

RECTOR
OF SGH WARSAW SCHOOL OF
ECONOMICS

ADOIL.021.160.2019

RECTOR'S ORDER

NO. 20

of 8 May 2019

on the terms and conditions of taking up university programmes at SGH by foreigners

Pursuant to § 56.1 of SGH Statutes it is ordered as follows:

Chapter 1

Preliminary provisions

§ 1

1. This order, hereinafter referred to as the Order regulates the terms and conditions on which foreigners can pursue first and second cycle university programmes, hereinafter referred to as university programmes, run as full-time and part-time programmes at SGH Warsaw School of Economics, hereinafter referred to as SGH.
2. Fundamental rules for pursuing university programmes by foreigners have been stipulated in article 323 and 324 of the act - the Law on Higher Education and Science (Journal of Laws of 2018 item 1668, as amended), hereinafter referred to as the Law.

§ 2

1. Admission to the first cycle programmes shall take place:
 - 1) to particular forms of study with instruction in Polish, the choice of the major shall be made during the first year of study, pursuant to the provisions of the Rules and Regulations of Study or
 - 2) to majors with instruction in English, run as full-time programmes in the following majors: Global Business, Finance and Governance, International Economics, Management, Quantitative Methods in Economics and Information Systems.
2. Admission to the second cycle programmes shall take place to majors with

instruction in:

- 1) Polish: Data Analytics - Big Data; E-Business; Economics; Economic Law Analytics; Finance and Accounting; Global Business; Finance and Governance; Quantitative Methods in Economics and Information Systems; Managerial; International Economic Relations; Management; Corporate Finance; Project Management;
 - 2) English: Advanced Analytics – Big Data; Finance and Accounting; Global Business, Finance and Governance; International Business.
3. Programmes in particular majors with instruction in Polish and in English run as full-time and part-time programmes shall commence providing a general number of candidates stipulated in SGH Rector's order is qualified for admission these majors.
4. Should the general number of candidates stipulated in section 3, qualified for admission to a given major, be lower than the minimum set out in the order mentioned in section 3, the Promotion and Admission Division shall inform candidates applying for university admission thereof.

§ 3

Foreigners may take up university programmes at SGH pursuant to:

- 1) international agreements, on the terms provided for by these agreements;
- 2) agreements made by SGH with foreign entities, on the terms provided for by these agreements;
- 3) the decision of the Minister;
- 4) the decision of the Director of the Polish National Agency for Academic Exchange, hereinafter referred to as NAWA, in reference to its scholarship holders;
- 5) the administrative decision of SGH Rector;

§ 4

1. Admission to the first cycle programmes shall be run to the programmes commencing in the winter semester, subject to section 3.
2. Admission to the second cycle programmes may be also run to the programmes commencing in the spring semester.
3. Admission to the programmes based on the agreements stipulated in § 1.1 and 2 may be run on the dates stipulated in these agreements.

§ 5

The candidate admission timetable, particularly dates of registration in the on-line admission system, hereinafter referred to as ISR, dates of submission of the required

documents and the date on which a qualification test in Polish will be held shall be established by way of Rector's orders. The orders mentioned in the foregoing sentence are subject to announcement on the SGH website and shall be communicated to NAWA.

§ 6

The limit of admissions to particular forms of study and majors for foreigners shall be determined by way of a Rector's order.

Chapter 2

Documents required in the admission procedure

§ 7

1. To be admitted to a first cycle programme candidates need to hold a maturity certificate or a maturity certificate and a certificate of maturity exam results in particular subjects, pursuant to the provisions on the system of education.
2. To be admitted to a second cycle programme candidates need to hold a university degree (diploma of university graduation).
3. A detailed list of documents being a basis for admission to SGH is to be found in Annex 1 to this order.

