

**APPENDIX No. 2**

To the CEMS MIM Selection Rules & Regulations  
for the 2023/2024 academic year (2023 Selection)

## **THE LIST OF REQUIRED APPLICATION DOCUMENTS AND GUIDELINES FOR ONLINE REGISTRATION**

Before filing In the application form and other documents,  
please read carefully the Selection Process Regulations available online. [www.sgh.waw.pl/cems/](http://www.sgh.waw.pl/cems/)  
(Last update: 7 November 2022)

The application forms (via MS Forms in SGH Cloud & via CEMS Common Application Form) are submitted online and available at:

- CWM Application Online via MS Forms: <https://forms.office.com/r/nvEinKZGgv>
- CEMS Online Common Application Form: <http://www.cems.org/selection/>.

Along with the CEMS Common Application form, all candidates must upload the following documents:

- **Mothertongue Declaration Form(s) (Appendix 7)**
- CV in English in a pre-defined format (max. 2 pages) **(Appendix 5) saved with a proper name**
- 2-minute self-presentation video prepared and uploaded according to **Appendix 6** (in the application you just upload a document with a link and password (if required)).
- **Photocopies/Scans** of language competence certificates and other relevant confirmations of your proficiency as indicated in the online application.
- **2<sup>nd</sup> or 3<sup>rd</sup> semester students** must submit in addition:  
Statement/Commitment stating that the student is currently on one-year leave (3<sup>rd</sup> semester students) or is/will be on leave for one semester (2<sup>nd</sup> semester students) in the academic year 2022/2023.
- **Incomplete applications will not be accepted for evaluation.**
- **No paper copies or other documents are required – the application process is completely ONLINE!**

**NOTICE TO THE STUDENTS:** **Do not use WSE as a school abbreviation.** It is incorrect. Our acronym is **SGH**, while WSE stands for Warsaw Stock Exchange. It is also the abbreviation for some schools of economics in Poland. Remember, the full name of SGH in English is **SGH Warsaw School of Economics**.

**THE NEXT PAGES INTRODUCE YOU TO OUR ONLINE APPLICATIONS FOR SGH AND CEMS**

**PLEASE HAVE THEM IN FRONT OF YOU WHEN FILLING IN THE APPLICATIONS TO AVOID  
MISTAKES AND TO FILL THEM IN THE FORMAT REQUIRED BY US**

**IT IS EXTREMELY IMPORTANT TO MAKE IT CORRECT!**

**LET'S BEGIN!!!**

## 1. SGH ONLINE APPLICATION VIA MS-FORMS (SGH Cloud)

- Click on the following link:

<https://forms.office.com/r/nvEinkZGqy>



The screenshot shows a green-themed application form titled "APPLICATION FORM for Admission to The CEMS MIM Programme at SGH for 2023/2024 Academic Year". The CEMS MIM logo is at the top left. The text is as follows:

Dear CEMS MIM Candidates!

This is **one of two mandatory forms** for all candidates for admission to the CEMS MIM Programme at SGH for 2023/2024 a.y. **The other one is the CEMS Common Online Application Form** available at: [www.cems.org/selection](http://www.cems.org/selection) (click on the REGISTER button next to Poland: SGH Warsaw School of Economics)

The form is available on the dates of: **14 October - 7 November 2023** (end of the day).

In this form, you shall confirm the disclaimers (data processing and the accuracy of information provided in the form) and other required fields. The data you are going to provide will be uploaded to our selection system which will collect the academic data required to check whether you are eligible for the selection and to calculate your selection points.

