

RESOLUTION NO. 315

of the SENATE OF THE SGH WARSAW SCHOOL OF ECONOMICS

of 28 June 2023

on the conditions and the recruitment procedure for the first year of full-time and part-time first- and second-cycle study programmes at the SGH Warsaw School of Economics in the academic year 2024/2025

Pursuant to Article 70(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws 2023, items 742 and 1088) – hereinafter “the Act”, it is ordered as follows:

Chapter 1

General provisions

§ 1

This resolution governs the conditions, procedure, as well as the start and end date for the recruitment process for the first year of first- and second-cycle studies at the SGH Warsaw School of Economics (hereinafter: “SGH”) beginning in the 2024 winter semester and the 2025 summer semester.

§ 2

1. The terms used herein shall have the following meanings:

- 1) “New Maturity Exam” (Polish: Nowa Matura) – the final exam taken in comprehensive high schools and in technical high schools operating under Polish law since 2005 and 2006, respectively;
- 2) “Old Maturity Exam” (Polish: Stara Matura) – the final exam taken in comprehensive high schools and in technical high schools operating under Polish law until 2004 and 2005, respectively;
- 3) International Baccalaureate – the exam for an IB (International Baccalaureate) diploma issued by International Baccalaureate Organization in Geneva;
- 4) European Baccalaureate – the exam for an EB (European Baccalaureate) diploma issued by the European Schools in accordance with the Convention defining the Statute of the European Schools, drawn up in Luxembourg on 21 June 1994 (Journal of Laws 2005, No. 3, item 10);

- 5) ISR (online recruitment system) – electronic candidate recruitment system available on SGH's website;
 - 6) personal recruitment account – part of ISR in which information related to the recruitment procedure of a given candidate, including their personal data and information on the course of their recruitment procedure, is gathered, stored, and made available;
 - 7) ISR recruitment form – part of ISR in which the candidate selects the cycle for which they want to be admitted;
 - 8) CEFR level – the level of foreign language proficiency within the meaning of the Common European Framework of Reference for Languages (published i.a. on SGH's website);
 - 9) UKR – School Recruitment Committee.
2. Whenever the Resolution mentions:
- 1) forms of studies, without further specification, this shall be understood as free-of-charge full-time study programmes, fee-based full-time study programmes, part-time afternoon study programmes, part-time Saturday and Sunday study programmes;
 - 2) majors, without further specification, this shall be understood as majors where the language of instruction is Polish or a foreign language;
 - 3) a maturity certificate, without further specification, this shall be understood as a maturity certificate obtained under the New Maturity Exam or Old Maturity Exam, an IB diploma, an EB diploma, or other certificate or document obtained abroad making a person eligible to apply for admission;
 - 4) the start and end date of the recruitment procedure referred to in Article 70(1) of the Act, this shall be understood as the start and end date for registration via the ISR recruitment form, respectively.

§ 3

1. The resolution regulates the conditions and procedures for the recruitment of both Polish citizens and foreigners.
2. Programme enrolment rules for double diploma students delegated to study by a partner institution shall be governed by the provisions of the agreement between SGH and the given partner institution.

§ 4

1. Admissions to a first-cycle study programme shall take place:
 - 1) for particular forms of studies in Polish, and majors shall be selected during the first year of the programme under the procedure specified in the Rules and Regulations of First- and Second-Cycle Study Programmes and Long Cycle Study Programme at the SGH Warsaw School of Economics; or
 - 2) for the following full-time majors in English: Global Business, Finance and Governance, International Economics, Management, Quantitative Methods in Economics and Information Systems.
2. Admissions to a second-cycle study programme shall take place:
 - 1) for the following majors in Polish: analiza danych – big data (data analysis – big data); e-biznes (e-business); ekonomia (economics); ekonomiczna analiza prawa (economic analysis of law); finanse i rachunkowość (finance and accounting); globalny biznes, finanse i zarządzanie (global business, finance and governance); HR biznes partner (HR business partner); kierunek menadżerski, metody ilościowe w ekonomii i systemy informacyjne (management major, quantitative methods in economics and information systems); międzynarodowe stosunki gospodarcze (international economic relations); podatki (taxes); zarządzanie (management); zarządzanie finansami przedsiębiorstwa (corporate finance management); zarządzanie projektami (project management), zarządzanie w ochronie zdrowia (health care management), or
 - 2) for the following majors in English: Advanced Analytics – Big Data; Finance and Accounting; Global Business, Finance and Governance; International Business, International Master Program in Management Accounting.

