Guide for Degree International Students
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Welcome

Dear Student,

On behalf of the staff of SGH's Graduate Deans Office we would like to congratulate you on choosing our excellent university!

SGH is the oldest university of economics and business founded in 1906. It is considered as one of the best universities in Poland: according to national rankings it is the leading university of economics and business in Poland. SGH is also steadily moving up the Financial Times Ranking for Management programs.

SGH is the main research center in Poland providing excellence in expertise in economics, business, finance and management. It's recognized as Poland's top research university in economic sciences, with the grade of excellency awarded by the Ministry of Higher Education. SGH researchers are among experts of the European Commission in the field of research and innovation as well as political sciences.

SGH is very proud of very high employment ration among its graduates. SGH alumni and faculty significantly contribute to shaping national and regional political and academic future. 77 percent SGH graduates are hired within a month after their graduation.

The international cooperation is a key element in enhancing research and development of educational methods at SGH. Our university offers various exchange possibilities for students and staff; over 300 bilateral agreements have been concluded with partner universities across the world; around 500 exchange students come to SGH per academic year, and the same number decides to for studies abroad.

We do hope that your stay at SGH will be an exciting, unique and unforgettable experience, not only in terms of high quality of education, but also as a possibility of personal development, making lifetime friendships and learning not only about Polish, but also other cultures.

Please read this guide carefully. It is very important that you receive all the information before you can successfully begin to study at SGH. We look forward to meeting you!

Sincerely,

Team of Master Studies Dean's Office

SGH at a glance

SGH status
A public university founded in 1906

SGH campus
- 1 campus in Warsaw city center (M1 metro line station: Pole Mokotowskie)
- Main address: SGH Warsaw School of Economics, Al. Niepodległości 162, 02-554 Warsaw, Poland

SGH structure
- non-faculty structure; all academic matters are managed accordingly by Undergraduate Dean's Office and Graduate Dean's Office

Students and faculty staff
- ca. 8000 full-time students on both study levels, ca. 5000 part-time students, ca. 300 full-time PhD students, 5000 postgraduate and post-diploma students, ca. 500 international degree students, ca. 500 of incoming exchange students, ca. 800 faculty staff

Study system
A 3-cycle system of full-time and part-time studies: 3-year Bachelor, 2-year Master, 4-year Doctoral studies; also postgraduate and executive studies, double and joint degree programs

Tuition fees

Organization of academic year
- Each academic year comprises 2 semesters, each of 15 weeks of classes + 2 weeks of exam period.
  - Fall semester - Orientation Week: last week of September, classes: October-January, exam period: first half of February, exam re-sits: 2nd half of February
  - Spring semester - classes: late February - mid-June; exam period: 2nd half of June, exam re-sits: mid-September

ECTS system
- 1 ECTS credit point is equivalent to 30 hours of workload; 10 contact hours and 20 hours of individual work. The majority of courses are worth 3 ECTS.

International Cooperation
- Erasmus Code: PL Warszaw03, ca. 500 incoming students and 500 outgoing students participating in exchange programmes per academic year, ca. 300 partner universities worldwide, various exchange programs: Erasmus+, KA 107, KA 103, bilateral agreements, Erasmus Mundus EU Share, PIM, CEMS MIM, Swiss European Mobility Programme, governmental exchange programs, 13 Double Degree Programmes, 2 Joint Degree Programmes, Polish-German Academic Forum

Membership

Accreditations
Graduate Studies Office

The Master Studies Dean’s Office is responsible for full-time graduate students at SGH, including international full-time graduate students.