**CAUTION:**  
**WE ACCEPT EXCLUSIVELY APPLICATIONS OF FULL-TIME STUDENTS OF MASTER'S STUDIES OF ANY MAJOR (IN POLISH OR ENGLISH).**

Students or BA or part-time studies **are not eligible for admission!**

**Via this system, you are not uploading any files!**

**All the required files (scans) like:**

- 1) English proficiency certificates (or accepted equivalents)
- 2) Foreign Language 2 certificates (or accepted equivalents)
- 3) Mother Tongue Declaration Form(s)
- 4) CV
- 5) A link (with a password, if required) to your 2-minute self-presentation video on YT or VIMEO)
- 6) Your degree diploma and/or transcript of records (from the most recent studies) - for students who were admitted to SGH as foreigners (i.e. not based on GPA from BA studies at SGH or the Test of Knowledge on Economy and Foreign Languages)

**shall be uploaded in the CEMS Common Online Application Form.**

The selection rules and all appendices with detailed language requirements, instruction on how to fill the applications, list of schools with spots for a term abroad, tentative selection schedule, CV and Mother Tongue Declaration Form (pre-defined format to be used by all candidates - no customised CVs are allowed), information on how to register your student activity etc. are available at: [www.sgh.waw.pl/en/cems-admission](http://www.sgh.waw.pl/en/cems-admission)

You will see the welcome message and the MANDATORY disclaimer with information on your personal data processing (next page). It will also inform you, that once you send the form, your surname, name and email will be recorded.

\* Wymagane

## DISCLAIMER ON YOUR PERSONAL DATA PROCESSING

### 1. GDPR/RODO INFORMATION

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 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 student exchange programs 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 2018 item 1668 as 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;  
• institutions supervising exchange programs and imposing reporting obligations - Foundation for the Development of the Education System (FRSE)

**5. Transfer of personal data to the third countries**  
In the case of taking part in program held by a university which is based outside the European Union and the European Economic Area, the transfer of personal data to this university will involve the transfer of data to a third country. The legal basis for the transfer is:  
• in case of Argentina, Israel, Japan, Switzerland or New Zealand - Art. 45 (1) GDPR (European Commission's decisions on the adequate protection of personal data)  
• in case of Azerbaijan, Brazil, Canada, Chile, China, Egypt, Georgia, Hong Kong, India, Mexico, Montenegro, Peru, the Philippines, South Africa, Russia, Singapore, South Korea, Taiwan, Thailand, Ukraine, Uruguay, the United States, Venezuela, United Kingdom or Vietnam – Point (b) Art. 49 (1) GDPR (transfer is necessary for the performance of a contract). There is no adequacy decision by the European Commission concerning these countries.

**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 personal data will be processed for a period of 6 months from the end of the process related to the selection, and if you qualify for a 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. \*

☐ YES, I have read the statement

**Dalej**

Strona 1 z 7

Ta zawartość jest tworzona przez właściciela formularza. Przesłane dane zostaną wysłane do właściciela formularza. Firma Microsoft nie ponosi odpowiedzialności za zachowania dotyczące prywatności lub bezpieczeństwa swoich klientów, a w tym praktyk tego właściciela formularza. Nigdy nie podawaj swojego hasła.

Obsługiwane przez program Microsoft Forms | [Poufność i cookies](#) | [Warunki użytkowania](#)

Please tick on the field next to **YES, I have read the statement** and click **DALEJ (NEXT)**

**SECTION 1: Please fill in your personal data**

**CEMS MIM**  
APPLICATION FORM for Admission to The CEMS MIM Programme at SGH for 2023/2024 Academic Year ...

\* Wymagane

**PERSONAL DATA**

Please enter your basic personal information which will help us to assess your academic status and performance (admission score), uploading your SGH language competence test score and your points for student activity (if any).

2. FIRST NAME \*

Wprowadź odpowiedź

3. MIDDLE NAME (if applies)

Wprowadź odpowiedź

4. SURNAME \*

Wprowadź odpowiedź

5. SGH STUDENT ID NUMBER (5 or 6 digit number - numer albumu) \*

Wprowadź odpowiedź

6. YOUR MAJOR OF FULL-TIME MA STUDIES (EN - in English; PL in Polish) \*

Wybierz odpowiedź

**Personal Data**

- Please enter your first name
- Please enter your Middle name (if applicable)
- Please enter your Surname
- Please enter your SGH 5 or 6-digit student ID number (numer albumu)
- Please select your major of study (please select the correct one: with a proper language of instruction (PL/EN). If you are currently enrolled in more than one major, please select the one that will be linked to your CEMS MIM programme!
- Please select the way you were admitted to your declared MA programme:
  - GPA from SGH Bachelor's studies
  - Test of Knowledge in Economy and Foreign Languages
  - As a foreigner (you will have to upload your diploma and/or transcript of records in the CEMS Application)
  - In 2020 based on your Polish Certificate of Maturity/IB and your diploma grade
- If you are a non-Polish citizen please choose YES if you have "Karta Polaka". If you don't have one or you are a Polish citizen, please choose NO.