§ 8

1. A candidate applying for admission to a programme with instruction in Polish shall be obliged to:
 - 1) present a certificate of proficiency in Polish issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language at a minimum of B2 level - for first cycle programmes and C1 - for second cycle programmes, or
 - 2) submit another certificate confirming proficiency in Polish at the level specified in point 1 acknowledged by the Commission for Language Testing of Foreigners appointed by the Rector, or
 - 3) sit a qualification test in Polish at the level stipulated in point 1 before the Commission for Language Testing for Foreigners, or
 - 4) submit a Polish maturity certificate or diploma of university graduation with instruction in Polish.
2. Candidates applying for admission to programmes with instruction in English shall be obliged to submit one of the documents stipulated in Annex 2 to this order.

§ 9

Documents stipulated in Annex 1 to this order should be submitted to the Promotion and Admission Division personally or through a representative on the date set in the admission timetable.

Chapter 3

University candidate registration

§ 10

1. Candidate registration shall be conducted in an electronic form solely.
2. In the course of the admission procedure ISR shall be accessible to candidates from any computer with an Internet connection, in principle round the clock.
3. The dates of the start and end of the admission procedure, including candidate registration in ISR, to first and second cycle programmes shall be set by the Rector in the form of orders, pursuant to § 5, and ISR shall shut down as of the end of minute 59 after 15.00 (3 p.m.) of the official time on the territory of the Republic of Poland on the last day of the registration period. After this hour no data can be altered or supplemented.

§ 11

1. In order to register a candidate shall be obliged to:
 - 1) open a personal admission account in ISR as well as complete and approve an an ISR admission form, in particular to:
 - a) provide personal data,
 - b) enter scores or grades from the maturity certificate (not applicable to the registration to second cycle programmes and programmes with instruction in English),
 - c) enter data from the diploma: the professional title, diploma number, date of diploma issue, country of diploma issue, name of the school, city, major, mode of study (not applicable to first cycle programmes),
 - d) upload the scans of documents constituting a basis for university admission (not applicable to programmes with instruction in Polish) stipulated in Annex 1,
 - e) select the form of study and major,
 - f) select the foreign language which the candidate intends to study during his/her time at SGH, pursuant to the provisions of section 3,

- g) upload a JPG file containing an ID format photo compliant with ISR technical parameters;
- 2) effect an admission fee payment to the individual bank account indicated in the candidate's personal admission account. The admission fee shall provide eligibility for admission to the selected fields and forms of study of the first and second cycle programmes.
2. A failure to comply with any of the obligations stipulated in section 1 shall make admission null and void.
 3. The foreign language should be selected from among the following: English, French, German, Italian, Russian and Spanish.
 4. Candidates to full-time first cycle programmes shall select the same two languages which were subject to assessment in their maturity certificates. Candidates to part-time weekend programmes should select a foreign language according to the table provided in ISR, at a minimum level of A2 CEFR, candidates to part-time afternoon programmes should select the language in which they have a grade on their maturity certificates. Should the foreign language grade not appear on the maturity certificate, the candidate shall declare the level of his/her language proficiency (at least B1 CEFR for the first language and at least A2 CEFR for the second language). Moreover, a candidate to a first cycle programme with instruction in English, apart from the languages stipulated above may also select Polish for his/her language class indicating his/her proficiency based on the table of language proficiency provided in ISR.
 5. A candidate to a second cycle programme with instruction in Polish, while choosing a foreign language must possess a competence of a minimum of B1 CEFR in this language.
 6. Indication of the foreign language in ISR shall remain binding for the candidate throughout the entire study period.
 7. SGH may decide not to commence a foreign language class for which fewer than 10 candidates applied. In such an instance the student shall choose a language class from among the available options.
 8. A candidate may choose up to 8 from among the available forms and fields of study with instruction in a given language, however he/she may be admitted to only one form or one of the fields of study.
 9. In the instance mentioned in section 8 the candidate shall be obliged to rank the selected forms or fields of study in the order from the most relevant to the least.

Admission to one of the forms or one of the fields of study shall be equivalent to denying admission to the other. Candidate preferences indicated in the admission to programmes with instruction in Polish shall be considered first.

10. Candidates are allowed to supplement and modify the data entered into ISR until ISR has shut down. Modification of the data allowing to explicitly identify a candidate (citizenship, PESEL, or in its absence: the type and number of another identity document and its country of issue, date of birth and sex) shall be possible only if the candidate has not selected the level of the programme yet. Change to the data after the programme level has been selected shall be possible only after de-registration from the ISR admission form.