Office is located in room 56 in the G building (main building)

- Advanced Analytics – Big Data (ADA);
- Global Business, Finance and Governance (GLO);
- EMLE;
- QEM;
- Outgoing students (Erasmus bilateral agreement, CEMS);
- Transekonomik;
- NAWA students.

are asked to contact: Ms Diana Krysińska diana.krysinska@sgh.waw.pl

- International Business (IB);
- Finance & Accounting (FA);
- Double degree students;
- CEMS (incoming students), Incoming exchange students.

are asked to contact: Ms Monika Rosińska monika.rosinska@sgh.waw.pl
Courses and course registration

<table>
<thead>
<tr>
<th>Study programs in English</th>
<th>Master’s Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses and course registration</td>
<td>Study programs and study paths in English:</td>
</tr>
<tr>
<td>Course registration stages:</td>
<td>- International Business</td>
</tr>
<tr>
<td>Publication of preliminary course schedules: Fall: June/July; Spring: December/January</td>
<td></td>
</tr>
<tr>
<td>1st stage - the course registration: Fall: June/July; Spring: January</td>
<td></td>
</tr>
<tr>
<td>Publication of final course schedules: Fall: late July/August; Spring: February</td>
<td></td>
</tr>
<tr>
<td>2nd and final stage - final adjustments to course registration once the semester starts</td>
<td></td>
</tr>
<tr>
<td>Students of full-time Master's Degree programs are automatically preregistered for Major Courses. You have to register by yourself for Major Electives and Elective courses.</td>
<td></td>
</tr>
<tr>
<td>Full list of above-mentioned courses is available in Virtual Dean's Office (VDO: <a href="https://dziekanat.sgh.waw.pl/">https://dziekanat.sgh.waw.pl/</a>).</td>
<td></td>
</tr>
<tr>
<td>Attendance in courses (no matter if they are lectures, seminars or physical education) is obligatory. Once you are registered to a given course you have to pass it.</td>
<td></td>
</tr>
<tr>
<td>Required workload and important regulations</td>
<td></td>
</tr>
<tr>
<td>A minimum workload per semester 30 ECTS.</td>
<td></td>
</tr>
<tr>
<td>You have to follow study plan of your program.</td>
<td></td>
</tr>
<tr>
<td>Attendance of all courses (no matter if they are lectures, seminars or physical education) is obligatory.</td>
<td></td>
</tr>
<tr>
<td>Once you are registered to a given course you have to pass it.</td>
<td></td>
</tr>
<tr>
<td>First semester students may fail only one course to be able to stay in the program. In case of failing the course you have to apply for conditional promotion via VDO or you will be removed from the list of students.</td>
<td></td>
</tr>
<tr>
<td>Students of the 2nd - 4th semester in case of failing more than two courses may apply for repeating the semester.</td>
<td></td>
</tr>
<tr>
<td>Once during study program period students have the right to remove one course (non-major) from the schedule. It have to be done through the VDO, within one month from the beginning of classes.</td>
<td></td>
</tr>
<tr>
<td>Set up SGH email</td>
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</tbody>
</table>

\[8\]

Once you are admitted for studies at SGH, you will receive an automatic message with your logon credentials to SGH IT systems. From then on you are required to initiate your SGH email, which must be used for any further communication with SGH. You yourself are obliged to become familiar with all the information sent to your SGH mailbox by SGH units. Detailed information about IT systems at SGH can be found in SGH IT GUIDE: [http://administracja.sgh.waw.pl/en/CTI/for_students/Documents/ITGUIDE](http://administracja.sgh.waw.pl/en/CTI/for_students/Documents/ITGUIDE).

### Important Term Dates

**Things ahead**

<table>
<thead>
<tr>
<th>Winter semester</th>
<th>Spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Decisions on admission issued</strong></td>
<td>May - August</td>
</tr>
<tr>
<td><strong>Email with your logon credentials to SGH IT systems (email account, SGH cloud, Virtual Dean's Office platform</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Information about allocation of places in SGH dormitory</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Orientation Week</strong></td>
<td>Last week of September</td>
</tr>
<tr>
<td><strong>Final course registration stage</strong></td>
<td>First two weeks of the semester (October)</td>
</tr>
<tr>
<td><strong>Classes (15 weeks)</strong></td>
<td>2nd half of February - 1st half of June</td>
</tr>
<tr>
<td><strong>Exam period (2 weeks)</strong></td>
<td>2nd half of June</td>
</tr>
<tr>
<td><strong>Exam re-sits (1 week)</strong></td>
<td>2nd half of September</td>
</tr>
<tr>
<td><strong>Breaks</strong></td>
<td><strong>Other days off</strong></td>
</tr>
<tr>
<td>For exact dates check academic calendar</td>
<td>1 November (All Saints Day), 11 November (Independence Day), 6 January (Epiphany), 1/3 May (Labour/Constitution Day), May/June (Pentecost), Thursday in May or June (Corpus Christi – do not fall on fixed date)</td>
</tr>
<tr>
<td>Christmas/New Year break: 24 December - 1 January</td>
<td>Easter break: usually lasts 4 days and does no fall on fixed dates (March/April)</td>
</tr>
<tr>
<td>Winter break: 1st half of February</td>
<td>Summer break: July - September</td>
</tr>
</tbody>
</table>