Once you complete the section, please click on **DALEJ (NEXT)**



### SECTION 3: English Proficiency Certificate

Please choose among:

- **Commercial certificate**, if you possess one of the required certificates
- **University degree** of a programme in English (provided it is from CEMS or EQUIS/AACSB Accredited university or a university in the English-speaking country), or
- **Awaiting results**, if you are taking the required test or already awaiting the result.

Depending on the selected option you will be automatically directed to:

- Commercial certificate
- University degree), or
- Awaiting result questions

#### Commercial certificate

Please choose the commercial certificate (it's level/grade must meet the minimum requirement) and click on DALEJ (NEXT)

#### University Degree

Please enter the full name and the country of the eligible university you graduated from after completing the studies in English as the language of instruction.

Click on DALEJ (NEXT)

#### Awaiting results

If you choose this option, please choose the test(s) you are about to take (no later than in October) or have already taken and await the test result. You may choose more than one test if you have taken more.

Click on DALEJ (NEXT)

### SECTION 4 – The second/third Foreign Language proficiency confirmation

You may get selection points for proficiency in the second language (that is other than your mother tongue) or the third language (that may be your mother tongue).

Example 1, you are a Polish citizen who has the CEMS-approved certificate in Italian. In such a case you may claim Italian as your FL2 and Polish as your FL3 as your mother tongue.

Example 2: You are a dual citizen of Germany and Norway. If both of them are your mother tongues you may choose German as FL2 and Norwegian as FL3 (or vice versa) and claim it as your mother tongue.

Remember, that this claim must be justified (education) and you have to fill in the Mother tongue Declaration Form for each language that you claim as your mother tongue (including Polish). These documents, however, you are uploading in the CEMS application – not here.

Be aware, that certain combinations of languages are not allowed (it means you may not claim them as FL2 and FL 3):

**Language combinations currently banned**

Bosnian / Croatian / Serbian / Montenegrin / Slovenian  
Danish / Faroese  
Danish / Norwegian / Swedish  
Dutch / Flemish / Frisian / Afrikaans  
Kazak / Russian  
Slovak / Czech  
Spanish / Catalan  
Ukrainian / Belarusian / Russian  
Luxembourgisher / German  
Galician /Spanish

**FL2 proficiency**

If you have proficiency in FL2, please choose **one of the languages from the list** or choose **Other Language (FL2)** to enter the one that you know and have proficiency proof.

Once you choose the language you will be directed to the next question to select from the list your proof of proficiency: mother tongue, university degree, secondary education, accredited cultural institute language course (at B1 level and 60 contact hours minimum), CNJO Certificate, CNJO language competence test or one of the accepted commercial certificates.

If none of the options applies to you, please choose **I have no proof of proficiency in FL2**

Once you complete that part, you will proceed to the question **on your FL3 proficiency**.

If you are proficient in any other language (or wish to add your mother tongue) please choose a proper option or simply choose **I have no proof of proficiency in FL3**

After completing that part please click on **DALEJ (NEXT)** and proceed to **SECTION 5**

**SECTION 5 CEMS SCHOOL PREFERENCES FOR MANDATORY TERM ABROAD**

You have to select at least ONE school to have your application accepted.

Please select schools according to your preference, where **University 1** is the most preferred and University **32** is the least preferred (you may choose fewer schools). Please ignore schools which you are not interested in, it means the school you will not accept if assigned (for instance, due to the high cost of travel/living, you will not be able to bear).

