



UNIVERSITY INFORMATION SHEET 2009-2010 WARSAW SCHOOL OF ECONOMICS (SGH)

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http://www.sgh.waw.pl/crpm_-en/?set_language=en&cl=en - English version
<http://www.sgh.waw.pl/crpm/> - Polish version



Deadlines:	Deadlines for application: Fall Semester/Academic Year – April 20, 2009 Spring Semester – October 19, 2009
Required Documents:	Application on-line system is available at: https://akson.sgh.waw.pl/crpm-recruitment/ following the on-line nomination process completed by host school coordinators. Free-movers may register directly at our system.
Study program:	SGH has non-faculty structure, offering programmes at all three levels: undergraduate (Bachelor's) – 180 ECTS, graduate (Master's) – 120 ECTS and doctoral (PhD) – 3-years The offer for exchange students include subjects at undergraduate and graduate level from SGH existing majors including: Economics, European Studies, Finance & Accounting, Spatial Economic Policy, Quantitative Methods in Economics and Information Systems, Management, International Economic Relations, International Business, Public Economy and Administration. Exchange students may also take selected courses offered within CEMS Master in International Management Courses, courses in German of the German-Polish Academic Forum. Those students who speak Polish may attend all courses offered at SGH at the given level. Students may only take courses from the level they are registered at. The exception may be offered only to those students who submit a request from their home university indicating that the course from the other level is necessary to validate a semester abroad in their home school.
Courses:	http://www.sgh.waw.pl/crpm_-en/si/exchange/courses/offer/ The ECTS Guide and International Student Handbook including all relevant info concerning credits, grading, system of studies etc. is available for download at: http://www.sgh.waw.pl/crpm_-en/cems-en/scas-en/poc-en/
Collegia: <i>(research units headed by deans and composed of chairs and institutes)</i>	Economic Analysis, Socio-Economic, Management & Finance, Business Administration, World Economy
Language of Instruction:	Majority of courses is offered in Polish, but students may complete a full semester or academic year in English.
Language requirement:	The partner school must ensure the candidate has appropriate proficiency in English (or Polish) at least at the level of B2 in the CEFR scale.
Language courses:	All exchange students may attend classes of Polish for beginners. On request (and with permission of SGH Centre for Foreign Languages) students may join our language tutorials (German, English, French, Russian, Italian, Spanish, and Italian).
Academic/Experience Requirements:	Selected courses may require prerequisites indicated in the course outlines.
Full-time Workload:	To validate a semester an exchange student should pass 30 ECTS credits. One full course (30 contact hours) equals to 3 ECTS credits.
Learning Expectations:	Free-movers must take at least four full (30-contact hour) courses. Format of courses vary. Mostly these are combination of lecture, and tutorials with case analysis. Participation and attendance is evaluated on professor's perception. Sometimes peer and self-evaluation is involved. Maximum number of students admitted to a course is between 30 and 40 and there is higher limit for lectures.

Grading: The grades are from 2.0 (Fail) till 5.5 (Excellent). 3.0 is a minimum Pass. 4.0 is a good, average grade. Grades are converted into ECTS format: The transcripts are issued after the semester and contain information about the grading system. Next, transcripts are sent to the partner schools.
Grading scale is available in the bottom of this document.

Exams: Exams are usually held at the end of the course or during exam session periods. Most exams are written; several courses include group projects and individual essays instead of formal written exams.

Term dates for the academic year 2009/2010:

Calendar SGH works within the semester system. The current calendar is available at:
http://www.sgh.waw.pl/crpm_-en/cems-en/scas-en/ac-en/

Fall 2009:

September 26-27	<i>Expected arrival date</i>
September 28–30, 2009	<i>Orientation Week</i>
October 1, 2009 – January 20, 2010	<i>Classes</i>
January 22 – February 3, 2010	<i>Exam period</i>
November 1-2, 2009	<i>All Saints Day (holidays)</i>
November 11, 2009	<i>Independence Day (National Holiday)</i>
December 22, 2009 – January 3, 2010	<i>Christmas/New Year Break</i>

Spring 2010:

February 7-10, 2010	<i>Expected arrival date</i>
February 11–13, 2010	<i>Orientation Week</i>
February 15 – June 6, 2010	<i>Classes</i>
June 7–20, 2010	<i>Exam period</i>
April 2–7, 2010	<i>Easter Holidays</i>
April 14, 2010	<i>SGH Day</i>
May 1-3, 2010	<i>Labour / Constitution Day Holidays</i>
June 3, 2010	<i>Corpus Christi Holiday</i>

Summer programs or short-term programs The next Summer University Warsaw will be organised in 2010 and here you will find a link to the official website of that event once it is published.
http://www.sgh.waw.pl/crpm_-en/si/sp/suw/
Upon agreement: internships and study tours can be offered.

