

**SELECTION RULES FOR THE UNDERGRADUATE STUDENTS  
AT SGH WARSAW SCHOOL OF ECONOMICS  
TO PARTICIPATE IN THE "EUROPEAN WEEK"  
ORGANISED AS PART OF THE CIVICA ENGAGE TRACK**

*[in force for the European Week 2024 selection]*

**I. GENERAL INFORMATION**

1. These Regulations set out the eligibility rules for SGH undergraduate students to participate in the "European Week" carried out within the "CIVICA Engage Track" of the Erasmus+ project CIVICA - The European University of Social Sciences.
2. "European Week" will run once per academic year between 2023 and 2026 and will be funded by Erasmus+.
3. By qualifying to participate in the European Week, the student is accepting a commitment to complete the other components of the CIVICA Engage Track. It is not possible to participate in the European Week without completing the remaining required components of the CIVICA Engage Track.
4. The CIVICA Engage Track includes the following components:
  - a. the completion at student's home university (SGH) or at another CIVICA partner university of at least one course designated as a CIVICA Engage Course (see Appendix 1 for a list of CIVICA partner universities offering CIVICA subjects recognised under the track);
  - b. participation in a week's stay abroad at a CIVICA partner university organising European Week in a given academic year (the university organising European Week in a given year will be announced in the selection announcement);
  - c. preparing a presentation (Showcase Assignment): The Showcase Assignment should take the form of a public speech addressed to an external audience, presenting the student's reflections on an important challenge for Europe, falling within the framework of the selected CIVICA Engage course.

Detailed information on the various elements of the CIVICA Engage Track can be found on the website at <https://www.sgh.waw.pl/civica-engage-track>.

5. Once all components of the track have been completed, the student will receive a certificate of completion of the CIVICA Engage Track.
6. The costs of participation in the European Week 2024 organised by The London School of Economics and Political Science shall be covered by qualified participants from the Erasmus+ KA131 scholarship for short-term mobility. The grant in the form of funding should be used for travel and accommodation costs. The EW organiser will provide catering for the participants.
7. The final condition for travelling to European Week 2024 is to have the right to cross the UK border (visa, passport; up-to-date information on immigration regulations is available on the UK Home Office website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>). In the event that a person pre-qualified to participate in European Week does not obtain the right to enter the UK no later than 1 month before the event, participation will be offered to the next person on the reserve list who has this right.

## II. GENERAL PRINCIPLES OF ELIGIBILITY

1. The selection process is conducted by the Selection Committee appointed by the Vice-Rector for International Relations for a given academic year, hereinafter referred to as the Committee, consisting of the WP3 coordinator of CIVICA Engage Track, the manager of the CIVICA Erasmus+ project at SGH, the CWM deputy director and a staff member responsible for the preparation and proper conduct of the selection. The WP3 coordinator may invite lecturers involved in teaching CIVICA Engage courses at SGH to the Committee.
2. At the time of selection for the European Week, the candidate must have completed the first year of full-time undergraduate studies at SGH Warsaw School of Economics.

For students in the 5th and 6th semesters of study, eligibility is conditional on the candidate making a commitment to complete the remaining elements of the CIVICA Engage Track by the end of the spring semester of the 2023/24 academic year (completion of one of the CIVICA Engage courses at SGH or a CIVICA partner university by the time of qualification for European Week 2024 or enrolment in such course(s) no later than in the spring semester of the 2023/24 academic year and preparation of the Showcase Assignment in the spring semester of 2023/24). Students in lower semesters of study qualified for European Week 2024 will be required to complete the remaining elements of the CIVICA Engage Track no later than during their sixth semester of study.

3. Selection for European Week takes place according to the established schedule. Additional selection is organised in case of availability of places after the first selection stage.
4. The maximum number of students allowed to participate in the European Week in any given academic year is 10.

## III. BASIC ELEMENTS AND EVALUATION CRITERIA

1. The cumulative (weighted) average (GPA) of the applicant's previous studies (at the end of the last semester for which the Undergraduate Studies Office' system has this average calculated). To be considered for selection, the candidate must have a minimum average grade of 3.60.
2. Proficiency in English at a level of not less than B2 evidenced by:
  - a commercial certificate, as listed in Appendix 2 of the Rules of Eligibility for students to participate in the European Week,
  - the result of the CNJO SGH competency test (the minimum score of the competency test is 75, which corresponds to proficiency level B2 on the ESOKJ/ CEFR scale),
  - certificate of completion of the English language course at SGH,
  - a diploma from a secondary school in which English was the language of instruction,
  - a diploma from a university where English was the language of instruction.

Providing proof of English language proficiency is a condition for selection.

3. Cover letter in English.

## IV. METHOD OF CALCULATING QUALIFYING POINTS

A total of up to 100 points can be obtained in the selection process according to the criteria shown in Table 1.

