pursuant to the Polish law;
- 8) International Maturity Exam - the exam the passing of which is certified with an IB diploma (International Baccalaureate), issued by International Baccalaureate Organization in Geneva;
- 9) European Maturity Exam - the exam the passing of which is certified by an EB diploma (European Baccalaureate), issued by the European Schools according to the Convention on the Statutes of European Schools passed in Luxembourg on 21 June 1994 (Journal of Laws of 2005 No. 3, item 10);
- 10) ISR (on-line admission system) - electronic candidate admission system available on an SGH website;
- 11) personal admission account - a piece of ISR in which the information related to the admission procedure of the candidate is gathered, stored and shared, including candidates' personal data and information on the progression of the admission procedure;
- 12) start of admission - the beginning of registration in ISR;
- 13) end of admission - the closing of registration in ISR;
- 14) candidate - any person applying for admission to SGH programmes;
- 15) CEFR level - the level of a foreign language competence in the understanding of the regulations of the Common European Framework of Reference for foreign language competence (published on SGH websites);
- 16) test in entrepreneurial knowledge - a test verifying candidates' general intellectual capabilities for studying economic majors.

2. Whenever the resolution refers to:

- 1) forms of study, without further specification - they should be understood as full-time tuition-fee-free programmes, tuition-fee-based full-time programmes, part-time afternoon programmes or part-time weekend programmes;
- 2) majors, without further specification - they should be understood as majors with instruction in Polish or in a foreign language;
- 3) maturity certificates, without further specification - they should be understood as maturity certificates obtained as the New Maturity Exam, the Old Maturity Exam, IB diploma, EB diploma and other certificates or documents obtained abroad providing eligibility for university admission;
- 4) the act, without further specification - it should be understood as the act of 27 July 2005 the Law on Higher Education (Journal of Laws of 2007 item 2183, as amended).

§ 3

1. The Act shall be used for admission of persons being Polish citizens, subject to section 2.
2. Foreigners stipulated in art. 43.2 of the Act may apply for admission on the terms applicable to Polish citizens; also foreigners stipulated in art. 43.5 or 5a of the Act may apply for admission on these terms unless they choose to apply based on the rules stipulated in art. 43.3 and 4 of the Act.
3. Admission of foreigners other than those stipulated in art. 43.2 of the Act and foreigners stipulated in art. 43.5 and 5a of the Act unless they have chosen to apply based on the rules for Polish citizens, including foreigners holders of Polish maturity certificates and foreigners stipulated in art. 43.2a of the Act shall take place pursuant to separate provisions, especially art. 43.3 and 4 of the Act, provisions of the ordinance of the Minister of Science and Higher Education of 12 October 2006 on the matter of taking up and pursuing academic programmes and training courses as well as participating in development and research work by foreigners (Journal of Laws item 1501) and the relevant Rector's orders.

§ 4

1. SGH Senate shall determine by way of a resolution the limits of university admissions.
2. The limit of admissions to particular majors of full-time second cycle programmes shall be divided as follows:
 - 1) 50% to graduates of first cycle SGH programmes;
 - 2) 50% to candidates from general admission.

3. Should sticking to the quota to fill the limit of admissions specified in section 2 be impossible, candidates from general admission shall be enrolled first.
4. It is allowed to exceed the limits stipulated in section 1 and not to observe the quota mentioned in section 2 by way of a decision of the University Admission Board in the event set out in § 35.6 or by way of a decision of the University admission Board of Appeal.
5. Provisions of sections 1-4 shall not be applied to the admission of:
 - 1) candidates to full-time tuition-fee-based programmes with instruction in a foreign language;
 - 2) foreigners stipulated in art. 43.3 of the Act;

§ 5

1. A given major or form of study shall run providing a required by the separate SGH Senate resolution number of candidates have been qualified for admission.
2. The Rector may decide to lower the number of qualified candidates required to run a given major or form of study.

§ 6

1. Admissions to first and second cycle programmes shall be conducted for programmes commencing in the winter semester.
2. The Rector may order an additional admission to second cycle programmes with instruction in Polish commencing in the spring semester.

Chapter 2

Candidates

§ 7

1. Any person who has obtained a maturity certificate or a maturity certificate and a certificate of results in the maturity exam in particular subjects as set out in the act on the system of education may apply for admission to first cycle programmes.
2. Any person who has obtained the title of *magister*, *licencjat*, *inżynier* or its equivalent may apply for admission to second cycle programmes.
3. Candidates to programmes with instruction in a foreign language who have not obtained a score of at least 70 percentage points in their maturity exam in the language of the programme's instruction should present a document confirming the competence in this foreign language at a minimum level of B2 CEFR. This

requirement shall not be valid for candidates holders of one of the documents listed below:

- 1) an IB diploma or EB diploma or another foreign maturity certificate issued by a school where classes were run in a given foreign language;
- 2) a university degree in a foreign philology or applied linguistics in a given foreign language;
- 3) a document issued by the university certifying graduation from a university major run in a given foreign language.

