



SGH



# BACHELOR'S AND MASTER'S STUDIES

SGH Warsaw School of Economics

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# BACHELOR'S DEGREE STUDIES AT THE SGH WARSAW SCHOOL OF ECONOMICS

## OUR OFFER

The SGH offers four undergraduate programmes in English:

- Global Business, Finance and Governance
- International Economics
- Management
- Quantitative Methods in Economics and Information Systems

## GENERAL SKILLS AND COMPETENCES

If you graduate from the SGH, you will be able to:

- speak two foreign languages fluently
- work in multicultural and international environments
- communicate with specialists in the field in a professional manner
- to take the initiative and become self-reliant in business activity
- effectively organise work in a team
- demonstrate your analytical, organizational and negotiating skills

## BASIC INFORMATION

Programmes in English are available in full-time mode only.

The schedule is flexible – students choose their class times and lecturers.

The duration of each programme is three years (six semesters).

Each programme is worth 180 ECTS in total. Estimated number of hours is 2050.

When applying for admission to undergraduate studies in English, the candidate needs to choose the particular programme during the registration process.

The complete list of learning outcomes, and major and minor courses can be found at [www.sgh.waw.pl/curricula](http://www.sgh.waw.pl/curricula).



The first-cycle studies in Global Business, Finance and Governance at the SGH Warsaw School of Economics provide both the knowledge and the skills necessary for operating in the environment of international business and finance with its unique set of issues and challenges. The studies enable understanding of the global dynamics characterising present day trade and markets and how they affect both individual organizations and national economies. They underline the demands of transnational cooperation and marketing which are faced by organizations operating on an international scale. The studies also help to develop the skills necessary for performing essential financial and marketing analyses as required in business, governmental and non-governmental organizations.

The programme aims to prepare its students for entry level and junior specialist positions in financial, sales, logistics and marketing departments of business and non-business organizations including NGOs, as well as central and local government entities. It also provides the theoretical and methodological basis for further education at the graduate level.

## BENEFITS

- Become knowledgeable in the fields of economics, finance, management sciences, including international finance and capital markets, basics of finance and accounting in international transactions, as well as international management and marketing practices.
- Gain an appreciation of business and economic problems at international and national level, as well as of factors contributing to international competitiveness of countries and companies.
- Learn methods of data collection and analysis applied in the field of Global Business, Finance and Governance and how to use them in studies of the world economy and national economies.
- Use the acquired knowledge to conduct international transactions and logistics operations, run varied business projects and research tasks, and solve simple problems concerning entities involved in international activities.

## OBLIGATORY COURSES

Accounting
Basics of Law
Business Cycle Analysis and Foreign Market Research
Capital Market
Dimensions of Competitiveness
Economic and Social Policy
Economic Geography or Economic History
European Integration or Theory of the State
Finance
Global Marketing
International Economics
International Finance
International Project Management
International Trade Law
Internationalization of the Firm
Introduction to Business Information Systems
Macroeconomics
Management or Management and Marketing
Mathematics
Microeconomics
Multinational Firms in the World Economy
Negotiation Techniques
Philosophy or Sociology
Statistics
Sustainable Development

## AVAILABLE SPECIALIZATIONS

- Global Development and Governance
- International Business
- International Finance

## DOUBLE DEGREE PROGRAMME AVAILABLE

with the Kyungpook National University (Daegu, South Korea) in the field of Economics and International Trade.

The first-cycle studies in International Economics at the SGH Warsaw School of Economics provide the knowledge and develop the skills necessary to start a career in diverse entities, including central and local government administration, public institutions and NGOs, as well as manufacturing and service companies operating internationally.

The programme also prepares its students to undertake independent business activities, including those conducted on foreign markets. It also provides the theoretical and methodological basis for further education at a graduate level.

### BENEFITS

- Gain general knowledge in the field of economics and related sciences, including finance, accounting and international transactions, as well as management and international marketing.
- Learn about world economy and the economy of the European Union, as well as about a wide range of entities focused on international operations both in the public and the private sector.
- Understand issues connected with international competitiveness and become aware of the significance of international determinants of the position of countries and companies.
- Know how to apply the acquired knowledge in a practical manner in order to solve problems concerning entities involved in international activities and accomplish research tasks relating to economic processes at the global and national level.
- Learn methods of data collection and analysis applied in the field of International Economics and how to use them in studies of the world economy and national economies.

### OBLIGATORY COURSES

Accounting
Basics of Law
Corporate Finance
Econometrics
Economic and Social Policy
Economic Geography or Economic History
European Integration or Theory of the State
European Union Internal Market
Finance
International Business Transactions
International Competitiveness
International Economics
International Finance
International Financial Settlements
International Marketing
International Organizations
International Private Law
Introduction to Business Information Systems
Macroeconomics
Management in International Business
Management or Management and Marketing
Mathematics
Microeconomics
Philosophy or Sociology
Statistics
World Economy

### AVAILABLE SPECIALIZATIONS

- Economics of Central and Eastern Europe
- International Business Management

### DOUBLE DEGREE PROGRAMME AVAILABLE

with the Kyungpook National University (Daegu, South Korea) in the field of Economics and International Trade

The first-cycle studies in Management at the SGH Warsaw School of Economics provide theoretical and practical knowledge in the field of Management and related sciences concerning the nature, regularities and problems connected with the operation of an organization.