1. The final grade is the sum of the points obtained for each criterion.

Table 1. Evaluation criteria and scoring rules

	<b>Evaluation criteria</b>	<b>Maximum number of qualifying points</b>
1	Grades	40
2	English language proficiency	40
3	Cover letter	10
4	Interview	10
Total		100

### 1. **Grades**

A candidate may be awarded up to 40 points for this component, calculated according to the following formula:  $(\text{average obtained} - 3.40) \times 25$ .

### 2. **English language proficiency**

- a. A student may receive up to 40 qualifying points for this element in accordance with the conversion table in Appendix 1 of the Regulations.
- b. Points are calculated on the basis of the best score from among valid competency tests or recognised certificates in the declared language recognised in the qualification process. The list of recognised languages and certificates is attached as Appendix 1 to the Regulations.
- c. From the academic year 2023/2024, the maximum possible level a student can achieve for a competency test is level C1 corresponding to 24 qualification points. This also applies to the results of the tests taken in 2021 and 2022.
- d. Individuals who have completed secondary or tertiary education in a foreign language may have their language competence recognised and obtain:
  - i. 80 points (B2 level), if they have completed secondary school in Poland or abroad with a foreign language of instruction (including International Baccalaureate - IB and European Baccalaureate - EB);
  - ii. 90 points (C1 level), in the case of graduation from a higher education institution in a foreign language of instruction (in Poland or abroad, including: a diploma of higher philological studies or in applied linguistics in a foreign language; a document certifying graduation from a higher education institution in another field of study issued by a university where the studies were conducted in a foreign language).

Possession of citizenship of a country whose language is recognised in the qualification is not tantamount to exemption from the obligation to document knowledge of that language. Students are required to provide evidence of having completed secondary or tertiary education in the language they wish to confirm in the qualification. The language being certified should be the language of instruction on at least one of the universities chosen by the student in the qualification.

### 3. **Cover letter in English**

For this element, the candidate may receive up to 10 selection points awarded to him/her by the Commission's decision.

### 4. **Interview in English**

For this element, the candidate may receive up to 10 selection points awarded by Commission decision.

## V. **APPLICATION PROCEDURE FOR STUDENTS**

1. Submission of the application

The student fills in the application form made available on the CWM website, in which he/she attaches a scan of the grade transcript (with calculated cumulative average) issued by the Dean's Office of Undergraduate Studies, a scan of the certificate (or other document) confirming knowledge of English and a scan of the letter of motivation.

2. The application is assessed by the Commission.
3. Incomplete applications shall not be considered by the Commission.
4. The member of staff responsible for the preparation and proper conduct of the selection process informs the student via SGH email of the date of the interview and whether or not a place in the European Week has been granted.
5. The student shall confirm via SGH email his/her participation in the European Week or of his/her withdrawal within three days of receiving the decision. Failure to confirm means resignation from participation in the European Week.
6. A student who cancels participation in the European Week for reasons other than fortuitous will not be eligible to apply for participation in the European Week in the following academic year. Fortuitous reasons include, but are not limited to: illness preventing the trip, death or illness of an immediate family member or sudden deterioration of the student's financial situation, duly documented.
7. The student has the right to appeal against the decision of the Commission to the Vice-Rector for International Relations within 3 days of receiving the decision. The appeal addressed to the Vice-Rector for International Relations should be sent by email to: [mchromy@sgh.waw.pl](mailto:mchromy@sgh.waw.pl). The decision of the Vice-Rector for International Relations is final.

## **VI. PROTECTION OF PERSONAL DATA**

1. Personal data of candidates and participants of European Week will be processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ.EU.L.2016.119.1 and OJ.EU.L.2018.127.2), hereinafter: GDPR.
2. The information on the processing of personal data set out in Article 13 of the GDPR is attached as Annex 3 to the Regulations and is also included on the application form for applicants to read when providing their personal data.

## **VII. PROVISIONS AND FINAL REMARKS**

1. Failure to meet the deadlines set by the International Centre will be treated as a resignation and the student will not be able to apply for participation in the European Week in the following academic year.
2. In cases not described in the Regulations or in ambiguous situations, the final decision is made by the SGH Vice-Rector for International Relations.
3. These Regulations, once approved by the Vice-Rector for International Relations, are effective as of the date of publication on the website <https://www.sgh.waw.pl/civica-engage-track>.

## **Annex 1:**

### **List of CIVICA partner universities offering subjects recognised under the CIVICA Engage Track**

1. Bocconi University, Italy
2. Central European University, Austria and Hungary
3. IE University, Spain
4. SNSPA, Romania
5. Sciences Po, France
6. Stockholm School of Economics, Sweden
7. Warsaw School of Economics, Poland
8. The London School of Economics and Political Science, United Kingdom