§ 8

1. Admission to first cycle programmes shall take place:

- 1) to particular forms of study with instruction in Polish, where the choice of the major is made during the first year of study pursuant to the Rules and Regulations of study or
- 2) to particular majors with instruction in a foreign language, in the form of a full-time programme in the following majors: Global Business, Finance and Governance, International Economics, Management, Quantitative Methods in Economics and Information Systems.

2. Admission to second cycle programmes shall take place to particular majors with instruction in:

- 1) Polish: Data Analytics - Big Data; E-Commerce; Economics; Economic Law Analytics; Finance and Accounting (Governance); Quantitative Methods in Economics and Information Systems; Managerial; International Economic Relations; International Tourism, Hotel Industry and Leisure Services; Management; Corporate Finance Management; Project Management;
- 2) in a foreign language: Advanced Analytics – Big Data; Finance and Accounting; Global Business, Finance and Governance; International Business; International Tourism, Hotel Industry and Leisure Services.

UNIT II

Admission procedure

Chapter 1

Bodies running the admission procedure

§ 9

The admission procedure shall be conducted by the University Admission Board (UKR) and the University Admission Board of Appeal.

§ 10

1. It is the responsibility of the University Admission Board to run the qualification procedure.
2. The University Admission Board of Appeal shall deal with appeals against the decisions of the University Admission Board and claims lodged by candidates in connection with the admission procedure.

§ 11

1. The boards shall pass resolutions by ordinary vote majority. Should the number of votes be even, the chairperson shall have the casting vote. The board meetings shall be recorded in the form of minutes signed by board members attending the meeting.
2. All changes made to the minutes or pieces of text crossed out therein shall have a corresponding note attached along with the board chairperson's signature.
3. Admission decisions shall be prepared and signed by the relevant board. The board may authorise its chair or vice chairs to sign decisions on the board's behalf.

§ 12

Whenever this resolution refers to the competencies of the board chairperson, they shall also mean the competencies of the vice chair who shall conduct the board's business when the chairperson is absent or perform other duties on behalf of the chairperson.

Chapter 2

Joint provisions for admissions to first and second cycle programmes

§ 13

The admission procedure shall consist of the following stages:

- 1) candidate registration in ISR;
- 2) qualification procedure leading to the establishment and publication of the ranking lists and lists of persons qualified for admission to particular forms of study and majors;
- 3) submission of the required documents by candidates;
- 4) review of documents stipulated in point 3;
- 5) issuing admission decisions;
- 6) announcing the lists of persons admitted and not admitted.

§ 14

1. Admission of candidates to programmes commencing in the winter semester:
 - 1) to first cycle programmes - shall start on 9 May 2019 and finish 5 days after the results of the maturity exams have been announced by the relevant body;

- 2) to second cycle programmes - shall start on 9 May 2019 and finish:
 - a) for admission of SGH first cycle programme graduates - on 19 June 2019;
 - b) for general admissions - on 19 June 2019.
2. Admissions to second cycle programmes commencing in the spring semester shall begin on 2 December 2020 and finish:
 - 1) for admission of SGH first cycle programme graduates - on 16 January 2020,
 - 2) for general admissions - on 16 January 2020.
3. The Rector shall determine a detailed schedule of the qualification procedure and document submissions by candidates qualified for admission - separately for programmes commencing in the winter and in the spring semester and separately for particular forms of study and majors - by way of orders, accordingly by 15 February and 31 October 2019.

§ 15

1. Candidate registration shall be conducted exclusively in the electronic form (ISR).
2. Candidate registration in ISR, including the registration of central level school contests laureates and finalists, shall be a necessary condition for starting the candidate's admission procedure.
3. During the course of the admission procedure ISR shall be accessible to students from any computer station plugged to the Internet, round the clock.
4. At the candidate's request the Admission and Promotion Division shall ensure access to a computer station on SGH campus for registration purposes during its office hours.