§ 5

1. Recruitment for first- and second-cycle study programmes is conducted for programmes commencing in the winter semester.
2. The Rector may order additional recruitment for second-cycle study programmes in Polish commencing in the summer semester.

Chapter 2

Admission limits

§ 6

1. The Rector, by way of a Regulation, defines admission limits for individual modes and majors of first- and second-cycle study programmes, separately for Polish citizens and foreigners.
2. In full-time second-cycle study programmes in Polish, admission limits for candidates with Polish citizenship and for foreigners, for respective majors shall be divided as follows:
 - 1) 50% for graduates of first-cycle study programmes at SGH;
 - 2) 50% for candidates within the general recruitment procedure.
3. It is permitted to exceed the admission limits set by the Rector and not to comply with the percentage ratios set out in section 2, in the case referred to in § 34(3) or when so decided by the Rector acting as second instance authority.
4. In the event of justifiable circumstances supporting the admission of a number of candidates in excess of the limit, the UKR President may apply to the Rector for permission to exceed the admission limit.
5. A candidate may be admitted to a study programme only within the limit applicable to Polish citizens or to foreigners.

Chapter 3

Start and end dates of the recruitment procedure:

§ 7

For study programmes that commence in the winter semester, the registration of candidates for first-cycle programmes:

- 1) in Polish – shall begin on 25 June 2024 and shall end two days after the maturity exam results are announced by the relevant authority; if this day is a holiday, the registration end date shall fall on the first subsequent working day;
- 2) in English for candidates holding Polish citizenship – shall begin on 25 June 2024 and shall end two days after the maturity exam results are announced by the relevant authority; if this day is a holiday, the registration end date shall fall on the first subsequent working day;
- 3) in English for candidates holding foreign citizenship – shall begin on 25 June 2024 and shall end on 24 July 2024.

§ 8

For study programmes that commence in the winter semester, the registration of candidates for second-cycle programmes:

- 1) in Polish – shall begin on 11 June 2024 and shall end on 20 June 2024;
- 2) in English for candidates holding Polish citizenship – shall begin on 11 June 2024 and shall end on 20 June 2024;
- 3) in English for candidates holding foreign citizenship – shall begin on 11 June 2024 and shall end on 24 July 2024.

§ 9

1. Registration within supplementary recruitment for first- and second-cycle study programmes that commence in the winter semester:

- 1) in Polish – shall begin two working days prior to the announcement of retake maturity exam results, but not later than on 12 September 2024, and shall end one day after the announcement of retake maturity exam results, but not later than on 15 September 2024;
- 2) in English for candidates holding Polish citizenship – shall begin two working days prior to the announcement of retake maturity exam results, but not later than on 12 September 2024, and shall end one day after the announcement of retake maturity exam results, but not later than on 15 September 2024;
- 3) in English for candidates holding foreign citizenship – shall begin on 29 August 2024 and shall end one day after the announcement of retake maturity exam results, but not later than on 15 September 2024.

§ 10

Should the Rector decide to start recruitment for second-cycle study programmes in Polish that commence in the summer semester, registration shall begin on 8 January 2025 and shall end on 13 January 2025.

§ 11

1. Registration via the ISR recruitment form shall be possible:

- 1) from 1:00 PM standard time in the territory of the Republic of Poland on the first day of the period of the relevant recruitment procedure;
- 2) until 3:00 PM standard time in the territory of the Republic of Poland on the last day of the period of the relevant recruitment procedure.

2. A personal recruitment account in the ISR may be opened starting from 1:00 PM standard time in the territory of the Republic of Poland on:

- 1) 4 June 2024 – for study programmes that commence in the winter semester;
- 2) 7 January 2025 – for study programmes that commence in the summer semester.