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Tuition fees

| Tuition fees | The tuition fees have to be paid before the start of the semester (September 30th the latest) |
Learn about entry conditions and legalization of stay

If you are an EU/EEA citizen you may enter Poland with a valid passport/national ID. There are no other formal requirements for stays not exceeding 3 months. However, as your degree programme at SGH lasts 4 semesters, once already in Poland you are obliged to obtain a temporary residence permit at Mazovian Voivodship Office.

If you are a third-country national you may enter Poland based on a valid passport as well as one of below listed documents:

- Uniform short-stay Schengen visa (C)
- Polish long-stay national visa (D)
- Polish residence permit
- Residence permit or national long-stay visa issued by another Schengen state.

**Long-term National D-type visa** is for stays longer than 90 days and lasting up to 1 year during one or more visits within a half-year period calculated from the date of first entry. Its holder is entitled to travel around the Schengen area for up to 90 days in a half-year period.

**Short-term Schengen C-type visa** - allows to stay in the Schengen territory for up to 90 days in 180 days period. According to the purpose of the travel C category visa can be obtained in a form of:
  - Single-entry visa
  - Double-entry visa
  - Multiple-entry visa.

Refer to the Polish Consulate relevant for your place of residence for up-to-date visa requirements that may vary depending on the purpose of travel, type of a visa issued by the particular consulate etc. In most cases you will have to start your visa application process through the following website: http://www.e-konsulat.gov.pl.

The below listed documents are usually required for the visa application:

- application form
- valid passport
- biometric photo
- health insurance
- visa fee
- supporting documents confirm the purpose of your stay such as for e.g. Letter of Acceptance issued by SGH
- confirmation of accommodation,
- proof of possessing sufficient financial funds to cover your stay in Poland, which include costs of the return ticket

**IMPORTANT!** Extension of a visa is only possible in exceptional cases when new facts and special circumstances arise after entering Poland. Hence, all degree students are highly recommended to obtain an appropriate visa for the period of their studies before they arrive in Poland.

Find accommodation

**On-campus**

- Places in double and three persons rooms available for students in the SHG dormitories.
- Priority have students from non-European countries.
- Accommodation fees: ca. 2000 PLN/full one-semester rent + ca. 550 PLN of returnable deposit – all paid upfront. The rent is not returned if a student moves out from the dorm before the semester ends.

**Off-campus**

Warsaw being a big metropolitan city offers numerous possibilities of off-campus accommodation available at various types of standard and wide range of prices, which should suit every student's budget and expectations. Generally, in Poland there are two kinds of rental contracts:

- **Private agreements**: informal contracts based on which landlords sub-rent an apartment.
- **Official rental contracts**: formal contracts covered by tenancy law, and thereby remain the safer and most recommended option.

**A rental contract must at least include** information such as:

- personal data of landlord and tenant,
- rental period and the notice period (normally in Poland it is 3 months),
- payment deadlines,
- payment method (a bank transfer is highly recommended as it serves as an official payment proof),
- cost of lease and utilities (utilities are not always included in the rental cost),
- amount of deposit (usually equivalent to one or two months of rent) and its form of return (it should be returned at the day of rent ending, or taken as a payment of the last month's rent),
- inventory list attached.

**USEFUL LINKS:**

- Polish e-Consulate
  https://secure.e-konsulat.gov.pl
- Polish Foreigner’s Office.
  https://udsc.gov.pl
- online registration forms (residence permits)
  https://cudzoziemcy.gov.pl
- Ministry of Foreign Affairs Republic of Poland
  https://www.msz.gov.pl
Health insurance and health care system in Poland

Foreign students enrolled for studies at SGH must hold appropriate health insurance valid for the entire study period.