§ 16

1. In order to register the candidate is obliged to:
 - 1) set up his/her personal admission account in ISR as well as complete and confirm the on-line admission form, specifically involving:
 - a) providing personal data,
 - b) entering results or grades from the maturity certificate (shall not apply to registration to the second cycle programmes),
 - c) entering data from the diploma: the professional title, diploma number, date of diploma issue, country of issue, name of the school, city, major, type of programme accomplished (shall not apply to registration to first cycle programmes),
 - d) selecting the form of study and major,

- e) selecting the foreign language a candidate intends to study during his programme at SGH, subject to sections 3-6,
 - f) post a JPG file with parameters conforming to technical standards of ISR containing a photo compliant with the ID photo standard,
- 2) effect a payment of the registration fee to the individual bank account the number of which is indicated in the personal admission account.
2. A failure to meet any of the requirements listed in section 1 shall make the admission null and void.
 3. The foreign language shall be selected from among: English, French, German, Italian, Russian or Spanish.
 4. Candidates to full-time programmes shall choose the same two languages which were graded in their maturity certificates. Candidates to part-time weekend programmes shall choose a foreign language based on the table provided in ISR at a minimum level of A2 CEFR, candidates to part-time afternoon programmes shall choose the language which was graded in their maturity certificates.
 5. Candidates to second cycle programmes should have the competence of at least B1 CEFR in the foreign language they choose to study.
 6. Selecting a foreign language in the on-line admission form shall be binding for candidates throughout their study period.
 7. SGH may refuse to run a course in the foreign language for which fewer than 10 participants have signed up. In such an event students shall choose a language course from among the ones that will be run.
 8. A candidate may choose a maximum of 8 available forms of study or majors, however he/she may be admitted only to one form or major.
 9. In the event stipulated in section 8 the candidate shall be obliged to rank the selected forms or majors from the most to the least relevant. Admission to one form or major shall mean a refusal to admit the candidate to any other.
 10. Until the ISR is shut down, the candidate shall be able to complete and modify the data entered in the on-line admission form and other parts of the personal admission account.
 11. ISR shall shut down at the end of 59th minute past 15.00 hrs of the official time on the territory of the Republic of Poland on the last day of the basic admission period. After this time no changes or additions shall be made in the system.

1. The amount of the admission fee shall be determined by the Rector by way of an order by 31 December 2018.
2. The admission fee shall be paid at the latest on the last day of candidate registration.
3. The admission fee shall be non-refundable unless it has been effected after the required deadline or unless the candidate has resigned in writing before the ISR shut down in a given form of study or major, in a given mode of admission. The fee shall be refunded at the candidates request filed within 30 days of the ISR shut-down to the bank account indicated in the request form.
4. At a written request of the candidate being a pupil of the children's home or a full orphan or a foreigner holder of a refugee status awarded in the Republic of Poland, such a candidate shall be exempted from the obligation of paying the admission fee providing he/she is able to prove eligibility for exemption.

§ 18

1. SGH shall not be held accountable for candidates being unable to register or modify data in ISR caused by the Internet network breakdowns remaining beyond SGH control or temporary SGH servers overload. If such a problem occurs the candidate shall personally contact the Admission and Promotion Division before the end of admission procedure.
2. SGH shall not be held accountable for the consequences of failing to complete information in the admission account or entering incorrect data.
3. The candidate shall be obliged to keep the access password to the personal admission account confidential at all times. SGH shall not be held accountable for the consequences of the candidate sharing such a password with third persons, especially for unintended changes in the candidate's ISR data authorised with his/her access password and for disclosing candidate's personal data this way.

§ 19

1. The University Admission Board shall communicate with the candidate through the personal admission account. The Board shall especially inform the candidate of:
 - 1) the results of the qualification procedure;
 - 2) the place of the candidate on the ranking list;
 - 3) Placing the candidate on the list of persons qualified for admission, date and place of documents submission;
 - 4) admission or non-admission to the university programme.

2. The information posted in the personal admission account of the candidate shall be deemed effectively served.
3. SGH shall not be held accountable for the consequences of the candidate failing to familiarise himself/herself with the information posted in his/her personal admission account.

Chapter 3

Rules of the qualification procedure to first cycle programmes

§ 20

1. Admissions to full-time first cycle programmes with instruction in Polish shall take place by a qualification procedure including the results of maturity certificates and scores in the test on entrepreneurship conducted by the Admission Board.
2. Admissions to part-time first cycle programmes with instruction in Polish shall take place by a qualification procedure including results from maturity certificates.
3. Admissions to tuition-fee-based full-time programmes with instruction in a foreign language shall take place based on the document review exclusively. Should the number of candidates be higher than the number of places, admission is decided on a first-come-first-served basis including the time of setting up the account in ISR and candidates who put this programme at the top of their priority list shall be accepted first.

§ 21

1. The qualification procedure shall be run according to the type of maturity certificate held by the candidate and aims to award qualification points to candidates depending on the grades:
 - a) in the four subjects on the maturity certificates, selected by candidates, one from each position shown in the table below where the subject selected in one position may not be chosen again in another.