§ 12

1. SGH shall not be held liable for the lack of possibility to register or modify entries in ISR owed to failures of the Internet network remaining beyond SGH control or temporary overloading of SGH servers.
2. SGH shall not be held liable for the consequences of incorrect completion of the admission account fields, their non-completion or entering inaccurate information.
3. The candidate shall be obliged to keep the ISR access password confidential. SGH shall not be held liable for the consequences of sharing this password with third parties, particularly for unintended by the candidate changes to his/her personal data in ISR authorised with his/her access password and for revealing this way candidate's personal data.

§ 13

1. The candidate personal admission account shall be used to:
 - 1) enter personal data and make declarations necessary for the process of admission;
 - 2) indicate the preferred fields or forms of study to which he/she would like to be admitted;
 - 3) communicate to the candidate the information related to the admission procedure, including:
 - a) date and place of the qualification test in Polish (if applicable),
 - b) results of the qualification procedure,
 - c) date and place of documents submission,
 - d) admission or non-admission to a programme,
 - e) other information necessary for communicating with the candidate;

- 4) upload scans of documents being a basis for admission to programmes with instruction in English, stipulated in Annex 1.
2. Messages posted on the personal admission account of the candidate shall be deemed effectively served.
3. The candidate shall be obliged to familiarise himself on a regular basis with all messages posted in his personal admission account during the time of the admission procedure.
4. SGH shall not be held liable for the consequences of the candidate's failure to familiarise himself with the messages in his personal admission account.

Chapter 4

Admission procedure to first cycle programmes

§ 14

1. Admission to first cycle full-time programmes with instruction in Polish shall take place by way of a qualification procedure, based on the scores in the maturity certificate and results of the test in entrepreneurship knowledge conducted by the University Admission Board for Foreigners.
2. Admission to first cycle part-time programmes with instruction in Polish shall take place by way of the qualification procedure based on the scores in the maturity certificate.
3. Admission to tuition fee-based first cycle full-time programmes with instruction in English 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 take place on a first-come-first-served basis understood as the date and hour of submitting to ISR a complete set of documents for verification.

§ 15

1. The qualification procedure to programmes with instruction in Polish shall be run according to the type of the maturity certificate held by the candidate and awarding qualification points corresponding to grades:
 - a) in four subjects on the maturity certificate selected by the candidate, one from each of the below presented categories, where a subject selected in one position may not be selected in another one;

Item	Subject
1.	Mathematics or Physics
2.	Geography, History, Knowledge about Society, Economics, Computer Science or Physics
3.	first foreign language from among the following: English, French, German, Italian, Russian or Spanish
4.	second foreign language from among the ones stipulated in item 3

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

2. The rules for converting scores from maturity certificates into qualification points have been set out in Annex 3 to this order.
3. Additional qualification points may be awarded to the the candidate for extra scientific or sports achievements. The rules for awarding them have been set out in Annex 4 to this order.

§ 16

1. If the sum of the qualification points in maturity exam subjects is not a natural number, $\frac{1}{2}$ (one half) should be added to it and the candidate shall be awarded a number of points equivalent to the whole part of the resulting sum.
2. The joint score of qualification points awarded to the candidate in maturity exam subjects may not exceed 333 (three hundred thirty three).
3. A candidate who on his/her maturity certificate does not have a grade in the subject stipulated in § 15.a including items 1, 2, 3 or 4, may enter the qualification procedure, but shall not be awarded any qualification points for this subject, to the exclusion of the situation provided for in point 2.2 of Annex 3.

§ 17

1. The assessment in the entrepreneurship knowledge test shall be expressed as a percent in the bracket from 0 to 100.
2. This percent score in the entrepreneurship knowledge test shall be then converted into qualification points and 1 qualification point shall be awarded for each percent

scored by the candidate in the said test. A maximum possible score in this test shall be 100 qualification points.