The studies develop skills necessary to start a career as a specialist or middle manager in a variety of organizations, including business entities, non-profit organizations, public administration units and local self-government at various levels. They also prepare their students for conducting one's own business. Graduates of the programme may also continue their education at a graduate level.

### BENEFITS

- Acquire theoretical basis of management sciences, economics and complementary disciplines.
- Be able to identify, understand and solve problems related to the basic functions and processes of management: planning, organizing, motivating, monitoring and coordinating.
- Be able to perform basic management functions and oversee processes in economic and administrative organizations, as well as to evaluate work performed by others in a well-balanced and competent manner.
- Understand complex processes and phenomena occurring in organizations and in their environment.
- Learn to formulate project problems and to plan and control projects.

### OBLIGATORY COURSES

Business Plan
Competitive Strategies
Corporate Finance
Economic and Financial Analysis
Economic and Social Policy
Economic Geography or Economic History
Enterprise Science
European Integration or Theory of the State
Finance
Human Resources Management
International Economics
Introduction to Business Information Systems
Macroeconomics
Management or Management and Marketing
Marketing Research
Mathematics
Microeconomics
Operational Research
Organisational Behaviour
Philosophy or Sociology
Project Management
Quality Management
Statistics

### AVAILABLE SPECIALIZATIONS

- Entrepreneurship
- Project Management

# QUANTITATIVE METHODS IN ECONOMICS AND INFORMATION SYSTEMS

BACHELOR'S DEGREE

The first-cycle studies in Quantitative Methods in Economics and Information Systems at the SGH Warsaw School of Economics provide basic knowledge in the field of economics, management and finance, as well as the canon of knowledge related to quantitative methods in economics and information systems. They include practical courses in the area of statistical and econometric analyses, decision-making, information technology and demography.

The programme aims to develop competencies necessary either to manage one's own business, or to start a career in business entities and institutions where it is essential to use mathematical, statistical, econometric and IT tools. It also provides the theoretical and methodological basis for further education at a graduate level.

## BENEFITS

- Learn basic theories and their applications related to the following educational content: mathematics, in particular mathematical analysis and linear algebra; probability theory and mathematical statistics; research design and statistical analysis; demography; mathematical economics; econometrics; operational research; finance and insurance mathematics; computer programming; design of information systems; databases.
- Become knowledgeable about mathematical, statistical and econometric methods and tools which are necessary to analyse economic and social phenomena on a micro- and macroeconomic scale.
- Be able to solve macro- and microeconomic problems using various analytical tools, and to use linear algebra in statistics, econometrics and mathematical decision-making models, as well as to design and conduct statistical research.

## OBLIGATORY COURSES

Accounting
Basics of Law
Business Informatics
Demography or Mathematical Economics
Deterministic Models of Operation Research or Economic Statistics
Econometric Methods or Analysis and Design of Information Systems II
Econometrics
Economic and Social Policy
Economic Geography or Economic History
European Integration or Theory of the State
Finance
Financial and Actuarial Mathematics or Analysis and Design of Information Systems I
International Economics
Introduction to Business Information Systems
Linear Algebra
Macroeconomics
Management or Management and Marketing
Mathematical Analysis
Mathematics
Microeconomics
Philosophy or Sociology
Probability Theory
Statistical Methods
Statistics
Survey Methods

## AVAILABLE SPECIALIZATIONS

- Econometrics
- Decision Analysis Method







# MASTER'S DEGREE STUDIES AT THE SGH WARSAW SCHOOL OF ECONOMICS

## OUR OFFER

The SGH offers five graduate programmes in English:

- Advanced Analytics – Big Data
- Finance and Accounting with ACCA qualification
- Global Business, Finance and Governance
- International Business
- International Tourism, Hotel Industry and Leisure Services

## GENERAL SKILLS AND COMPETENCES

If you graduate from the SGH, you will be capable of:

- planning and executing research tasks
- professional communication with specialists in the field, as well as with people of different social or professional background
- working in a multi-cultural team, organising its work and leading it, as well as effectively communicating, negotiating and acting above cultural differences
- applying the acquired knowledge and problem solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to your field of study
- expanding your interdisciplinary knowledge through self-study

## BASIC INFORMATION

Programmes in English are available in full-time mode only.

The schedule is flexible – students choose their class times and lecturers.

The duration of each programme is two years (four semesters).

Each programme is worth 120 ETCS in total. Estimated number of hours is 960 (990 for Finance and Accounting).

When applying for admission to graduate studies in English, the candidate needs to choose the particular programme during the registration process.

The complete list of learning outcomes, and major and minor courses can be found at [www.sgh.waw.pl/curricula](http://www.sgh.waw.pl/curricula).

# ADVANCED ANALYTICS – BIG DATA

The second-cycle programme in Advanced Analytics – Big Data at the SGH Warsaw School of Economics provides advanced knowledge and competencies in the area of the extraction and analysis of data from variety of sources.

The programme aims to prepare its students for the position of advanced data analysis specialist in manufacturing companies, banks, insurance and telecommunications companies, public administration and research centres specializing in advanced data analytics. It also provides the theoretical and methodological basis for conducting research, as well as further education at the doctoral level.