Position	Subject
1.	Mathematics or Physics
2.	Geography, History, Knowledge about the Society, Economics, Computer Science or Physics

3.	the first foreign language selected from among the following: English, French, German, Italian, Russian or Spanish
4.	the second foreign language selected from among the languages listed in position 3:

b) for full-time programmes with instruction in Polish - also the test in entrepreneurial knowledge.

§ 22

1. If the sum of qualification points in maturity exam subjects is not a natural number, 1/2 (one second) shall be added to it and the candidate shall be awarded the number of points being an integer of the obtained sum.
2. The total number of qualification points awarded to the candidate in maturity exam subjects may not exceed 333 (three hundred thirty three).

§ 23

Scores in the entrepreneurship test, the course of the qualification procedure

1. The score in the entrepreneurship knowledge test shall be expressed in per cent in the bracket from 0 to 100.
2. The percentage score in the entrepreneurship knowledge test shall be then converted into the qualification points, where for each per cent scored in the test the candidate shall receive one qualification point. The maximum possible score of qualification points in the test shall be 100.
3. The entrepreneurship knowledge test shall be run in the form of a coded test.
4. The scores in the entrepreneurship knowledge test shall be established using computer reading machines supervised by at least three members of the University Admission Board.
5. At the candidate's request in writing the entrepreneurship knowledge test form completed by him shall be made available to the candidate for inspection in a venue indicated by the chairperson of the University Admission Board after the admission procedure results have been published.
6. The candidate may inspect the test form only when assisted by at least one member of the University Admission Board. The assisting board member shall be appointed by the chairperson of the University Admission Board.
7. The University Admission Board shall determine the rules of conducting the entrepreneurship knowledge test for candidates being disabled persons.

8. The University Admission Board shall determine the rule binding candidates during the entrepreneurship knowledge test, including the rules for using devices and technological and scientific aids. The above mentioned rules shall be communicated through ISR and announced to candidates directly before the test begins.
9. If the candidate breaches the rules stipulated in section 8, the chair of the University Admission Board shall decide to disqualify the candidate and ban him/her from participation in the qualification procedure.

§ 24

Scores for persons who passed the New Maturity Exam

1. The candidate who has obtained the maturity certificate by passing the New Maturity Exam shall be qualified based on the scores in the written part of the maturity exam - in subjects stipulated in § 21.a.1-3 taken at advanced level and the second foreign language (§ 21.a.4) taken at advanced or ordinary level.
2. Scores in the maturity exam in the subjects stipulated in § 21.a.1,2 and 3 shall be converted pursuant to the rule: one percentage point equals one qualification point subject to section 4.
3. Maturity exam scores in the subject stipulated in § 21.a.4 shall be converted based on the rule: one percentage point equals 1/3 (one third) qualification point subject to section 4.
4. A candidate who has passed the maturity exam in a foreign language stipulated in § 21.a.3 at the level of bilingual class shall be awarded 4/3 (four thirds) of the qualification point for every percentage point scored in the maturity exam, however not more than 100 qualification points, for the second foreign language passed at the level of a bilingual class for every percentage point scored in the maturity exam the candidate is awarded 4/9 (four ninths) of the qualification point, not more than 33 and 1/3 (thirty three and one third) qualification points.
5. The candidate who has passed the maturity exam in the subject stipulated in § 21.a.1 and 2 at the level of a bilingual class shall be awarded additionally 1/3 (one third) of a qualification point for each percentage point.

§ 25

Scores for persons who have passed the Old Maturity Exam

1. A candidate who has obtained a maturity certificate in the form of the Old Maturity Exam shall be qualified based on the sum of the values of grades obtained in the spoken or written part of the maturity exam in the subjects stipulated in § 21.a.1-3 and

- 1/3 (one third) of the value of the grade in the second foreign language (§ 21.a.4) obtained in the spoken or written part of the maturity exam, but if in any of the above mentioned subjects the candidate has obtained a grade both in the spoken and written part of the exam, the higher grade shall count.
2. A candidate who was exempted from taking any of the subjects stipulated in § 21.a.1,2 or 3 in the maturity exam shall receive the number of qualification points equivalent to the value of the maximum grade in the subject under exemption. If the subject under exemption is the second foreign language (§ 21.a.4) the candidate shall receive the number of points equivalent to 1/3 (one third) of the value of the maximum grade.
 3. The sum of values of grades in the maturity certificate stipulated in section 1 shall be converted into qualification points by multiplying it by 16 and 2/3 (sixteen and two thirds).