Once you choose your first (mandatory) preference, you shall choose the second university. Once you do so, the form will open the next preference until you choose **None** or simply make a choice of all 32 preferences.

When selecting the universities, please make sure that you are not selecting the given university twice or more and make sure that the same preferences are also entered in the CEMS Common Application Form. **In case of differences, the CEMS web preference will be considered final!**

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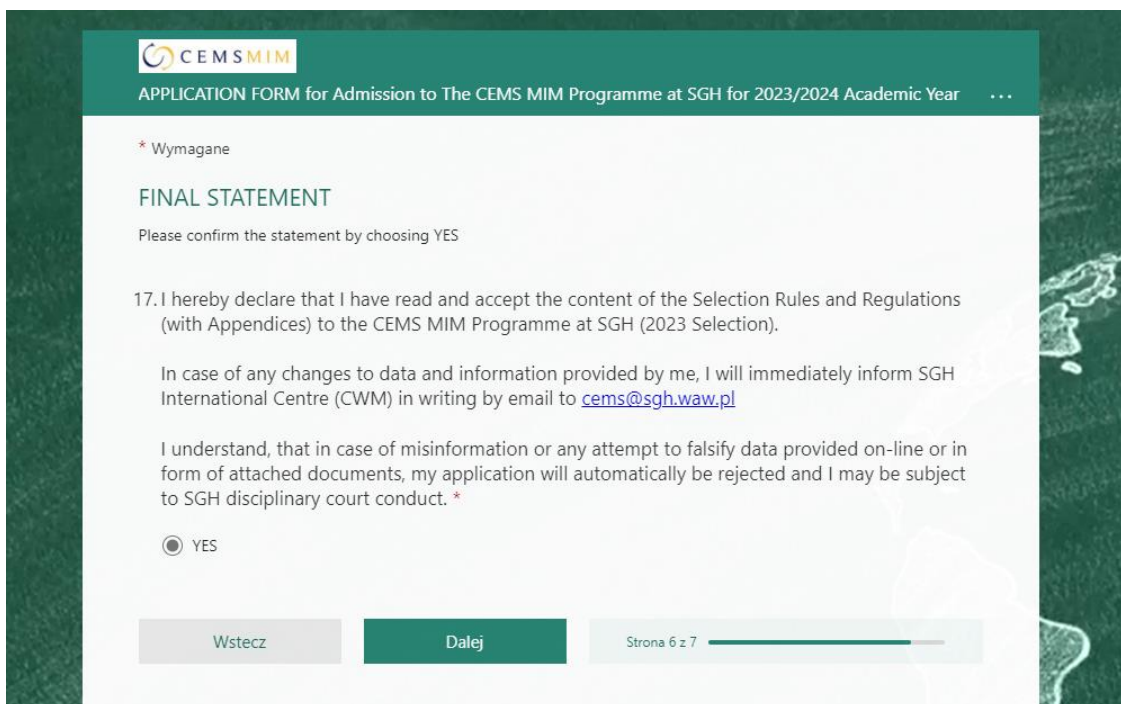
**IMPORTANT NOTICE:**

*The candidates may request to make changes in the preference list after the application process by deleting or changing the sequence of selected schools. Adding schools is not allowed.*

*The latest moment to submit a request to the Selection Committee for above-mentioned changes is before publishing the final results of the 1st Stage of the selection process. Request submitted after publishing the results will be rejected to assure the transparency of the selection process.*

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Once you have that process completed, please choose **DALEJ (Next)** and proceed to **SECTION 6**

**SECTION 6: THE FINAL STATEMENT**

Please read and then choose YES to confirm your final statement and commitment.