## BENEFITS

- Become knowledgeable about computer science in the area of extracting, clearing, storing and processing of structured and unstructured data.
- Learn how to extract information from complex data structures and how to represent them in computer systems, and how to formulate and interpret results of data analysis.
- Gain knowledge regarding mathematical, statistical and computer methods and techniques of data analysis required in social and economic problem-solving.
- Be able to extract data from a variety of sources including databases, text files, multimedia files, social networks, sensor data, geolocation data.
- Know how to query SQL and non-SQL databases alike, prepare data for analysis, build models for data analysis using a variety of mathematical, statistical and computer science tools and formulate hypotheses and opinions using the models.
- Design representation research and conduct statistical analysis used in studying economic processes and phenomena.
- Analyse multidimensional data and apply the methods of multidimensional analysis in business and economic analyses.
- Get an appreciation of how the quantitative approach can be used to describe economic processes, social interactions and business issues.

## MASTER'S DEGREE

### OBLIGATORY COURSES

Advanced Business Analytics – Power of Predictive Modeling

Advanced Macroeconomics

Advanced Optimization Methods

Basic and Advanced Programming in SAS with Statistics

Big Data

Business Law

Cloud Computing

Data Mining

Databases Build and Exploitation

Event History Analysis with SAS

History of Economic Thought

Institutional Economics or Labour Economics

Logistic Regression with SAS

Querrying, Data Presentation, Data Visualisation and Reporting

Statistical Learning Methods

The second-cycle studies in Finance and Accounting at the SGH Warsaw School of Economics specialist knowledge of the financial management of business entities, including financial institutions, with particular interest in the determinants of managerial decisions based on results of financial analyses and research.

The competencies developed in the course of the programme enable its graduates, after a relevant internship, to work as experts or managers in a given field of finance or accounting. The studies also prepare students for self-employment and for obtaining certified or licensed qualifications in Poland and abroad. They also provide the basis required for further education at the doctoral level.



Owing to the cooperation between our university and EY Poland, it is possible to obtain not only a Master's degree in Finance and Accounting from the SGH Warsaw School of Economics, but also the ACCA qualification – an internationally recognised professional qualification.

## BENEFITS

- Gain an appreciation of the impact of legal regulations, including tax regulations, on conducting business, as well as of the impact of the monetary policy on financial markets and business entities, including financial institutions.
- Understand and know how to apply advanced principles of financial accounting. As well as management accounting instruments, including cost accounting.
- Learn how to draw up financial plans of business entities, make thorough financial analyses, including those based on management accounting instruments, as well as how to formulate conclusions and recommendations accordingly.
- Know how to combine financial issues with other business aspects in your analysis, for instance marketing or management, in order to calculate both the investment effectiveness and the cost of financing, together with determining the optimal investment portfolio or sources of financing, and to assess the level of financial risk and formulate conclusions and recommendations based on your analyses.

## OBLIGATORY COURSES

Accountant in Business
Accounting and Financial Reporting under International Financial Reporting Standard
Advanced Financial Accounting
Advanced Financial Reporting under IFRS
Advanced Financial Strategies
Advanced Management Accounting
Advanced Performance Management
Bank Management
Business Ethics
Business Law
Corporate Governance
Cost Accounting
Development Economics
External and Internal Auditing
Financial and Tax Law
Financial Econometrics
Financial Engineering
Financial Management
Group Accounting
History of Economic Thought
Investment Portfolio
Management Accounting
Managerial Economics
Monetary Policy
Polish Business Tax
Public Sector Economics
Strategic Business Planning and Analysis

The second-cycle studies in Global Business, Finance and Governance at the SGH Warsaw School of Economics focus on the current, fast-changing environment of international cooperation, finance and marketing. The programme builds on the undergraduate programme by enhancing the acquired analytical skills and adding an array of topics particularly relevant for handling managerial challenges in international trade and cooperation.

The graduates gain an in-depth and extensive understanding of the nature and operation of international business and governance. They are capable of performing advanced analytical tasks involving corporate finances, logistics, sales and marketing. In this respect, the graduates of the programme are equipped to take senior analytical positions in corporate, governmental and non-governmental units, but they may also pursue a career as managers or entrepreneurs in various international and organizational settings owing to the acquired managerial skills. They may also continue their education at a doctoral level.

## BENEFITS

- Gain skills and learn research methods applied in the field of Global Business, Finance and Governance, as well as related areas of expertise, including international business, international finance and international governance, in order to effectively solve problems arising in business and economics at international level.
- Understand econometric methods of economic data analysis and qualitative methods of analysis.
- Gain appreciation of issues relating to international business environments, including their institutional, cultural, legal and technological aspects.
- Know how to conceive, design, implement and manage research processes within different fields of knowledge.
- Learn how to recognise scientific and professional problems, organize a strategic analysis process and present its results in a concise manner.
- Be able to conduct professional activity on an international level.

## OBLIGATORY COURSES

Advanced International Economics
Business Law
Economic Diplomacy
Economics and Management of Innovations
Environment of International Business
Global Poverty, Underdevelopment and Development
History of Economic Thought
International Entrepreneurship
International Financial Management
International Leadership
Managerial Economics
Natural Environment and Energy; International Conflicts and Cooperation
Quantitative and Qualitative Methods in Management Sciences and Economics

## AVAILABLE SPECIALIZATIONS

- Global Development and Governance
- International Finance
- International Venture Management

## DOUBLE DEGREE PROGRAMME AVAILABLE

- with the Kyungpook National University (Daegu, South Korea) in the field of Economics and International Trade

The second-cycle studies in International Business provide students with in-depth knowledge of management and complementary disciplines applied on an international scale.