§ 26

Scores for persons with the International Maturity Exam

1. Candidates holders of the International Maturity Certificate shall be qualified based on the grades obtained on the IB diploma in the subjects stipulated in § 21.a.1-4 taken at a standard level (SL) or high level (HL) - subject to section 3 and results in the entrepreneurship knowledge conducted by the Admission Board aimed at checking candidates' general intellectual ability for studying in economic programmes.
2. Grades obtained in the subjects stipulated in § 21.a.1 and 2 shall be converted into qualification points pursuant to the table:

IB SL	Qualification points	IB HL	Qualification points
7	100	7	133
6	90	6	120
5	75	5	100
4	60	4	80
3	45	3	60
2	30	2	40

3. Grades obtained in subjects stipulated in § 21.a.3 and 4 shall be converted into the qualification points pursuant to the table, but the number of qualification points awarded for the second foreign language (§ 21.a.4) shall be divided by 3 (three):

IB Beginner or B level SL	Qualification points	IB A1 (HL or SL) (HL or SL) or B HL	A2	Qualification points
7	100	7		100
6	90	6		
5	75	5		
4	60	4		
3	45	3		
2	30	2		

§ 27

Scores for persons with other maturity certificates

1. Candidates who have obtained an EB diploma by passing the European Maturity Exam or are holders of other maturity certificates issued abroad shall be qualified based on the grades obtained on the EB diploma or another maturity certificate.
2. Grades in particular subjects listed in § 21.a.1-3 expressed in per cent scale shall be treated as qualification points i.e. following the rule that one percentage point equals one qualification point. For each percentage point in the second foreign language (§ 21.a.4) candidates shall receive 1/3 (one third) of a qualification point.
3. If grades in the EB diploma or another foreign maturity certificate are not expressed in per cent but in points, the University Admission Board shall convert these points into percentage points and follow the qualification procedure outlined in section 2.
4. If the EB diploma or another foreign maturity certificate provides only a general exam result, the candidate shall be qualified based on this result, being awarded the number of qualification points calculated using the rule stipulated in section 2 or 3, providing the candidate has covered at least a two-year course in Mathematics or Physics in his/her high school. Should the aforementioned condition be not met, the candidate shall not be awarded any points in the qualification procedure.

§ 28

Candidates who have no grades in the subjects stipulated in § 21.a.1,2,3 or 4 on their maturity certificates may enter the qualification procedure but shall not be awarded any qualification points for these subjects, except for the situation provided for in § 25.2.

§ 29

1. Laureates and finalists of school contests at the central level defined in SGH Senate resolution on the matter of recognising the achievements of school contest laureates and finalists, shall receive accordingly a maximum number of points available in the qualification procedure (433 qualification points) or a maximum number of points which may be scored by candidates in maturity exam subjects (333 qualification points).
2. Central level school contest finalists defined in SGH Senate resolution shall be obliged to take the test in entrepreneurial knowledge.

§ 30

1. Laureates and finalists of the Entrepreneurship School Contest shall receive the maximum number of points available in the qualification procedure (433 qualification points).
2. Laureates of Economic Knowledge School Contest who have taken the first six places shall receive the maximum number of points available in the qualification procedure (433 qualification points); the other laureates and finalists of the economic Knowledge School Contest shall be awarded the maximum number of points a candidate can receive for passing the maturity exam subjects (333 qualification points) and shall be obliged to take the entrepreneurial knowledge test.

§ 31

1. Candidates may be awarded additional points in the qualification procedure for the sports achievements listed below in points 1-8 in disciplines represented by the Polish Sports Association (according to the list of the Minister of Sport and Tourism), but the sum of such points may not exceed 433. If a candidate complies with the criteria of more than one achievement, only the highest shall be recognised.
 - 1) 100 pts - participation in Olympic Games or Paralympics;
 - 2) 50 pts - participation in the world championship or European championship in junior or older category;
 - 3) 40 pts - participation in the highest class contest in the hierarchy of national league contests in a given age category, in team sports in at least one season of the last two years;
 - 4) 30pts - winning a medal of Poland Championship in junior or older category in the last two years;
 - 5) 30 pts - participation in second degree contests in the national hierarchy of league contests in a given age category, in team sports in at least one season of the last

- two years as long as the league hierarchy of a given discipline extends to at least three stages of the contest;
- 6) 20 pts - membership in a national team in junior or older category in the last two years;
 - 7) 20 pts - participation in the six best team sports teams of Poland championship finals in junior or older category in the last two years;
 - 8) 20 pts - participation in third degree contests in the hierarchy of national league contests in a given age category, in team sports in at least one season of the last two years, as long as the hierarchy of a given discipline league extends to at least five stages of the contest.
2. All achievements shall be documented with an original certificate issued by a relevant Polish sports association.