Living Expenses:

Housing on-campus: PLN 340/month/person (double);
Damage deposit: PLN 400/person
Housing off-campus: PLN 800 – 1600/month/apartment excl. utilities
Local transportation – 39.00 PLN/month (personalised pass); more info at:
<http://www.ztm.waw.pl/>
Food – approx 500 PLN/month
Entertainment – about 200 PLN/month
Rate of exchange (April 2009): EUR - 4.51 PLN; USD – 3.38 PLN

Academic Expenses:

Fee for student ID: 17 PLN (25.50 PLN for a duplicate)
Enrolment fee: 80 PLN (applied to free-movers only!)
Exchange students do not pay any tuition fees.
Free-mover students from EU/EFTA pay 420 PLN per 30-contact hour course, students outside EU/EFTA pay 300 EUR per course.
Course materials currently are prepared free of charge or at the cost of photocopying. Some books can be purchased at discounted prices (ca. 200 PLN/course).

Other Expenses:

Student fees for courses and Polish language course – none for exchange students, free-movers pay standard fee for full-time course .
Some course may require purchase of textbooks (special discounts from publishers apply) and small fees for course package.

Health insurance:	All exchange and freemover students are required to have health insurance from their home country covering medical expenses for the full period of stay (EU citizens should possess European Health Insurance Card), as well as an accident and personal liability insurance. Optionally, non-EU citizens may pay for health insurance to the Polish National Health Fund at the monthly rate of 38.70 PLN that covers all basic health services, including basic dental services. More information can be found at: http://www.sgh.waw.pl/crpm_-en/si/practical/health/
Visa / Letter of acceptance:	<p>Students outside EU should apply for student visa prior to arrival, especially if they plan to take an internship. Getting the internship may require obtaining the work permit. We strongly advise you to contact the local Polish embassy/consulate to learn more about the application procedure relevant to your status. In some cases and places, issuing a visa may take more time, so it is better to start this formality well in advance.</p> <p>We are issuing a letter of acceptance to all students upon request, so if you need such a document, please contact our office immediately to obtain it.</p>
Facilities:	<p>SGH offers exchange students access to SGH library (Central Economic Library in Poland) with a reading hall, periodicals library and media services (ProQuest database etc.).</p> <p>Computer labs are located in various places of the school, but students may use their own notebooks by plugging-in in designated areas or using the WiFi network available in the Main Building.</p> <p>Students may also join selected Physical Education classes, use the Sauna and swimming pool.</p> <p>SGH facilities also include banking services (account opening, ATM's), several student clubs with food & snacks, photocopying services, Grocery shops and other facilities are located close to SGH buildings.</p>
Student Services:	Each student has assigned a "buddy" – SGH student who assists exchange students especially during the first weeks of stay at SGH. CEMS Club and Erasmus Student Network are also organizing trips to Polish cities and neighbouring countries, international dinners, celebration of typical Polish holidays etc. Other activities may include skiing trips, sailing & canoeing camps. SGH also has active student organisations that are willing to involve exchange students (AIESEC, student unions, sports academic clubs etc.)
Orientation	Orientation takes place in a week before the beginning of classes. The orientation is not obligatory but strongly recommended. Exact dates are given in the calendar part.
Internships:	Internships are not obligatory at SGH (except CEMS students) but the Centre assists students in finding the internship on request.
Career services	SGH Career and Fundraising Centre and CEMS Corporate Relations Coordinator assist students in finding internships, business projects or assist in finding a job.
Exchange Coordinator Services:	The Centre is fully responsible for the overall exchange at SGH, except course scheduling, registration and transcripts that are issued by the relevant dean's office.
Other relevant info and links	<p>ECTS Guides, Int'l Student Handbook, Movies and Presentations are available at: http://www.sgh.waw.pl/crpm_-en/cems-en/scas-en/poc-en/</p> <p>Warsaw official website: http://www.e-warsaw.pl</p> <p>Facts & info about Poland: http://www.poland.pl</p>
Info Dissemination:	<p>How is exchange info from your school disseminated?</p> <p>Web <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/></p>



Grading scale:

Grade	SGH grade	% of students normally achieving the grade	Definition
A	5.5	10	Excellent – outstanding performance with only minor errors
	5.0		
B	4.5	25	Very good – above average standard, but with some errors
C	4.0	30	Good – generally sound work with a notable number of errors
D	3.5	25	Satisfactory – fair, but with significant shortcomings
E	3.0	10	Sufficient – performance meets the minimum criteria
F/X	2.0	-	Fail – some more work required before the credit can be awarded
F		-	Fail – considerable further work is required