The programme aims to prepare its students for the position of specialists and managers at medium and higher levels, as well as advisors and consultants in enterprises functioning on international markets. It also enables its students to establish and run their own businesses, both on a domestic and international scale. The programme also provides the basis required for further education at the doctoral level.

### BENEFITS

- Gain the theoretical and practical knowledge in the field of International Business and the related sciences concerning the necessary skills and research methods, as well as the essence, norms and problems of the corporate operations on the international level and the effective methods of solving these problems.
- Understand complex processes and phenomena occurring in organisations and the world, and learn how to identify competitiveness of the enterprise in the international market and indicate ways of its improvement.
- Learn how to conceive, design, implement manage and adapt substantial research processes within different fields of knowledge.
- Be able as to assess the impact of different phenomena on managerial processes, make managerial decisions, especially the strategic ones, as well as to identify, diagnose and solve problems concerning the managerial functions and management processes in an enterprise operating on an international market.
- Be equipped to conduct professional activity on a domestic and an international level.

### OBLIGATORY COURSES

Advanced International Economics
Business Ethics
Business Law
European Union Internal Market
Financial Management
History of Economic Thought
Institutional Economics
International Business Transactions
International Financial Markets
International Logistics
International Marketing
Management in International Business
Managerial Accounting
Managerial Economics
Operations Management
Strategic Management
Transnational Corporations

### AVAILABLE SPECIALIZATIONS

- Business in Central and Eastern Europe
- International Business Management

### DOUBLE DEGREE PROGRAMME AVAILABLE

- with the European University Viadrina (Frankfurt, Germany) in the field of International Business Administration
- with the Toulouse Business School (Toulouse, France) in the field of Management
- with the University of Cologne (Cologne, Germany) in the field of Business Administration
- with the University of Economics (Prague, Czech Republic) in the field of International Business – Central European Business Realities

# INTERNATIONAL TOURISM, HOTEL INDUSTRY AND LEISURE SERVICES

MASTER'S DEGREE

The second-cycle studies in International Tourism, Hotel Industry and Leisure Services at the SGH Warsaw School of Economics aim to equip students with appropriate knowledge and skills for business activities in the area of tourism and leisure services.

The graduates of the programme may pursue a career in hotel industry, travel agencies, entities rendering recreation and entertainment services, and in other enterprises operating in the tourist market environment. They may also seek employment in public administration institutions, NGOs, and entities specializing in consultancy, tourist market research and leisure services research. The graduates are also equipped to establish their own businesses. Moreover, they may also pursue further education at a doctoral level.

## BENEFITS

- Gain advanced theoretical and practical knowledge in the area of tourism, economics and management, and learn various methods of data collection and analysis applied in the area of economic sciences.
- Understand the processes shaping the development of world tourism and hospitality industry, as well as the cultural, spatial, legal and environmental factors in tourism development and the issue of co-operation in international tourism.
- Gain an appreciation of the functions performed by enterprises operating in the area of tourism on international markets.
- Learn how to apply various data mining techniques and methods of data analysis appropriate for research in the field of tourism and hospitality industry.
- Be able to plan and execute diverse research tasks, and to evaluate the competitiveness of tourist regions and enterprises, as well as to identify barriers to development of such regions and enterprises.

## OBLIGATORY COURSES

Business Law
Economic Diplomacy
Entrepreneurship in Tourism and Hospitality Industry in International and Domestic Markets
History of Economic Thought
International Hotel Industry
International Leadership
Lifestyles and Leisure Services
Macro- and Microeconomic Aspects of Tourism
Management and Cost Accounting
Managerial Economics
Marketing of Tourism and Recreational Services
Public Relations in Tourism and Recreation
Quantitative and Qualitative Methods in Management Science and Economics
Tourism Enterprise Management
Tourist Regions
Transport in Tourism





# TERMS OF STUDY IN POLAND

According to the Polish law, candidates may be admitted to studies either on terms applicable to Polish citizens, or on terms applicable to foreigners. However, not every international candidate is required to apply on terms applicable to foreigners – sometimes the opposite is true.

## WHO SHOULD APPLY ON TERMS APPLICABLE TO POLISH CITIZENS?

- Polish citizens, also in case of multiple citizenships;
- EU and EFTA nationals, as well as their family members, who have been granted permanent residence permit in Poland;
- migrant workers who are EU and EFTA nationals, as well as their family members if residing in Poland;
- non-EU/EFTA nationals who have been granted permanent residence permit in Poland;
- foreigners who have been granted refugee status in Poland;
- foreigners who have been granted temporary or subsidiary protection in Poland;
- foreigners who have been granted a long-term EU resident permit in Poland;
- foreigners who have been granted temporary residence permit in Poland due to circumstances specified in Article 127, Article 159(1), or Article 186(1)(3 or 4) of the Act of 12 December 2013 on foreigners.

## WHO MAY CHOOSE THEIR TERMS OF STUDY?

- Holders of a valid *Karta Polaka*;
- EU and EFTA nationals, as well as their family members, who have enough funds to cover costs of living during the period of study; however, they are not eligible for maintenance grants, special grants for disabled persons or assistance grants.