3. The entrepreneurship knowledge test shall be conducted as a coded test.
4. Scores in the entrepreneurship knowledge test shall be established using computer reading devices supervised by at least three members of the University Admission Board for Foreigners.
5. At a candidate's request in writing, the entrepreneurship knowledge test paper completed by the candidate shall be made available to him for inspection in the place specified by the chairperson of the University Admission Board for Foreigners after the admission procedure results have been published.
6. The candidate is allowed to inspect the test paper accompanied by at least one member of the University Admission Board for Foreigners. The accompanying member of the University Admission Board for Foreigners shall be appointed by the board chair.
7. The University Admission Board for Foreigners shall determine the rules for conducting the entrepreneurship knowledge test for candidates being disabled persons.
8. The University Admission Board for Foreigners shall determine the rules applicable to candidates during the entrepreneurship knowledge test, including the rules for using devices and scientific and technical aids. The above mentioned rules shall be communicated by the Board via ISR and by way of spoken instructions directly before the test begins.
9. Should the candidate breach the rules stipulated in section 8, the chair of the University Admission Board for Foreigners shall decide to disqualify the candidate and remove him/her from the admission procedure.

Chapter 5

Admission procedure to second cycle programmes

§ 18

1. Admission to full-time second cycle programmes with instruction in Polish shall take place as:
 - 1) admission of graduates of first cycle programmes at SGH;
 - 2) general admission.

2. Admission to part-time second cycle programmes with instruction in Polish shall take place based on registration in ISR and verification of the submitted documents. Should the number of candidate exceed the number of places available, admission shall be made on the first-come-first-served basis understood as the date and hour of selecting in ISR the language of instruction and the level, where priority shall go to those candidates who have placed a given programme at the top of their preference list.
3. Admission to tuition fee-based full-time second cycle programmes with instruction in English shall take place based on the registration in ISR and verification of the submitted documents. Should the number of candidates be higher than the number of available places, admission shall be made on the first-come-first-served basis understood as the date and hour of submitting a complete set of documents for verification via ISR.

§ 19

1. The following candidates being graduates of first cycle SGH programmes applying for admission for the first time in this mode may be allowed to enter the qualification procedure to full-time second cycle programmes with instruction in Polish:
 - 1) SGH students who have received at least 150 (one hundred fifty) ECTS points and at the same time have achieved a grade average of at least 3.5 in the subjects they have covered during their full semesters of study;
 - 2) first cycle SGH programme graduates who have achieved a total study grade average of 3.5 and have been awarded the professional title of *licencjat* from SGH between the first day of the academic year preceding the year in which admission to second cycle programmes starts and the end of this admission.
2. Candidates stipulated in section 1 shall be qualified for admission to full-time programmes based on their study grade average. The grade average shall be established by the Undergraduate Programme Dean's Office with a precision of up to 1/100 (one hundredth), pursuant to the rules set out in the Rules and Regulations of Study in First and Second Cycle Programmes at SGH Warsaw School of Economics.

§ 20

1. Candidates applying to full-time programmes by way of the general admission shall be qualified based on their score in the qualification test in economic knowledge and a test in the proficiency in a foreign language for business purposes indicated by the candidate in ISR.

2. The qualification test shall comprise three modules:
 - 1) linguistic-general;
 - 2) quantitative;
 - 3) qualitative.
3. The candidate shall be obliged to take the linguistic-general module and:
 - 1) the quantitative module if he/she has indicated as one of the preferences stipulated in § 11.8 the major of Data Analytics - Big Data or Economics or Quantitative Methods in Economics and Information Systems;
 - 2) the qualitative module if he/she has indicated as one of the preferences stipulated in § 11.8 a major other than those in section 3.1.
4. A candidate who has not selected any of the majors stipulated in section 3.1 or 2 shall not be allowed to take the quantitative or qualitative module respectively.
5. The qualification test shall be conducted in the form of a coded test. A maximum of 50 (fifty) points shall be awarded for each module. A total maximum score available is 100 (one hundred) points, where admission to the majors: Data Analytics - Big Data, Economics or Quantitative Methods in Economics and Information Systems shall use the sum of points in the linguistic-general and quantitative module and admission to other majors in full-time programmes with instruction in Polish shall use the sum of points in the linguistic-general and qualitative module.
6. Test papers completed by candidates shall be read using computer reading devices (OCR) supervised by at least three members of the University Admission Board for Foreigners.
7. At a candidate's request in writing the test paper completed by the candidate shall be made available to him/her for inspection in the place specified by the chair of the University Admission Board for Foreigners after the admission procedure results have been published, but not later than by:
 - 1) 30 September of the year in which admission to the winter semester has been completed;
 - 2) 30 April of the year in which admission to the spring semester has been completed.
8. A candidate may inspect the test paper only when accompanied by at least one member of the University Admission Board for Foreigners. The accompanying board member shall be appointed by the chair of the University Admission Board for Foreigners.