§ 12

Until 15 March and until 31 October 2024, respectively, the Rector shall, by way of Regulations, lay out the detailed schedules for the eligibility procedure, including for the submission of documents – with regard to recruitment for programmes commencing in the winter and summer semesters separately, as well as for respective forms of studies and majors.

Chapter 4

Ownership of the recruitment procedure

§ 13

The recruitment procedure shall be conducted by the UKR, with the provision that the decision on admission of a foreign student shall be taken by the Rector.

§ 14

The tasks of the UKR include in particular:

- 1) conducting the eligibility procedure;
- 2) enrolling a candidate holding Polish citizenship in the list of students;
- 3) issuing a decision on non-admission to higher-education study programmes for candidates holding Polish citizenship;
- 4) forwarding recommendations to the Rector, together with case files, in the case of candidates holding foreign citizenship.

Chapter 5

General provisions for recruitment to first- and second-cycle study programmes

§ 15

1. Candidates for first-cycle study programmes shall have relevant certificates or documents as specified in Article 69(2) of the Act.
2. Candidates for second-cycle study programmes shall have a higher education diploma.

§ 16

1. A foreign citizen applying for admission to study programmes in Polish is 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 least at level B2 of the Common European Framework of Reference for Languages (CEFR) for admission to first-cycle programmes, or at least at level C1 of the CEFR for admission to second-cycle programmes, or
 - 2) present another certificate confirming their knowledge of Polish at the level as specified in item 1, issued by a Polish higher education institution, or
 - 3) take the eligibility test in Polish before the Instruction Language Proficiency Verification Committee at the level as specified in item 1, or
 - 4) present a Polish maturity certificate or a foreign certificate of high school completion if the language of instruction was Polish, or a higher education diploma if the language of instruction was Polish.
2. Failure of a foreigner to prove their proficiency in Polish at the level as specified in section 1(1) shall constitute a basis for refusing admission to a degree programme.
3. The rules for the eligibility test referred to in section 1(3) are set out in Appendix 1 hereto.

§ 17

1. Candidates for study programmes in English shall document their proficiency in the language of instruction, at the B2 CEFR level, by producing one of the documents listed in Appendix 2 hereto.
2. If at the registration stage of the ISR recruitment form a candidate indicates that they do not have the relevant document, verification shall be made by an online interview held by the Instruction Language Proficiency Verification Committee:
 - 1) after the registration for a given cycle of studies is completed, but not later than by the first day of submitting documents for that cycle, as indicated in the recruitment schedule referred to in § 12 – in the case of candidates holding Polish citizenship;
 - 2) within two weeks of a candidate's successful registration via the ISR recruitment form for a given cycle of study, but not later than by the last day of acceptance of the 'offer letter' in the relevant recruitment, as indicated in the recruitment schedule referred to in § 12 – in the case of foreigners.
3. The rules for the English language proficiency verification interview are set out in Appendix 1 hereto.

4. Failure of a candidate to prove their proficiency in the language of instruction in the manner described in section 1 or 2 shall constitute a basis for refusing admission to an English-language degree programme.

§ 18

1. The registration of candidates shall be conducted exclusively through the ISR online system.
2. The recruitment procedure is initiated once the registration via the ISR recruitment form is completed if a candidate's registration was successful.
3. As a rule, ISR shall be available for candidates on any computer that has access to the Internet, 24 hours a day.
4. At the request of a candidate, the Recrutations Unit shall, within its working hours, provide them with a computer workstation within the SGH campus to register.

§ 19

1. UKR shall communicate with the candidate via the personal recruitment account. In particular, UKR shall inform the candidate about:
 - 1) results of the eligibility procedure;
 - 2) placement on the list of persons eligible for admission, as well as the place and deadline for submission of documents;
 - 3) admission or non-admission to the programme.
2. Information posted on the candidate's personal account shall be considered effectively served.
3. SGH shall not be liable for the consequences of a candidate's failure to read the information posted on their personal recruitment account.
4. SGH may contact a candidate through other channels of communication, using the contact details provided by the candidate, in particular in order to support the candidate's participation in the recruitment process and to keep the candidate informed of its progress, with the exception of actions taken during the recruitment process under the provisions of the Act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws, 2023, items 775 and 803), hereinafter "CAD".