Upon request students with Polish citizenship (Polish passport/national ID) or Polish descent (Poles Card) are covered by healthcare plan (Polish National Health Fund (NFZ) provided by SGH. For further information please contact Admissions and Educational Support at: driod@sgh.waw.pl

If you are an EU/EFTA citizen you must provide at least a copy of a valid European Health Insurance Card (EHIC). Upon presenting the card you may access state-provided healthcare for free, or in some cases at a reduced cost, on the same basis as a resident of Poland. Generally, with EHIC you will receive treatment that is necessary according to the doctor's opinion, so that you do not have to return to your home country to undergo treatment. This usually includes free of charge emergency treatment and treatment in the case of sudden illnesses, as well as treatment of chronic and pre-existing medical conditions, but not scheduled treatment being a purpose of your stay in Poland.

Below are average prices for an average standard flat in Warsaw city-centre:

<table>
<thead>
<tr>
<th>Type of Apartment</th>
<th>Price Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio apartment</td>
<td>PLN 1,800 - PLN 2,200</td>
</tr>
<tr>
<td>2-room apartment</td>
<td>PLN 2,500 - PLN 3,200</td>
</tr>
<tr>
<td>3-4-room apartment</td>
<td>PLN 3,500 - PLN 6,000</td>
</tr>
</tbody>
</table>

Terms and conditions of accessing state-run healthcare system in Poland on the basis of EHIC may vary depending on your home country, which issued your EHIC. Refer to relevant institution responsible for issuing EHIC in your home country to learn to what extend free healthcare is covered with your EHIC in Poland.

If you are a non-EU/EEA citizen you must at least take out private healthcare insurance required for the visa application, before you depart for Poland.

As a non-EU national you are strongly advised to take out an insurance plan with extended coverage, which includes civil liability, urgent earlier return, lost or stolen property and third party liability. Hence, we highly recommend that you have both the EHIC and a private health insurance plan.

Important! The EHIC is NOT equivalent to travel insurance. It does not cover any private medical healthcare or costs, mountain rescue, treatment on cruises, repatriation, lost or stolen property and third party liability. Hence, we highly recommend that you have both the EHIC and a private health insurance plan.

You are also strongly advised to take out an insurance plan with extended coverage, which includes civil liability, urgent earlier return, lost or stolen property and third party liability. Hence, we highly recommend that you have both the EHIC and a private health insurance plan.

As a non-EU national you are strongly advised to take out an insurance plan with extended coverage, which includes civil liability, urgent earlier return, lost or stolen property and third party liability. Hence, we highly recommend that you have both the EHIC and a private health insurance plan.

Finally, it is also recommended to take out an additional insurance package called: KL+NNW by private insurance providers, which stands for insurance for medical expenses and personal accident insurance (insurance against personal injury including incapacity for employment, insurance against death resulting from an accident and insurance against disability resulting from an accident or sickness).
Plan your finances - living costs

Currency in Poland is zloty. Approximate rate (data retrieved in January 2019) is:

- 1$ = 3.75 PLN
- 1€ = 4.29 PLN

For exact exchange average rate, check the website of Narodowy Bank Polski: https://www.nbp.pl/

Living costs may vary as they greatly depend on one's needs, habits and lifestyle. Generally, it is said that a student needs at least 2000 PLN per month (ca. 500 EUR) to cover basic costs of living (accommodation, food, transportation, study materials). If you are non-EU/EEA citizen, by the Polish immigration law, you must possess sufficient means to cover the living costs.