## Annex 2:

### Table of conversions of English language certificates to the CNJO SGH competency test score and ESOKJ/ CEFR scale

Certificate	Result			ESOKJ/ CEFR proficiency level	Conversion into points for the aptitude test	
					Points	Selection points
TOEFL	iBT	CBT	PBT/ITP			
	72-83	200-220	533-560	B2	80	8 pts
	84-94	223-237	563-583	B2+	85	16 pts
	95-99	240-247	587-597	C1	90	24 pts
	100-105	250-260	600-620			
	106-117	263-287	623-663	C1+	95	32 pts
118-120	290-300	667-677	C2	100	40 pts	
IELTS (Academic)	5.5-6.0			B2	80	8 pts
	6.5			B2+	85	16 pts
	7.0-7.5			C1	90	24 pts
	8.0			C1+	95	32 pts
	8.5-9.0			C2	100	40 pts
FCE	C			B2	80	8 pts
	B			B2+	85	16 pts
	A			C1	90	24 pts
CAE	B2 Certificate			B2	80	8 pts
	C			C1	90	24 pts
	B			C1+	95	32 pts
	A			C2	100	40 pts
CPE	Level C1 Certificate			C1	90	24 pts
	C			C2	100	40 pts
	B			C2	100	40 pts
	A			C2+	100	40 pts
BEC	Preliminary (Pass w/distinction)			B2	80	8 pts
	Vantage (C), Higher (Level B2)			B2	80	8 pts
	Vantage (B)			B2+	85	16 pts
	Higher (C), Vantage (A)			C1	90	24 pts
	Higher (B)			C1+	95	32 pts
	Higher (A)			C2	100	40 pts
GCSE	A-level (issued in Singapore)			C1	90	24 pts
TOEIC (L/R; L/R+S/W)	785-860	1095-1200		B2	80	8 pts
	865-940	1205-1300		B2+	85	16 pts
	945-965	1305-1345		C1	90	24 pts
	970-985	1350-1385		C1+	95	32 pts
	990	1390		C2	100	40 pts
LCCI	Level 2 (Credit, Distinction)			B2	80	8 pts
	Level 3 (Pass)			B2+	85	16 pts
	Level 3 (Credit, Distinction)			C1	90	24 pts
	Level 4 (Pass)			C1+	95	32 pts
	Level 4 (Credit, Distinction)			C2	100	40 pts
CNJO certificate of completion				B2	80	8 pts
				B2+	85	16 pts
				C1	90	24 pts
				C1+	95	32 pts
				C2	100	40 pts
SGH competency test	score: 60–69			B1		0 pts
	score: 70–74			B1+		0 pts
	score: 75–82			B2		8 pts
	score: 83–87			B2+		16 pts
	score: 88–100			C1		24 pts

## Annex 3

### INFORMATION ON PROCESSING OF PERSONAL DATA

According to art. 13. regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), OJ 2016 L 119/1 SGH Warsaw School of Economics informs that:

#### 1. Controller

The controller of personal data is SGH Warsaw School of Economics with its seat in Warsaw, al. Niepodległości 162, hereinafter referred to as SGH.

#### 2. Data Protection Officer

You may contact the Data Protection Officer designated by SGH via e-mail [iod@sgh.waw.pl](mailto:iod@sgh.waw.pl).

#### 3. The purposes and legal basis of processing of personal data

Your personal data will be processed for the purposes of conducting the selection procedure for the „European Week” and – if you qualify – for the process of organizing your mobility abroad.

The legal basis for processing of personal data is:

- point (c) of Art. 6 (1) GDPR (necessity for compliance with a legal obligation), point (e) of Art. (1) GDPR (necessity for the performance of a task carried out in the public interest) and The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2022 item 574as amended);
- point (b) of Art. 6 (1) GDPR (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

#### 4. The recipients or categories of recipients of the personal data

Your personal data will not be shared with other entities, except for:

- entities authorized under the law;
- entities which process personal data on the basis of contracts;
- partner university where you leave (the list of universities is attached as Appendix 1 to the regulations);
- institutions supervising exchange programs and imposing reporting obligations – European Commission and institutions authorised by EC.

#### 5. Transfer of personal data to the third countries

In the case of taking part in program organised in the United Kingdom (at The London School of Economics and Social Science) that is based outside the European Union and the European Economic Area, the transfer of personal data to this university will be done on the basis of Point Art. 45 (1) GDPR (European Commission’s decision on adequate level of personal data protection in the UK).

#### 6. Obligation to provide personal data and consequences of failure to provide such data

Providing personal data is necessary for the purposes of participating in the application process. Failure to provide personal data will make it impossible for you to participate in the application process.

#### 7. The period for which the personal data will be processed

Your data will be processed during the application process, then for the duration of storing of financial and accounting documentation, processing for archiving and reporting purposes in accordance to applicable law as well as rules of exchange programs. If you qualify for mobility abroad, processed in accordance with the course of study, and then will be archived and stored for 50 years.

#### 8. The rights of data subject

You have the right to access and rectify your data and restrict the processing thereof.

You have the right to object, on grounds relating to your particular situation, to processing of personal data based on point (e) of Article 6 (1) GDPR.

No automated decision-making will be conducted based on your personal data.

#### **9. The right to lodge a complaint**

You have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes upon GDPR.