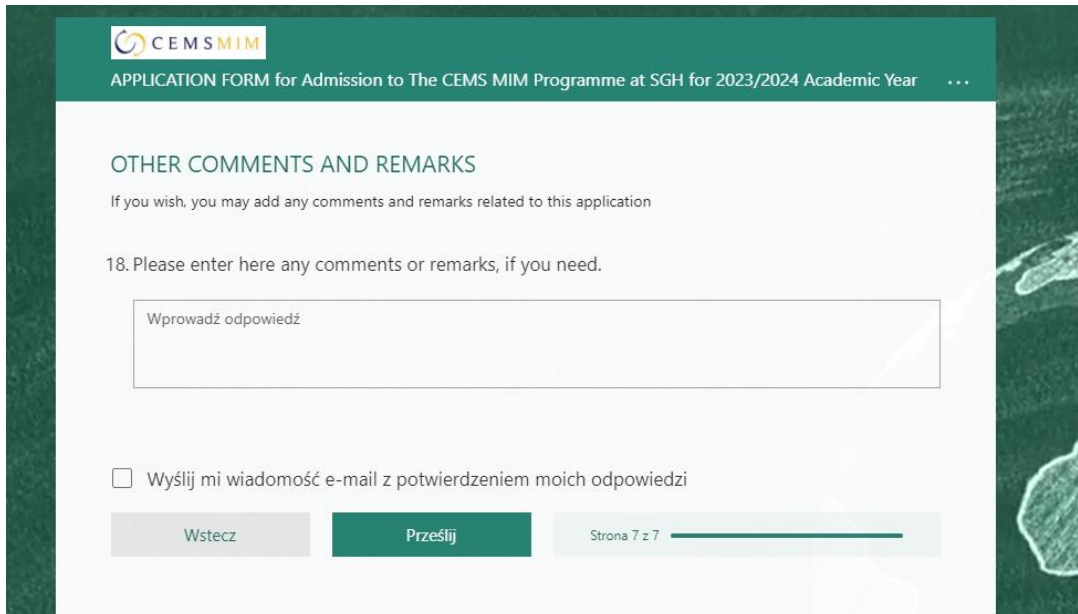
Once you confirm the statement please click on **DALEJ (Next)** and proceed to **SECTION 7**

**SECTION 7: OTHER COMMENTS AND REMARKS**

Please enter any comments or remarks you wish (optional)

If you wish to get an email with confirmation of your answers, please tick a box:

Wyślij mi wiadomość e-mail z potwierdzeniem moich odpowiedzi



**Once you have completed the form, please click on PRZEŚLIJ (SEND)**

That action completes your application process via MS-FORMS at SGH. You will get a confirmation of the fact, you have applied by email and (if you selected that option) your replies.

## REVISITING THE APPLICATION

If you decide to make any changes to your application, unfortunately, you have to REPEAT your application and send it again. If you submit more than one application from your account, we will consider your latest completed and sent application. That is why, please do not hurry and do not start your application just before the deadline

If you have a problem with the form, please send a message to [cems@sgh.waw.pl](mailto:cems@sgh.waw.pl) within the deadline for online application.

**ONCE YOU HAVE COMPLETED REGISTRATION ONLINE IN MS-FORMS  
PLEASE PROCEED TO CEMS ONLINE APPLICATION!  
SEE THE NEXT PAGE FOR DETAILED INSTRUCTIONS**



## 2. CEMS SELECTION APPLICATION

All candidates must also register their candidatures in the CEMS MIM Selection Application (CEMS Common Online Application Form) in the following way:

- Please get to the application website available at: <http://www.cems.org/selection/> and make initial registration to get your password that is valid within 24 hours after that registration. To do so, please find our country (Poland) on the list, and click the active link “register”.

People's Republic of China Tsinghua University School of Economics and Management (TSEM) <b>Academic year:</b> 2022/2023 <b>Application period:</b> 1 September - 30 December 2021 <b>Dates of interviews / assessment center:</b> 30-31 December 2021	
Poland SGH Warsaw School of Economics (SGH) <b>Academic year:</b> 2023/2024 <b>Application period:</b> 11 October - 8 November 2022 <b>Dates of interviews / assessment center:</b> 14 November - 15 December 2022 <b>Link to selection website:</b> <a href="https://forms.office.com/r/nvE...">https://forms.office.com/r/nvE...</a> <a href="#">View conditions</a>	<a href="#">REGISTER</a>
Portugal Nova School of Business and Economics (NOVA) <b>Academic year:</b> 2024/2025 <b>Application period:</b> 2 January - 28 April 2023 <b>Dates of interviews / assessment center:</b> 2 January - 26 May 2023 <a href="#">View conditions</a>	