Chapter 4

Rules of the qualification procedure to second cycle programmes

§ 32

1. Admission to full-time second cycle programmes shall take place by way of:
 - 1) admission of SGH first cycle programmes graduates;
 - 2) general admission.
2. Admissions to full-time second cycle programmes with instruction in Polish and full-time second cycle programmes with instruction in a foreign language shall take place based on the registration in ISR and verification of the submitted documents. If the number of candidates is larger than the number of places, admission shall be decided on the first-come-first-served basis accounting for the time of setting up the ISR account, the candidates who put this programme at the top of their preference list shall have priority.

§ 33

Admission of SGH first cycle programmes graduates to full-time programmes

1. The following candidates applying for admission for the first time in this mode, being graduates of SGH first cycle programmes may enter the qualification procedure:
 - 1) SGH students who have obtained at least 150 (one hundred fifty) ECTS points and a grade average in the completed semesters of at least 3.5;
 - 2) SGH first cycle programme graduates with a grade average of their study record of at least 3.5 and have obtained the professional title of *licencjat* at SGH between

the first day of the academic year preceding the year of the beginning of admissions to second cycle programmes and the end of admissions.

2. Candidates stipulated in section 1 shall be qualified to full-time programmes based on their study programme grade average. The grade average shall be established by the Undergraduate Dean's Office with precision of up to 1/100 (one hundredth) pursuant to the rules set by the Rules and Regulations of First and Second Cycle Programmes at SGH Warsaw School of Economics.

§ 34

Qualification procedure by way of general admission

1. Candidates in general admission shall be qualified to full-time programmes based on their results in the qualification test on economic knowledge and in the foreign business language test on the language of the candidate's choice indicated in ISR.
2. The qualification test shall consist of three modules:
 - 1) linguistic and general;
 - 2) quantitative;
 - 3) qualitative.
3. The candidate shall be obliged to take the linguistic and general module and:
 - 1) the quantitative module if the candidate has indicated in his/her preferences stipulated in § 16.8 the major of Data Analytics - Big Data or Economics or Quantitative Methods in Economics and Information Systems;
 - 2) the qualitative module if one of the preferences stipulated in § 16.8 was a different major than in section 3.1.
4. The candidate who has selected none of the majors stipulated in section 3.1 or 2 may not take the qualitative or quantitative module accordingly.
5. The qualification test shall be run as a coded test. Each module may score a maximum of 50 (fifty) points. A general maximum score shall be 100 (one hundred) points, admission to the majors of Data Analytics - Big Data or Economics or Quantitative Methods in Economics and Information Systems shall take the sum of scores in the linguistic and general module and the quantitative module, and admission to other majors shall take the sum of scores in the linguistic and general module and the qualitative module.
6. Test forms completed by candidates shall be read using the computer reading devices (OCR) supervised by at least three members of the University Admission Board.

7. At a candidate's request in writing the completed test form may be made available to him/her for inspection in the venue indicated by the University Admission Board chair after the results of the admission procedure have been announced, but not later than by:
 - 1) 30 September of the year of the end of admissions to the winter semester;
 - 2) 30 April of the year of the end of admissions to the spring semester.
8. The candidate may inspect the completed test form exclusively while assisted by at least one member of the University Admission Board. The assisting board member shall be appointed by the University Admission Board.
9. The University admission Board shall set the rules for running the qualification test attended by candidates being disabled persons.
10. Only candidates who have scored at least 40% (forty per cent) of the maximum number of points in the qualification test including at least 30% of points in each module required for qualification to a given major may be put on the list of persons qualified for admission to full-time programmes.
11. The University Admission Board shall determine the rules binding candidates during the qualification test, including the rules of using devices as well as scientific and technological aids. The above mentioned rules shall be communicated via ISR and announced directly before the test begins.
12. Should any candidate breach the rules stipulated in section 11, the Chairperson of the University Admission Board shall decide to disqualify such a candidate and ban him/her from the admission procedure.