The remaining international candidates are required to apply **on terms applicable to foreigners**.

## STUDENTS ADMITTED ON TERMS APPLICABLE TO POLISH CITIZENS MAY APPLY FOR A NUMBER OF FORMS OF FINANCIAL SUPPORT, INCLUDING:

- maintenance grant;
- special grant for disabled persons;
- scholarship for outstanding students awarded by the rector;
- scholarship for academic achievement awarded by the minister;
- scholarship for outstanding sporting achievement awarded by the minister;
- assistance grants.

Students admitted on terms applicable to foreigners are not eligible for state-budget student financial support.

**If you are unsure which terms of study apply in your case, please contact the Promotion and Admissions Office.**

# ADMISSIONS TO BACHELOR'S STUDIES ON TERMS APPLICABLE TO POLISH CITIZENS

Please note that studies in English are available only as full-time programmes.

During the qualifying procedure for studies in English, the candidates may submit their maturity exam results (or secondary school leaving grades) in one of the subjects (or similar subjects) from each of the four categories listed below:

- **subject one:** Mathematics or Physics\* – max. 100 points (max. 133 points on a bilingual level)
- **subject two:** Geography, History, Social Sciences, Economics, or Physics\* – max. 100 points (max. 133 points on a bilingual level)
- **first language:** English, German, Russian, French, Spanish, or Italian – max. 100 points
- **second language:** one of the above\* – max. 33 points (max. 33 ½ points on a bilingual level)

The total number of points to be obtained in the qualifying procedure is **333 points**.

*\* Results in each subject may be submitted only once.*

Detailed information on how to convert your results into SGH qualification points are available on the SGH website.

## Stages of the application and admission procedure:

- 1 registration in the Internet Registration System
- 2 qualifying procedure
- 3 submission of required documents
- 4 decisions on admission
- 5 enrolment for classes



Successful creation and completion of an account in the Internet Registration System is the prerequisite for participation in the SGH admissions.

## Required documents

According to the terms and conditions of admissions to the first year of full-time and part-time studies of the first and second cycle at the SGH Warsaw School of Economics in the academic year 2018/2019, the candidates are required to submit:

- 1 an application form printed from the Internet Registration System and signed by the Candidate;
- 2 two copies of the contract between the Candidate and the SGH;

**3** one current photograph fulfilling the requirements for ID document photographs;

and present the following documents for the purpose of making certified copies by the SGH:

- 1** a document entitling you to apply for admission to Bachelor's studies at the SGH – an original of the Polish maturity certificate or an equivalent maturity certificate, such as an IB or EB diploma, or a foreign school-leaving certificate:
- candidates who do not receive the IB diploma before the end of document submission period may submit a document listing their IB results issued by their secondary school; the IB diploma should be presented at the SGH as soon as possible;
  - the EB diplomas should be submitted along with their certified translations into Polish;
  - foreign school-leaving certificates, upon submission, should be legalised or endorsed with an apostille, as well as translated into Polish by a certified translator; if applicable, the nostrification procedure should be completed before document submission period.
- 2** an ID card or passport – if the documents are not being submitted personally by the Candidate, a certified true copy of an ID document must be deposited instead;
- 3** a certificate confirming the status of a Polish nationwide school contest laureate or its central-level finalist (if applicable);

**4** a document confirming the knowledge of English (requirement applicable only to candidates for programmes in English), for instance:

- the Polish maturity exam in English at an extended level passed with a score of 70% or higher;
- the International Baccalaureate diploma or the European Baccalaureate diploma;
- a certificate of knowledge of English at B2 level or higher;
- a secondary school leaving certificate issued by a school where English was the language of instruction;
- an academic degree diploma in English philology or applied linguistics, or any other programme where English was the sole language of instruction.

**5** a document confirming the Candidate's eligibility to apply on terms applicable to Polish citizens (required in the case of foreign candidates).

Please note that the SGH may only recognize certified translations done by sworn translators registered in a EU, EFTA or OECD country.

Please note that for a true copy to be accepted, it needs to be certified for conformity with the original by a consul of the Republic of Poland or a notary registered in a EU, EFTA or OECD country.

The required documents should be submitted personally, or by an authorized person (with power of attorney).

# ADMISSIONS TO BACHELOR'S STUDIES

ON TERMS APPLICABLE TO FOREIGNERS

Please note that studies in English are available only as full-time programmes.

The qualifying procedure consists in the verification of the submitted required documents.

Successful creation and completion of an account in the Internet Registration System is the prerequisite for participation in the SGH admissions.

## Stages of the application and admission procedure:

- 1 registration in the Internet Registration System
- 2 qualifying procedure
- 3 submission of required documents
- 4 decisions on admission
- 5 enrolment for classes

## Admission to first-cycle studies requires the submission of the following documents:

- 1 The application form printed from the Registration System for Foreigners (RSF) and signed by the Candidate.
- 2 A certified true copy of passport or ID card certified for conformity with the original.
- 3 A certified true copy of valid illness or personal accident insurance policy together with its certified translation into Polish, or a certified true copy of the European Health Insurance Card, or a declaration made in the RSF that the candidate will purchase insurance from the Polish National Health Fund (NFZ).
- 4 A medical certificate confirming the lack of contraindications to undertake studies at an economic university, together with its certified translation into Polish.
- 5 One current photograph fulfilling the requirements for ID document photographs.
- 6 A document entitling you to apply for admission to Bachelor's studies at the SGH – an original of the Polish





maturity certificate or an equivalent maturity certificate, such as an IB or EB diploma, or a foreign school-leaving certificate;