§ 20

1. In order to register, the candidate shall:
 - 1) open a personal recruitment account and fill out and approve the ISR recruitment form, and in particular:
 - a) provide personal data;
 - b) provide contact details;
 - c) select the form of studies or the major;
 - d) provide school details, and also the number, date and place of issue of the maturity certificate (does not apply to candidates for second-cycle programmes);
 - e) enter the results or grades from the maturity certificate (does not apply to candidates for second-cycle programmes and foreigners registering for programmes in English),
 - f) enter diploma details: professional title, diploma number, date and country of its issuance, name of higher education institution, place, and major (does not apply to candidates for first-cycle programmes);
 - g) upload electronic copies of the documents serving as the basis for eligibility for higher education studies, as referred to in § 33(3)(1-2) (does not apply to candidates with Polish citizenship and foreigners registering for programmes in Polish);
 - h) declare whether they have the proof of proficiency in the language of instruction, as referred to in § 16 or 17 (does not apply to candidates with Polish citizenship registering only for programmes in Polish);
 - 2) pay a recruitment fee to an individual bank account, the number of said account being indicated on their individual recruitment account, subject to § 22.
2. Failure to meet any of the obligations referred to in section 1 shall make the registration ineffective, and cause the candidate to be excluded from recruitment.
3. The candidate may choose six out of all forms of studies and majors available in the ISR form, but may only be admitted to one form or one major.
4. In the case referred to in section 3, the candidate shall rank their selections in order of preference, starting from their most preferred choice (preference list).
5. Until the registration form closure date, the candidate may add or amend information in ISR. The candidate may amend their personal data (citizenship, PESEL, type, series and number of their identity document, date of birth, and sex)

provided that they did not choose their study cycle yet. Amendment to other personal and address details in the ISR is possible up to the moment when the recruitment form is generated.

6. A candidate who does not have a place of residence or habitual residence in the Republic of Poland or another European Union Member State, if they have not appointed a representative residing in the Republic of Poland to conduct the case and if they do not act through a consul of the Republic of Poland, shall be obliged to appoint a representative for service in the Republic of Poland, or else letters addressed to them will be left on the case file, and deemed to have been effectively served.
7. Amendments made in a candidate's personal recruitment account are archived with a record of the dates of subsequent data updates.

§ 21

1. The recruitment fee shall be paid no later than on the last day of registration.
2. The recruitment fee entitles a candidate to recruit for selected majors and forms of study at the same cycle level, irrespective of the language of instruction.
3. Once the recruitment fee has been credited to the individual bank account indicated in the ISR, confirmation of payment is shown in the candidate's personal recruitment account.

§ 22

At the request of a foreigner, the Recrutations Unit shall provide the number of the university's foreign currency account to which the candidate may pay the equivalent of the recruitment fee in EUR by traditional transfer. The equivalent of the recruitment fee in EUR is determined on the basis of the weighted average buying rate for that currency in PLN according to the National Bank of Poland in the month preceding the month of commencement of the relevant recruitment process.

§ 23

The recruitment fee is refundable only in the event of ineffective registration or cancellation of recruitment submitted in writing or via the ISR before the ISR recruitment form is closed. The fee shall be refunded at the candidate's request and paid to the bank account indicated in the application or via PayPal within 14 days of that request.

§ 24

1. SGH shall not be held liable if a candidate is unable to register or amend entries in ISR due to Internet network failures not attributable to SGH or temporary overloads of SGH servers. In such circumstances, candidates shall notify the Recrutations Unit personally before the end of the recruitment procedure.
2. SGH shall not be held liable for consequences of a candidate failing to fill out the boxes in the personal recruitment account or providing incorrect data.
3. Candidates shall keep the password to their personal recruitment account secret. SGH shall not be held liable for consequences of a candidate revealing this password to third parties, including for changes to a candidate's details in the ISR and for disclosure of their personal data, made against their will.