Chapter 5

Ranking lists and lists of persons qualified for admission to first and second cycle programmes

§ 35

1. Ranking lists including the lists of persons qualified for admission shall be made by the University Admission Board separately for each form of study of first cycle programmes with instruction in Polish and each major of full-time first cycle programmes with instruction in English and separately for each major of full-time second cycle programmes and each form of part-time second cycle programmes, accounting for the preferences of candidates expressed in the way stipulated in § 16.8

2. Candidates shall be put on ranking lists according to their scores obtained in the qualification procedure, from the highest to the lowest, bearing in mind that for each form of study the candidate shall be put only on the ranking lists of the first preference, as stipulated in § 16.8, which makes him/her eligible for admission.
3. Should a given form of study or major not be run due to the number of qualified candidates being lower than this stated in § 5, the candidate shall be advised thereof via ISR. The candidate may then select another form of study or major from among those that will run and which he/she included in his/her preferences as stated in § 16.8. Section 4 shall apply respectively.
4. After the lists of candidates qualified for admission have been published, the candidate shall select via ISR the final form of study or major observing the deadlines set in the admission schedule. A candidate who does not make his/her selection shall be put on the list of persons qualified for admission according to his/her top preference.
5. Based on the ranking lists and candidate selection decisions set out in section 4 the University Admission Board shall make a list of persons qualified for admission, separately for each form of study and major, sticking to the limits stipulated in § 4.1 and 2.
6. All candidates who have scored the same number of qualification points or the same grade average, according to § 33.2, as the candidate placed in the last position on the list shall be put on the list of persons qualified for admission to a given form of study or major.
7. Ranking lists including the information on the candidates' scores and lists of persons qualified for admission shall be published on the SGH website.

§ 36

1. The candidate shall be informed of the result of the qualification procedure, the place on the ranking list and being or not being placed on the list of persons qualified for admission.
2. The candidate qualified for admission shall also receive information on the date of submitting documents.

§ 37

1. The candidate qualified for admission shall be put on the list of persons admitted providing he/she submits the required documents in the required time. A failure to

submit complete documents in the required time shall mean non-admission of the candidate.

2. A candidate qualified for admission to the form of study or major not being his/her original preference may resign from admission to this form of study or major. A failure to submit a complete required document set shall mean a resignation of the candidate from further participation in the admission procedure to a given form of study or major.
3. Candidates who have not been qualified to any of the selected forms of study or majors shall be automatically put on the waiting lists.
4. In the event of a resignation stipulated in section 2 the candidate runs a risk of not being qualified from the waiting lists which will result in non-admission to any of the forms of study or majors at SGH.

§ 38

If after the documents review it turns out that the limits stipulated in § 4.1 and 2 have not been filled, the University Admission Board may qualify for admission candidates from the waiting list, following all the rules governing the qualification procedure.

§ 39

1. If after the qualification procedure ends there remain some unfilled admission limits, the Rector may decide to run a supplementary admission.
2. Supplementary admission:
 - 1) to first cycle programmes shall start on 4 September 2019 and finish one day after the maturity exam results of the retake session have been announced;
 - 2) to second cycle programmes shall start on 4 September 2019 and finish 15 working days before the beginning of the academic year 2019/2020.
3. All rules applicable to the basic admission procedure shall also apply to the supplementary admission respectively.
4. Candidates with improved scores of their maturity exams following a complaint may be admitted by way of appeal providing they register in ISR prior to that in the deadlines set for the supplementary admission.

Chapter 6

Rules of submitting documents

§ 40

1. A candidate qualified for admission shall be obliged to submit to the Admission and Promotion Division the required documents not later than by 15.00 of the official time on the territory of the Republic of Poland on the last day of the set deadline.
2. Documents may be submitted personally or by a representative. In order for a representative to be able to sign a tuition fee agreement, he/she must hold the candidate's power of attorney compliant with the template published on SGH website.
3. The Admission and Promotion Division shall refuse to accept the documents in case they are incomplete.
4. At the candidate's or representative's request a document refusal form shall be made in two copies. The form shall be signed by the employee of the Admission and Promotion Division and the candidate or representative being the person receiving the document.

§ 41

1. Admission to first or second cycle programmes shall require the candidate to submit the following documents:
 - 1) a printed out from ISR and signed by the candidate or representative admission form being an application for university admission;
 - 2) a current photo of the candidate compliant with the ID photo standards;
 - 3) a copy of the document certifying foreign language competence (for persons qualified for admission to programmes with instruction in a foreign language);
 - 4) printed out from ISR and signed by the candidate or representative in two copies registers of the submitted documents for the purpose of confirming the completeness of these submitted documents.
2. A candidate to first cycle programmes shall present the following documents, for SGH to make certified copies of them accordingly:
 - 1) an ID (an ID card or passport) or, for foreign candidates, another document confirming identity;
 - 2) a maturity certificate or a maturity certificate and a certificate of the maturity exam scores in particular subjects stipulated in the act on the system of education;
 - 3) a certificate stating the status of a laureate or finalist of a central level school contest, issued in a way specified in SGH Senate resolution as stated in § 29;