- candidates who do not receive the IB diploma before the end of document submission period may submit a document listing their IB results issued by their secondary school; the IB diploma should be presented at the SGH as soon as possible;
- the EB diplomas should be submitted along with their certified translations into Polish;
- foreign school-leaving certificates, upon submission, should be legalised or endorsed with an apostille, as well as translated into Polish by a certified translator; if applicable, the nostrification procedure should be completed during the first semester of studies;
- all non-Polish school-leaving certificates, except for the IB and EB diplomas, are deposited at the SGH for the duration of the studies, and returned to the owner after graduation or termination of studies.

**7** A document confirming the knowledge of English, for instance:

- the Polish maturity exam in English at an extended level passed with a score of 70% or higher;
- the International Baccalaureate diploma or the European Baccalaureate diploma;

- a certificate of knowledge of English at B2 level or higher;
- a secondary school leaving certificate issued by a school where English was the language of instruction;
- an academic degree diploma in English philology or applied linguistics, or any other programme where English was the sole language of instruction.

Please note that the SGH may only recognize certified translations done by sworn translators registered in a EU, EFTA or OECD country.

Please note that for a true copy to be accepted, it needs to be certified for conformity with the original by a consul of the Republic of Poland or a notary registered in a EU, EFTA or OECD country.

The required documents may be submitted personally, or by an authorized person (with power of attorney), or sent by post.

Electronic versions of the required documents can be used only for pre-verification purposes. In order to be admitted to studies, the candidates are still required to submit hard copies of the required documents.



# ADMISSIONS TO MASTER'S STUDIES ON TERMS APPLICABLE TO POLISH CITIZENS

Please note that studies in English are available only as full-time programmes.

## Stages of the application and admission procedure:

- 1 registration in the Internet Registration System
- 2 qualifying procedure
- 3 submission of required documents
- 4 decisions on admission
- 5 enrolment for classes

The qualifying procedure for studies in English consists in the verification of the submitted required documents.

Successful creation and completion of an account in the Internet Registration System is the prerequisite for participation in the SGH admissions.

## Required documents

According to the terms and conditions of admissions to the first year of full-time and part-time studies of the first and second cycle at the SGH Warsaw School of Economics in the academic year 2018/2019, the candidates are required to submit:

- 1 an application form printed from the Internet Registration System and signed by the Candidate;
- 2 two copies of the contract between the Candidate and the SGH;

- 3 one current photograph fulfilling the requirements for ID document photographs;

and present the following original documents for the purpose of making certified true copies by the SGH:

- 1 a document entitling you to apply for admission to Master's studies at the SGH – an academic degree diploma or a diploma equivalent; furthermore, graduates from non-Polish universities are required to:
  - either legalise the above document, or endorse it with an apostille;
  - present a supplement or a transcript of records complementing the diploma in question;
  - present certified translations into Polish of both the diploma and its complementing document.
- 2 an ID card or passport – if the documents are not being submitted personally by the Candidate, a certified true copy of an ID document must be deposited instead.
- 3 a document confirming the knowledge of English (requirement applicable only to candidates for programmes in English), for instance:
  - the Polish maturity exam in English at an extended level passed with a score of 70% or higher;
  - the International Baccalaureate diploma or the European Baccalaureate diploma;
  - a certificate of knowledge of English at B2 level or higher;
  - a secondary school leaving certificate issued by



a school where English was the language of instruction;

- an academic degree diploma in English philology or applied linguistics, or any other programme where English was the sole language of instruction.

- 4 a document confirming the Candidate's eligibility to apply on terms applicable to Polish citizens (required in the case of non-Polish candidates).

Please note that the SGH may only recognize certified translations done by sworn translators registered in a EU, EFTA or OECD country.

Please note that for a true copy to be accepted, it needs to be certified for conformity with the original by a consul of the Republic of Poland or a notary registered in a EU, EFTA or OECD country.

The required documents should be submitted personally, or by an authorized person (with power of attorney).

# ADMISSIONS TO MASTER'S STUDIES

ON TERMS APPLICABLE TO FOREIGNERS

Please note that studies in English are available only as full-time programmes.

The qualifying procedure consists in the verification of the submitted required documents.

Successful creation and completion of an account in the Internet Registration System is the prerequisite for participation in the SGH admissions.

## Stages of the application and admission procedure:

- 1 registration in the Internet Registration System
- 2 qualifying procedure
- 3 submission of required documents
- 4 decisions on admission
- 5 enrolment for classes

## Admission to second-cycle studies requires the submission of the following documents:

- 1 The application form printed from the Registration System for Foreigners (RSF) and signed by the Candidate.
- 2 A certified true copy of passport or ID card certified for conformity with the original.
- 3 A certified true copy of valid illness or personal accident insurance policy together with its certified translation into Polish, or a certified true copy of the European Health Insurance Card, or a declaration made in the RSF that the candidate will purchase insurance from the



Polish National Health Fund (NFZ).