The below chart presents the average student’s spending per month:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td>Rent in a shared flat</td>
<td>from EUR 200</td>
</tr>
<tr>
<td>Rent in a studio apartment</td>
<td>from EUR 1800 PLN</td>
</tr>
<tr>
<td>Rent in a student residence hall: EUR 500 per semester paid upfront (2000 PLN of rent + 550 PLN of returnable deposit)</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>EUR 100-150</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Long-term city pass for all means of transport in Warsaw:</td>
<td></td>
</tr>
<tr>
<td>30-day ticket: full fare</td>
<td>EUR 26 (110 PLN), reduced student fare EUR 13 (55 PLN)</td>
</tr>
<tr>
<td>90-day ticket: full fare (280 PLN), reduced student fare (140 PLN)</td>
<td></td>
</tr>
<tr>
<td>Phone/internet</td>
<td>EUR 30-30</td>
</tr>
<tr>
<td>Study materials</td>
<td>EUR 30-50</td>
</tr>
<tr>
<td>Leisure, entertainment</td>
<td>EUR 50-100; cinema ticket</td>
</tr>
<tr>
<td>Lunch in a mid-range restaurant</td>
<td>from EUR 7</td>
</tr>
<tr>
<td>Coffee to go</td>
<td>from EUR 2</td>
</tr>
</tbody>
</table>

If you are a citizen of non-EU country, you can get a refund on VAT once you return to the home-country. Purchase of goods in the TAX FREE system can only be done in TAX-FREE labeled shops.

Orientation Week

To give you a kick-start on your study period at SGH, the staff of the Admissions and International Centre, supported by the team of Erasmus Student Network, offers one-week introductory period, which includes 3-day obligatory welcome programme.

In late September, just before classes start, students are all expected to attend our welcome sessions and events aimed at introducing them to the University, Polish culture, and the city of Warsaw. Your participation in the programme remains a unique experience and possibility to make first contacts with other exchange students.

Introductory activities cover official meetings with representatives of the University (Dean’s Office, Admissions, International Center and other units being in charge of international students), cross-cultural workshops, campus and city tours, and are all compulsory, as they provide crucial knowledge on Poland and SGH – information that is essential and impossible to give to each student on individual basis.

A detailed plan of the Orientation Week will be emailed to you around 2 weeks before the semester starts.

Sign your study contract and pick up your student ID Card

During the very first week of October after signing your study contract and student pledge, you will receive your SGH student ID card (Student Electronic Card, ELS), being the sole document confirming your student status.

In order to receive the card you must:

- Provide your digital up-to-date and official photograph, which must comply with certain School’s requirements. By default, students are obliged to upload their photo when applying online for exchange program.
- Pay the fee to your student account number (details after you log in to the Virtual Dean’s Office platform). Paying in other currency than PLN is automatically rejected by SGH bank account, as the amount of transferred money may not be then equal to the required fee.

IMPORTANT! SGH is not responsible for any medical payments provided to its students. However, the University runs a medical point, located on campus, where you can receive free of charge first-aid and routine treatment. Also, if you need psychological assistance, you may benefit at no cost from psychological health services provided by SGH, and on-campus. These services include counseling, for issues related to stress, anxiety and emotional distress, attention related problems, cultural adaptation difficulties, relationship difficulties (school related, couple related, or other), motivational issues, or other – difficult to cope with on your own.
Student ID card serves as SGH library card and gives access to Central Printing System at the University. With the card MA students are eligible for 50% discount for public transportation within Warsaw, regardless their age (long-term city tickets card may be coded on your student ID card at any ticket selling point by ZTM: https://www.ztm.waw.pl/). Also, student ID card holders who are under 26 may travel on PKP InterCity trains, on every national route, at a discount of 51%.

By the Polish law once your study programme in Poland is over, you must return your student ID card to the University.

If you hold a valid ISIC (International Student Identity Card, https://www.isic.org), and are under 26 years old, you are eligible for 50% reduced fare for public transport in Warsaw by ZTM. Additionally, if you have Polish citizenship, you are entitled for 51% discount for a train ticket by the Polish State Railways (PKP).

**About Poland and Warsaw**

Warsaw, the capital of Poland, despite its tragic history - 95% of the city was totally demolished during WWII and then reconstructed by Varsovians - has nowadays become a vibrant, modern city with almost 2 million population, still intensively developing and changing, which offers multiple attractions and possibilities to its citizens and visitors. Also, for many years, the city has been ranked very high in terms of safety.

Find out more about Warsaw:

- www.um.warszawa.pl
- www.warsawtour.pl
- www.warsawrising.eu

For general information about Poland, visit the below website: www.poland.travel/en

**Travel and transportation**

Travelling around Warsaw is managed by an extensive network of municipal transport by ZTM. There are 2 operating underground lines (M1 and M2), dense network of bus and tram lines, as well as several lines of commuter rail. All means of municipal transport, including city and suburban lines, as well as the underground operate on the same common ticket.