9. The University Admission Board for Foreigners shall establish the rules for conducting the qualification test for candidates being disabled persons.
10. Only candidates who have scored not less than 40% (forty percent) of the maximum number of points in the qualification test, including not less than 30% of points in each module required for qualification to the selected major may be placed on the list of candidates qualified for admission.
11. The University Admission Board for Foreigners shall determine the rules applicable to candidates during the qualification test, including the rules for using devices as well as scientific and technical aids. The above mentioned rules shall be communicated by the Board via ISR and in the form of spoken instructions directly before the test starts.
12. Should the candidate breach the rules stipulated in section 11, the chair of the University Admission Board for Foreigners shall decide to disqualify the candidate and remove him/her from the admission procedure.

Chapter 6

Ranking lists of candidates qualified for admission

§ 21

1. Ranking lists of candidates applying to programmes with instruction in Polish, including the ranking lists of persons initially qualified for admission in the case of the second cycle programmes, shall be drawn up for each form of study of first cycle programmes and each major of the full-time second cycle programmes and each form of part-time second cycle programmes separately, accounting for the preferences of candidates expressed as stipulated in § 11.8.
2. Candidates shall be placed on ranking lists in the order of the scores achieved in the qualification procedure, from the highest to the lowest, with a proviso that for each form of study the candidate shall be placed only on the ranking lists of the first preference, pursuant to § 11.8, which allows him/her to be qualified for admission.
3. Should a programme or major not commence due to initial qualification for admission of an insufficient number of candidates, the candidate shall be advised thereof via ISR. The candidate may then select a different form of study or major from among those that will commence and were included in his preferences, as stipulated in § 11.8. Section 4 shall apply accordingly.

4. After the lists of initially qualified for admission to second cycle programmes have been published, the candidate shall select the final form of study or major via ISR in the time outlined in the admission timetable. In this instance, choices made pursuant to § 11.8 shall become null and void. A candidate who has made no choice shall be placed on the list of persons qualified for admission according to his top preference.
5. Based on the ranking lists and choices stipulated in section 4, the University Admission Board for Foreigners shall draw up lists of persons qualified for admission, for each form of study and major separately, accounting for the limits stipulated in § 6.
6. All candidates who have scored the same number of qualification points or the same average, pursuant to § 19.2, as the candidate ranked as last on the list shall be placed on the list of persons qualified for admission to a given form of study or major.
7. Ranking lists which include the information on the scores of the candidates as well as the lists of persons qualified for admission shall be published on the SGH website.

§§ 22

1. Candidates shall be informed via ISR of their results in the qualification procedure, their place on the ranking list as well as of being or not being placed on the list of persons qualified for admission.
2. Candidates qualified for admission shall also receive information on the dates of submitting documents.

§ 23

1. The candidate qualified for admission shall be put on the list of the persons admitted providing he/she submits the required documents in the required time. Any failure to submit a complete set of documents in time shall result in the candidate's non-admission.
2. A candidate qualified for admission to a form of study or major other than the candidate's original first choice (priority) may quit admission to this form or major. A failure to submit a complete set of required documents shall be equivalent to quitting any further participation in the admission procedure to this form of study or major.
3. Candidates who have not been qualified to any of the forms of study or majors of their choice shall be automatically placed on suitable waiting lists.
4. Should the candidate quit the admission procedure as stipulated in section 2, the candidate shall bear the 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.