- 4 A medical certificate confirming the lack of contraindications to undertake studies at an economic university, together with its certified translation into Polish.
- 5 One current photograph fulfilling the requirements for ID document photographs.
- 6 A document entitling you to apply for admission to Master's studies at the SGH – an academic degree diploma or a diploma equivalent; furthermore, graduates from non-Polish universities are required to:



- either legalise the above document, or endorse it with an apostille;
  - submit a supplement or a transcript of records complementing the diploma in question;
  - submit certified translations into Polish of both the diploma and its complementing document.
- 7** A document confirming the knowledge of English, for instance:
- the Polish maturity exam in English

at an extended level passed with a score of 70% or higher;

- the International Baccalaureate diploma or the European Baccalaureate diploma;
- a certificate of knowledge of English at B2 level or higher;
- a secondary school leaving certificate issued by a school where English was the language of instruction;
- an academic degree diploma in English philology or applied linguistics, or any other programme where English was the sole language of instruction.

Please note that the SGH may only recognize certified translations done by sworn translators registered in a EU, EFTA or OECD country.

Please note that for a true copy to be accepted, it needs to be certified for conformity with the original by a consul of the Republic of Poland or a notary registered in a EU, EFTA or OECD country.

The required documents may be submitted personally, or by an authorized person (with power of attorney), or sent by post.

Electronic versions of the required documents can be used only for pre-verification purposes. In order to be admitted to studies, the candidates are still required to submit hard copies of the required documents.





## EDUCATION

- **FULL-TIME** studies in English (tuition-based)

### FOREIGN LANGUAGES

**The SGH Centre for Foreign Language Teaching** (Polish: **Centrum Nauki Języków Obcych; CNJO**) offers high quality language courses in English, German, Russian, Spanish, French and Italian, as well as Polish for foreigners. The courses are focused on business-related topics, including current socio-political and economic issues.

**The CNJO** has its own library and reading room at its disposal, containing dictionaries, thesauruses, course books and academic notes. Additionally, the **CNJO** media-library offers audio-visual aids for individual learning.



### FACTS AND FIGURES:

- Library collection: 1 million volumes
- over 700 lectures in English
- rich language courses offer: English, German, Russian, Spanish, French, Italian
- core education (first, second and third cycle studies) and supplementary education (Children's University of Economics, Academy of Young Economist, Summer Academy of Economy, Warsaw School of Economics')

- Secondary School, post-graduate studies, MBA studies and the University of the Third Age)
- bestowed over 2700 PhD titles and over 650 habilitation degrees

### EXPAND YOUR KNOWLEDGE:

- **double degree programmes:** an opportunity to obtain diplomas from two universities –the SGH and a partner university – in the course of a single course of study;
- **SGH-CIMA:** an interdisciplinary specialisation conducted in partnership with the Chartered Institute of Management Accountants – the largest professional organisation uniting experts in the fields of management accounting;
- **IPMA-STUDENT:** a comprehensive knowledge and skills certification system in the area of project management directed at students and alumni of full-time and part-time studies; the programme is co-administered with the Polish division of International Project Management Association;
- **EMLE:** the Erasmus Mundus Joint Master Degree programme "European Master in Law and Economics – EMLE", providing students with an opportunity to obtain a joint diploma from universities participating in the programme;
- **QEM:** the Erasmus Mundus Joint Master Degree programme "Models and Methods of Quantitative Economics – QEM", providing students with an opportunity to obtain a joint diploma from universities participating in the programme.



# WHY THE SGH?

## ACCREDITATIONS AND QUALITY OF EDUCATION

### WE ARE A MEMBER OF THE FOLLOWING INTERNATIONAL ORGANISATIONS AND NETWORKS:

- CEMS
- CEEMAN
- PIM
- EUCEN
- EFMD
- PECSA
- EUA
- EDAMBA

### WE ARE ACCREDITED BY THE FOLLOWING INSTITUTIONS:

- ACCA
- IQA (CEEMAN)
- AMBA
- CeQulnt

### WE OFFER CERTIFICATES:

- SGH&CIMA Certificate in Business Accounting (CBA)
- SGH&CIMA Diploma in Management Accounting (DMA)
- SGH & CIMA Advanced Diploma in Management Accounting (ADMA)

## SGH IN RANKINGS:

- in the Global Masters in Management ranking by The Financial Times, the SGH was ranked among the best European economic universities worldwide;
- in the 2017 ranking by Perspektywy Education, the SGH ranked 1st among the economic universities in Poland; three of SGH programmes – Economics, Finance and Accounting, and Management – also took top three positions in the ranking of economic programmes category; among Polish universities in general, the SGH was ranked 12th;
- in the 2016 ranking by Perspektywy Education Foundation CEMBA and MBA-SGH programmes took the 1st and the 5th place, respectively;
- in the 2016 ranking by Rzeczpospolita, a Polish newspaper, the SGH and the Warsaw University of Technology were both ranked first as the universities that graduated the largest number of future presidents of the largest Polish companies.

The SGH is the only Poland-based academic member of CEMS (the SGH administers CEMS Master's programme in International Management) and the only Poland-based member of PIM (Partnership in International Management) – the largest international consortium of leading international business schools.

## HIGH SALARIES OF THE SGH ALUMNI

According to the Nationwide System of Monitoring Economic Careers of Graduates of the Ministry of Science and Higher Education, the SGH alumni who obtained Master's degree in Quantitative Methods in Economics and Information Systems in Polish were the best-compensated 2015 graduates of full-time second-cycle economic programmes in Poland. The second best-compensated group of graduates were also the SGH alumni who completed Finance and Accounting programme in Polish. The data concern alumni shortly after graduation working under a contract of employment.