- 4) a certificate confirming the status of a laureate or finalist of the Entrepreneurship School Contest; a certificate confirming the status of a laureate or finalist of the Economic Knowledge Contest;
 - 5) a certificate issued by a relevant Polish sports association documenting sports achievements of the candidate;
 - 6) a legalised or with an apostille attached foreign maturity certificate or another recognised in the Republic of Poland document providing university admission eligibility pursuant to art. 93.3 and 4 of the act on the system of education along with its sworn translation into Polish - for candidates holders of the foreign maturity certificate;
 - 7) a certificate of nostrification - for documents which are not subject to recognition under the agreement binding the Republic of Poland on mutual recognition of educational documents on the terms stipulated in art. 93.1 and 2 of the act on the system of education.
3. The candidate to second cycle programmes shall present for the purpose of making a certified copy by SGH the following documents:
- 1) an ID (an ID card or passport) or for foreign candidates another document confirming identity;
 - 2) a higher education diploma;
 - 3) a legalised or with an apostille attached foreign university diploma along with its sworn translation into Polish - for candidates holders of foreign university diplomas.
4. Upon document submission the candidate shall be obliged to sign two copies of the tuition fee agreement. SGH shall sign the agreement not later than within thirty days of the beginning of classes.

§ 42

Foreigners wishing to pursue their study based on the terms applicable to Polish citizens shall submit for making a certified copy the document certifying their right to take up university study pursuant to art. 43.2, art. 43.5 or art. 43.5a of the Act.

Chapter 7

Establishing lists of persons admitted, issuing admission decisions and announcing the results of the admission procedure

§ 43

1. After the lapse of the time for documents submission the University Admission Board shall make the final report of the qualification procedure. The report shall reflect on all significant elements of the qualification procedure and attach alphabetically ordered lists of candidates admitted and separately of candidates not admitted.
2. The report shall be signed by the chairperson and the members of the University Admission Board. Any changes to the report or pieces of text crossed out shall be properly marked and confirmed with the Board's chair signature.

§ 44

The University Admission Board shall make admission decisions in relation to every candidate who has registered in ISR and effected the admission fee. The subject matter of this decision shall be admission or non-admission to all forms of study and majors selected by the candidate.

§ 45

1. The University Admission Board shall inform the candidate through his/her personal admission account of the admission decision and the possibility of personal decision collection on SGH premises within 2 working days.
2. The lists of persons admitted and not admitted signed by the chair and members of the University Admission Board along with the scores of these candidates shall be published on SGH premises in a public access place as well as posted on SGH website.

Chapter 8

Serving the admission decisions and appeal remedies.

§ 46

If the candidate has not collected the admission decision personally in the time set in the advice note stipulated in § 45.1, the University Admission Board shall serve this decision by registered mail at acknowledgement of receipt to the correspondence address provided by the candidate in the on-line admission form.

§ 47

1. The University Admission Board's admission decisions may be appealed by candidates to the University Admission Board of Appeal.

2. The appeal shall be lodged within 14 (fourteen) days of the date of decision receipt to the Admission and Promotion Division. The only ground for appealing the decision may be an indication of a breach of terms and conditions of the university admission. Lodging an appeal before the decision is served pursuant to the rules in § 46 shall be null and void and shall not be considered.
3. The University Admission Board of appeal shall serve the decision by registered mail at acknowledgement of receipt to the correspondence address provided by the candidate in the on-line admission form.
4. The final decision on university admission may be appealed by the candidate to the administrative court within 30 days of the decision service.

Chapter 9

Final provisions

§ 48

Whenever the resolution refers to the competencies of the Rector related to the course of the admission procedure they shall also mean the competencies of the Vice Rector appointed by the Rector.

§ 49

Should the register of the documents required from a candidate stipulated in § 40 or § 41 become out-of-date due to changes in law implemented after this resolution is passed, the Rector shall determine by way of an order the current catalogue of documents the candidates are obliged to submit to the Admission and Promotion Division.

§ 50

The Rector may determine detailed conditions of candidate registration in ISR by way of an order.

§ 51

Any situations not provided for by this resolution pertaining to university admission shall be decided by the Rector. This shall not mean any ability to define other than set out in the resolution modes of admission or to make admission decisions about candidates to whom this resolution is applied.

§ 52

The texts of the resolution and Rector's orders related to the admission procedure shall be made available for inspection in the Admission and Promotion Division and published on SGH website.

§ 53

To any other matters not provided for by this resolution the provisions of the act of 14 June 1960 the Code of Administrative Procedure (Journal of Laws of 2017 item 1257, as amended) shall apply.

§ 54

The resolution shall become effective as of the day of passing.