§ 24

If after completing the document verification it turns out that the limits stipulated in § 6 have not been met, the Rector may qualify for admission candidates from the waiting list, in compliance with the provisions regulating the qualification procedure.

Chapter 7

Rules for documents submission

§ 25

1. A candidate qualified for admission to a programme with instruction in Polish shall be obliged to submit to the Promotion and Admission Division originals of the required documents not later than by 15.00 (3 p.m.) of the official time on the territory of the Republic of Poland of the last day of the time stipulated in Rector's order, pursuant to § 5.
2. A candidate admitted to a programme with instruction in English shall be obliged to submit originals of the required documents to the Promotion and Admission Division not later than by 15.00 (3 p.m.) of the official time on the territory of the Republic of Poland of the last day of the time stipulated in Rector's order, pursuant to § 5, or in the time outlined in the admission decision.
3. 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 date of the commencement of classes. Should the candidate be eligible for a tuition fee exemption, the relevant document should be submitted upon signing the tuition fee agreement or without undue delay after the receipt of such a document.

§ 26

1. Documents may be submitted personally or through a representative. A power of attorney issued by the candidate pursuant to the template published on the SGH website shall be required for a representative to be allowed to sign the tuition fee agreement.
2. The candidate shall be obliged to present his/her ID document upon document submission. For foreigners, the accepted ID documents shall be an ID issued in an EU member state or a passport.

§ 27

1. The Promotion and Admission Division shall refuse to accept the documents if the set presented by a candidate or his representative does not include any of the

documents required to take up study in a given cycle, stipulated in § 7, or any of the documents confirming the required proficiency in the language of instruction, pursuant to § 8.

2. At the candidate's or his representative's request a form of document refusal shall be issued in two counterparts. The form shall be signed by the Promotion and Admission Division employee and the candidate or his representative as a person receiving the document.

Chapter 8

Decisions on the admission procedure

§ 28

1. University admission shall take place pursuant to an administrative decision of the Rector.
2. Candidates who have been qualified for admission based on document scans may be admitted solely based on a decision issued by the Rector, provided they submit to SGH a complete set of original documents required for university admission in the time outlined in the admission decision.
3. In the event of non-submission of the documents stipulated in section 2, the admission decision shall expire.

§ 29

1. A candidate who has no place of abode, domicile or seat in the Republic of Poland or another EU member state, unless he/she has appointed a representative domiciled in the Republic of Poland to conduct his/her business or acts through a Consul of the Republic of Poland, shall be obliged to indicate a service representative in the Republic of Poland, otherwise any correspondence addressed to him/her shall be held in his file, being deemed effectively served.
2. The candidate shall be advised of the admission decision being ready for collection by the Promotion and Admission Division via ISR or electronic mail with an indication of the available collection dates. Should the decision not be collected, provisions of section 1 shall apply accordingly.
3. Along with the information stipulated in section 2, the Promotion and Admission Division shall pass to the candidate the text of the admission decision.
4. Signed by the Rector lists of persons admitted to particular forms of study and majors shall be drawn up on SGH premises and published on the SGH website.

§ 30

Should the agreements stipulated in § 3.2 provide for different than those outlined in this order terms of taking up by foreigners university programmes organised or co-organised by SGH, the provisions of the said agreements shall be applied in accordance to the mandatory provisions of law.

§ 31

Any situations not provided for by this order and pertaining to university admissions of foreigners shall be decided by the Rector.

Chapter 8

Final provisions

§ 32

The following shall expire:

- 1) Rector's Order No. 23 of 30 April 2018 on the terms and conditions of pursuing university programmes at SGH by foreigners based on the rules other than those applying to Polish citizens;
- 2) Rector's Order No. 45 of 18 July 2018 amending Rector's Order No. 23 of 30 April 2018 on the terms and conditions of pursuing university programmes at SGH by foreigners based on the rules other than those applying to Polish citizens.

§ 33

The Order shall become effective as of the date of signing.

RECTOR

dr hab. Marek Rocki, prof. SGH