## STUDIES AND BUSINESS

It is only natural that the SGH, being a leading business economic university in Poland, operates in close partnership with numerous business entities. This cooperation applies not only to education and research, but also to issues connected with management of the institution.

Owing to the cooperation with our partners, the SGH students may choose from a wide range of work placements and internships available during their course of study. It is also much

easier for them to find employment in esteemed companies. The SGH partners also organise numerous workshops, lectures, and meetings at our University, which enable our students to meet with actual business practitioners. The SGH also organises study visits in companies and manages various research projects and conferences. As a part of the partnership, we also develop the University's infrastructure and know-how in the field of management and administration of the SGH.

Due to cooperation with the members of the SGH Corporate Partners Club, students may take part in *Studying Practically* programme that offers courses organized by SGH faculty members together with business partners. Apart from special semester-long courses, the SGH Partners hold workshops and meetings for students.

<http://firma.sgh.waw.pl/en>

## CAREER DEVELOPMENT

**The SGH Career and Alumni Centre** strives to advance the careers of the past and present SGH students. The Centre is also responsible for shaping and developing relations with the SGH alumni, as well as for managing the **SGH Career Portal** – a platform for communication between prospective employers on the one hand and students and alumni on the other, providing up-to-date work placement, internship and employment offers, as well as valuable information concerning, among others, recruitment process, job looking, in-service training and preparation of application documents. The Portal also facilitates the consultation process with the SGH career counsellor.

[www.kariera.sgh.waw.pl](http://www.kariera.sgh.waw.pl)

# STUDENT LIFE



## STUDENT ORGANISATIONS

On yearly basis, the SGH students affiliated with various student societies organise hundreds of events and projects, both of scientific and non-scientific nature. Owing to participation in, and coordination of such initiatives,

our students gain not only the necessary theoretical knowledge, but also the skills and competences enabling them to easily find employment during and after their studies.

## INTERNATIONAL EXCHANGE PROGRAMMES

The SGH participates in international exchange programmes for students and staff alike. Every year, nearly 500 SGH students complete parts of their study programmes abroad, and an almost equal number of foreign students study at SGH, out of which about 300 students are participants of an exchange programme. At present, the SGH exchanges students with nearly 260 universities from about 50 countries.

We also participate in international educational and research projects co-organised with our partners abroad.

International programmes: ERASMUS +, Scholarship and Training Fund (FSS), ERASMUS MUNDUS, EU SHARE, Double Degree Programmes (11 second-cycle programmes).

[www.sgh.waw.pl/international](http://www.sgh.waw.pl/international)

## ACADEMIC STAFF

- **790** research-and-teaching and teaching fellows, including **77** professors
- practitioners, researchers, experts on the media, authors of specialised reports

## EVENTS

The SGH offers a vibrant environment. Various events take place almost daily, organised by students and staff alike. There is something for everyone. We hold meetings with the Nobel

prize winners, presidents of multinational corporations, foreign researchers, members of the Polish government and state officials, politicians, media personalities and EU representatives.







## SPORTS AT THE SGH

Physical Education and Sports Centre (in Polish: Centrum Wychowania Fizycznego i Sportu; CWFis) conducts PE classes. If there are any free places available, you may register for additional classes in order to learn new sport or increase your physical activity under the watchful eye of a trained professional.

The PE offer includes aerobics, athletics, bodybuilding, Callanetics, Pilates, core training, partner dancing, boxing,

## DORMITORIES

The SGH has 709 beds in its own two student houses – Sabinki and Grosik – at disposal of the students and 10 beds in 5 guest rooms available to other interested parties. The dormitories are located in proximity to the main SGH campus. In the vicinity, there is also a metro station, bus and

karate, basketball, football, futsal, handball, volleyball, tennis, nordic walking, swimming, and sailing. Those interested may also participate in sport camps during the winter and summer semester breaks.

Apart from the above mentioned classes, our staff also carries out training sessions within many divisions of the SGH Club of Students' Sport Association, affiliating nearly 300 students.

tram stops, as well as an extensive park called Pole Mokotowskie. If you are admitted on terms applicable to Polish citizens, you may file a dormitory application after you receive your decision on admission to studies. The screening process is conducted by the committee for dormitories.

## FINANCIAL SUPPORT

The SGH students who were admitted on terms applicable to Polish citizens may apply for financial aid: maintenance grant; the Rector's scholarship for academic, sport or artistic

achievement; disability grants; allowance for students in temporary difficulties.



## WARSAW

Warsaw is the largest academic city in Poland. It is a unique place offering its residents and tourists alike many opportunities for entertainment of varied kinds. There are theatres, museums, and galleries, while students also often meet in numerous clubs.

In Warsaw there are also located headquarters of the most important Polish institutions, as well as of the majority of the largest companies operating on the Polish market. This one

of the many reasons why the capital of Poland is the most attractive and the most rapidly growing work market in the country.

Warsaw is an extraordinary place situated in the very centre of Europe, where the routes leading west-east and north-south meet. The city astonishes with its history and atmosphere, while the mixture of western and eastern European culture makes it a wholly unique place.





**European Business Schools**  
Ranking 2017



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