- Please enter as **Student ID** your **SGH 5 or 6-digit ID enrolment number** (“numer albumu”) – just digits – do not mess it with your email id !!!
- Do not enter Polish or other language-specific characters.** They are visible while you type them, but unfortunately, get corrupted when doing any import to an Excel file. To use such a file we have to correct your data manually!
- Please login into the system as indicated in the confirmation email and fill in all the fields in the application in the following format:
  - Name** (Surname only, do not put both your Surname and First name here) – **Please enter in CAPITAL LETTERS** eg. KOWALSKI instead of Kowalski or kowalski
  - First name** – Please enter your first name in standard format eg. Jan. If you have more names, you may also enter your middle name.
  - Date of birth** (according to pre-defined format)
  - Place of birth** – city
  - Country of birth** (choose)
  - Nationality** (choose)
  - Current Address** (Polish format: you may replace “m.” with “/” if your house number has no slash)
  - Permanent Address** (as above, if you stay outside your home address)

- 9) **Telephone/Mobile:** Please use the following format (without spaces) : +<Country code><number including area code if applied> eg. +48123456789 (mobile), +48229990909 (telephone)
- 10) **Email:** usually your private email, unless your SGH email is your primary mailbox.
- 11) **Selection year:** Please enter **2023**
- 12) **Class year:** **2023/2024**
- 13) **Graduation year:** Please enter **2024** (it is the earliest possible graduation year for you)
- 14) **Specialisation:** choose the correct one
- 15) **Bachelor degree** - the **name of the degree:** BA, BSc etc. followed by the specialisation; eg. BA in Management) – Note: all SGH degrees are BA
- 16) **Bachelor degree – School:** School name in English (**in case of SGH:** SGH Warsaw School of Economics), **country** and the **date of issue** of your Bachelor's or Master's degree.
- 17) **Choice of schools** (please enter in the same order as in SGH Application via MS-Forms – in case of differences, the assignment is based on the sequence entered in the CEMS system)
- 18) **GMAT** – not required, but if you have the result, you may enter it.
- 19) **English entry grade** (if you await the test result – do not enter any result or give the minimum required, it will be verified after the end of the application period):
  - a. TOEFL – enter the number of points obtained
  - b. IELTS, CAE, BEC, PTE – tick appropriate
  - c. CPE – if you have just a letter grade (no points on the certificate) enter the following values:
    - i. Grade A: 220-230
    - ii. Grade B: 213-219
    - iii. Grade C: 200-212
    - iv. C1 Certificate (Grade D): 200
  - d. Others
    - i. Tick “Mothertongue” if English is your mother tongue (citizenship, nationality)
    - ii. Tick “University degree” if you validate your English based on a university degree completed in English (in a CEMS school, AACSB/EQUIS accredited school or an English-speaking country)
    - iii. Accredited school course (only if you have the certificate of CEMS accredited cultural institute)
- 20) **Other Languages:**
  - a. **Language 2**
    - i. Enter your mother tongue as “Language 2” if it is one of the CEMS languages, (unless it is English) and select your mother tongue in the Language Type field.
    - ii. Enter other CEMS languages, if your mother tongue is not one of the CEMS languages and select the appropriate Language Type (see point 21.)
  - b. **Language 3:** Enter your second foreign language or mother tongue, depending on your input in the Language 2 field.
  - c. **Language 4 and more:** if you possess documented proficiency in other languages, feel free to enter them.
- 21) **Language Type**
  - a. **Mothertongue** – if entered language is your mother tongue (based on your nationality, citizenship or place of birth). You may be asked to sign a special Statement of Honour (in that language).
  - b. **Secondary education** – choose that option only if you confirmed your proficiency based on a secondary education certificate completed abroad (outside the country of your residence/citizenship), or you have submitted an official document releasing you from taking language tests in the given language due to completing bilingual secondary school.
  - c. **University degree** – choose that option if you have a university degree completed in that language (the language of instruction of all courses except tutorials) or you are a graduate of language studies (philology, applied linguistics)

- d. **Commercial exam** – choose that option if you confirmed your proficiency based on a CEMS accepted commercial certificate (see Appendix 1.)