You as a student may encode a long-term ticket on your student ID card. With the card you are eligible for 50% reduced fare for public transportation with the city limits (1 zone only).

Regular daytime transport runs between 5 AM and 11 PM, depending on the line, while underground closes around midnight from Monday to Thursday and on Sunday, but on Friday and Saturday it is open till 3 AM. City night buses run from 11.15 PM till 4.30 AM, every 30 or 60 minutes, and most of them depart from bus terminus next to main railway station Warszawa Centralna.

SGH Warsaw School of Economics is located next to M1 metro line – station POLE MOKOTOWSKIE. You may reach the university from Chopin Airport by:

- **Taxi** - use only licensed taxi services (see the list of taxi companies operating at the airport at: https://www.lotnisko-chopina.pl/en/taxi). The taxi fare from the airport to the city centre is approx. 40 PLN.
- **Bus** – lines 175 and 188 start their route at the airport, while 188 line bus will take you directly to SGH building at bus stop METRO POLE MOKOTOWSKIE. If you choose line 175, you will have to change it at bus stop POMNIK LOTNIKA for bus 167. Night bus N32 runs 11:15 PM - 04:49 AM form the Airport to M1 metro line – station: ŚWIĘTOKRZYSKA, also it stops at CENTRAL RAILWAY STATION.
- **SKM city Train**, both lines S2, S3 (Fast Urban Railway) - will take you to the city centre in 25 minutes. Change for the subway M1 line from METRO CENTRUM stop to reach POLE MOKOTOWSKIE
- **Train** - Warsaw's main railway station WARSZAWA CENTRALNA is located in the heart of the city centre, and all international trains stop there. Means of reaching SGH are: M1 metro line from station WARSZAWA CENTRALNA to POLE MOKOTOWSKIE, optionally trams: 17, 33, or bus 174, (direction of MOKOTÓW/SŁUŻEW)
- **Underground** – M1 line (direction: Kabaty) get off at station POLE MOKOTOWSKIE, in case of M2 Metro Line you must change it for M1 at STATION ŚWIĘTOKRZYSKA and follow the aforementioned direction.

Free application for public transport journey planner available for iOS and Android: www.warszawa.jakdojade.pl
For all the public transportation schedule and ticket tariff, go to the official ZTM webpage: www.ztm.waw.pl

If you are keen on biking, try city bike system – Veturilo. It offers over 370 bike stations located all over the city offering more than 5300 bicycles. Check more here: www.veturilo.waw.pl/pspa-stacji
Facilities at SGH

SGH has compact campus located in Mokotów district and next to metro station: POLE MOKOTOWSKIE, which is 2 metro stations from strict city centre. The university provides various facilities for its staff and students, which include:

- **Centre for Foreign Languages (CNJO)**- the offer includes language courses in English, German, Russian, French, Italian, Spanish, all available on a min. B2 level.
- **Computer Services** – as a student you have free access to computer facilities (computer labs, Central Printing System, SGH Cloud, the latest version MS Office free of charge).
- **Library** - located in a historical art-deco style building from, stores nearly 1,000,000 volumes of books and magazines in Polish and other languages. Much of the SGH library stock has been computerized in electronic archive called “PRO QUEST. In addition to the main library, the Centre of Foreign Languages owns a separate library holding a collection of 5,498 volumes, comprising dictionaries, lexicons, foreign press and textbooks. Audiovisual resources are available for independent study in the multimedia library.
- **Medical Point (first aid- only) & Phycological Assistance** providing free of charge services.
- **Sports Centre** - possibility of registering for various Physical Education classes which are, however, worth 0 ECTS points.
- **Various student organizations:**
- **SGH Career and Alumni Centre** – provides information about up-to-date work placement, internship and employment offers, as well as services and counseling on recruitment process.
- **Several Canteens serving affordable meals**
- **On-campus shop with SGH souvenirs**

Support for individuals with disabilities by **Office for Students with Disabilities**
(contact: dson@sgh.waw.pl)