Chapter 6

Eligibility procedure for first-cycle programmes in Polish

§ 25

1. The basis for admission to full-time first-cycle programmes in Polish shall be the results shown on the maturity certificate and the entrepreneurship knowledge test results.
2. The basis for admission to part-time first-cycle programmes in Polish shall be the results shown on the maturity certificate.

§ 26

1. The eligibility procedure involves awarding qualification points to candidates:
 - 1) based on the maturity certificate results in four subjects selected by the candidate, one from each group presented below, whereas the subject selected from one group may not be selected again from another;
 - a) Mathematics or Physics;
 - b) Geography, History, Civics, Economics, Computer Science, or Physics;
 - c) The first foreign language selected from: English, French, Spanish, German, Russian or Italian;
 - d) The second foreign language selected from those specified under (c);
 - 2) for full-time programmes in Polish – also based on the entrepreneurship knowledge test.
2. Candidates who are unable to select a subject from a group specified in § 1(1) because they did not receive a result for that subject on their maturity certificate shall receive zero points for the given group, subject to section 3.

3. In the case of foreign maturity certificates, candidates may indicate a subject other than that specified in section 1(1), but points may only be awarded for this subject if it is recognised as equivalent by the UKR.
4. The method of determining the number of qualification points awarded to a candidate based on the maturity certificate results is set out in Appendix 3 hereto.
5. Qualification points are also awarded for exceptional scientific and sports achievements in accordance with the scoring system specified in Appendix 4 hereto.
6. The rules governing the conduct of the test referred to in section 1(2) are set out in Appendix 1 hereto.

§ 27

1. The total number of points that may be obtained in the eligibility procedure is 433 (four hundred and thirty-three).
2. Candidates for full-time first-cycle programmes may receive a maximum of 100 (one hundred) qualification points for their entrepreneurship knowledge test results. The test results are not taken into account in the recruitment procedure for part-time study programmes.
3. The total number of qualification points awarded to a candidate for maturity exam subjects shall not exceed 333 (three hundred and thirty-three).
4. If the number of qualification points obtained for maturity exam subjects is not a natural number, $\frac{1}{2}$ (one half) shall be added to it and the candidate shall be awarded the number of points constituting the integer part of the obtained sum.

Chapter 7

Eligibility procedure for second-cycle programmes in Polish

§ 28

1. Admission to full-time second-cycle programmes in Polish shall involve the procedures for:
 - 1) recruitment of first-cycle SGH programme graduates;
 - 2) general recruitment.
2. A candidate may apply only within one of the procedures referred to in section 1.
3. Admission to a part-time second-cycle programme in Polish shall be based on registration in ISR and verification of submitted documents. Should the number of applicants be higher than the number of spots within the relevant limit, the order of

applications as determined by the time (accurate to the second) on which the candidate selected the cycle in the ISR shall be decisive.

§ 29

1. The eligibility procedure governing the recruitment of first-cycle SGH programme graduates shall be available for the following persons recruited under this procedure for the first time:
 - 1) SGH students who obtained at least 180 (one hundred and eighty) ECTS credits until 15 July 2024 and at the same time obtained an average grade of at least 3.5 for the subjects passed in semesters completed within the programme;
 - 2) first-cycle SGH programme graduates who obtained an average grade of at least 3.5 and obtained the professional title of licencjat at SGH between 1 October 2023 and 15 July 2024.
2. The candidates referred to in section 1 shall be made eligible for full-time programmes based on their average grades from completed semesters or programmes, respectively. The average grade shall be determined by the Undergraduate Studies Office to the hundredths place (1/100) per the rules laid out in the Rules and Regulations of First- and Second-Cycle Study Programmes and Long Cycle Study Programme at the SGH Warsaw School of Economics.
3. Candidates made eligible for admission referred to in section 1 shall submit the documents specified in Appendix 5 hereto.
4. The precondition for admission of candidates referred to in section 1(1) shall be the completion of a first-cycle study programme at SGH, the average grade for which constitutes the basis for their eligibility, before the relevant deadline for submission of documents specified in the recruitment schedule referred to in § 12.