**NOTICE:**

**Choose Commercial Exam also if your proof is none of the above** ( e.g.SGH competence test, CNJO certificate and other certificates – these will be added to the database, once you are admitted to CEMS MIM programme by CEMS Programme Manager, based on submitted documents)

**22) Document Upload:**

**THIS IS THE ONLY SYSTEM IN WHICH YOU ARE UPLOADING YOUR FILES. PLEASE MAKE SURE YOU HAVE ENTERED THEM ALL AND FOLLOW THE EXACT REQUIREMENTS!**

**Please upload:**

- 1) **your CV** (using the pre-defined form – Appendix 5) converted into a PDF document. You must save it with a name: **CV\_XXXXXX\_YourSurname**, where XXXXXX is your 5 or 6-digit student ID number. If your student ID number is 5-digit, please enter 0 before. For example [CV\\_199299\\_Kowalski](#) or [CV\\_012345\\_Nowak](#)
- 2) **a file with your Self-Presentation Video link & password** (if necessary) that you place on YT or VIMEO converted into a PDF document saved with a name: **Video\_XXXXXX\_YourSurname**, where XXXXXX is your 5 or 6-digit student ID number. If your student ID number is 5-digit, please enter 0 before. For example: [Video\\_199299\\_Kowalski](#) or [Video\\_012345\\_Nowak](#)
- 3) **Mother tongue Declaration Form(s)** in pdf format for each declared mother tongue separately
- 4) **Language proficiency proofs** scanned in pdf format: commercial exams (or print screens of the online test results if certificates are not yet available), CNJO Certificates (or CNJO document confirming that you have requested the issue if the certificate with CEF proficiency level indicated), university diplomas with diploma supplement or transcripts of records that indicate the language of instruction of the degree programme.
- 5) **Students admitted to SGH as foreigners: The last graduated studies diploma** with a final grade and (if no grade is available) transcript of records from the studies.
- 6) **2<sup>nd</sup> or 3<sup>rd</sup> semester students** must submit in addition: Statement/Commitment stating that the student is currently on one-year leave (3<sup>rd</sup> semester students) or is/will be on leave for one semester (2<sup>nd</sup> semester students) in the academic year 2022/2023.

You do not have to submit any proof for SGH Language Competence Test you have taken before. We keep the files and the results will be uploaded into a selection system at SGH after the application period.

**Remember, this time you are uploading documents only in the CEMS system.**

**Final remarks:**

- Do not wait for the application online until the very last day! The system may get overloaded and your data may not be saved!
- Once you complete the process of application or make any changes to your application, please log in again and check whether the data you have entered has been saved!
- If you have doubts about whether your certificate/diploma will be accepted or regulations seem not to be clear enough for you – contact [cems@sgh.waw.pl](mailto:cems@sgh.waw.pl)
- If you encounter any problems, please contact us at [cems@sgh.waw.pl](mailto:cems@sgh.waw.pl)

- If you are afraid you will not be able to submit additional paper documents, please scan them and send them by email to [cems@sgh.waw.pl](mailto:cems@sgh.waw.pl) or send to that email address a notice stating the reason for the possible delay. In case of a delay, you will be informed whether we will accept your application (not guaranteed) and under which condition(s).

**REMEMBER:**

**YOU HAVE TO BE REGISTERED AT BOTH SYSTEMS  
SGH APPLICATION VIA MS FORMS AND CEMS APPLICATION  
TO BE ACCEPTED FOR FURTHER SELECTION!!**

Warsaw, 11 October 2022

CEMS Office  
SGH International Centre (CWM)