§ 30

1. Eligibility for full-time programmes of candidates recruited under the general procedure depends on their score on the eligibility test on their knowledge of the economy and proficiency in a foreign language for special purposes (economics), as specified by the candidate in ISR.
2. The test consists of three modules:
 - 1) general and linguistic;
 - 2) quantitative;
 - 3) qualitative.
3. The candidate shall take the general and linguistic module obligatorily, and:

- 1) the quantitative module if they selected analiza danych – big data, ekonomia, or metody ilościowe w ekonomii i systemy informacyjne as one of the preferences referred to in § 20(3); or
 - 2) the qualitative module if they selected other preferences.
4. Candidates may score a maximum of 50 (fifty) points for each module.
 5. The list of persons made eligible for admission to full-time programmes in Polish may include only those candidates who obtained no less than 40% (forty percent) of the maximum number of points available in the eligibility test, including no less than 30% (thirty percent) of points from the relevant module required to be eligible for a given major.
 6. The rules governing the conduct of the eligibility test are set out in Appendix 1 hereto.

Chapter 8

Eligibility procedure for first- and second-cycle programmes in English

§ 31

1. Admission of a Polish citizen to a fee-based full-time study programme in English shall be based on registration in the ISR and verification of submitted documents.
2. Should the number of applicants be higher than the number of spots within the relevant limit, the order of applications as determined by the time (accurate to the second) on which the candidate selected the cycle in the ISR shall be decisive, whereas priority shall be given to those candidates who selected these programmes as their topmost preference.

§ 32

1. Admission of a foreigner to a fee-based full-time study programme in English is based on their registration in the ISR and verification of the documents submitted electronically by the candidate.
2. Should the number of applicants be higher than the number of spots within the relevant limit, the order of applications as determined by the time (accurate to the second) on which the candidate selected the 'offer letter' shall be decisive for the admission to a fee-based full-time study programme in English.

§ 33

1. The eligibility of foreigners for study programmes in English is based on the verification of PDF files containing electronic copies of documents submitted via the ISR.
2. Candidates must upload files to the ISR in a quality ensuring that the content of the document can be read and printed on an A4 page. No other elements overlapping the document content or background elements should be visible in the file.
3. Documents may only be submitted for verification once an electronic copy has been uploaded for the following:
 - 1) a maturity certificate, together with a grade transcript, if issued – in the case of foreigners enrolling for first-cycle study programmes;
 - 2) a higher education diploma, or an equivalent document, and a diploma supplement, or a grade transcript – in the case of foreigners enrolling for second-cycle study programmes;and once other conditions for an effective registration have been met, as referred to in § 20.
4. The sets of documents as submitted are verified upon selecting the option 'submit for verification' in the ISR, and according to the date this option was selected by foreigners, starting with the submissions made earliest.
5. The condition for admission to a study programme is a positive verification of the submitted documents referred to in section 3 and a proof of English proficiency at min. B2 CEFR level.
6. Once a foreigner has qualified for higher education, they receive an 'offer letter' through the ISR.

Chapter 9

Lists of candidates eligible and ineligible for admission to first- and second-cycle study programmes

§ 34

1. UKR shall draw up lists of candidates eligible and ineligible for admission separately for each form of study, mode of study and major for the first-cycle and second-cycle programmes, with account taken of the candidates' preferences referred to in § 20(3) and the limits and quotas referred to in §6, following the order of the results obtained in the admission procedure, from the highest to the lowest.
2. The position of a candidate on the list of those eligible and ineligible for admission is determined by the result obtained in the eligibility procedure, understood as the number of qualification points or the average referred to in § 29(2), or the time of application.
3. The list of candidates eligible for admission to a programme of a given form of study or in a given major shall include all candidates who obtained the same number of qualification points and obtained the same average grade as the last candidate on that list.
4. UKR may qualify a larger number of candidates than the admission limit for a given major, subject to the Rector's consent referred to in § 6(4).
5. Lists of foreigners eligible and ineligible for admission to study programmes in English shall be published within 5 working days of the final date for acceptance of the offer of admission, as indicated in the recruitment schedule referred to in § 12.
6. Lists of candidates eligible and ineligible for admission:
 - 1) including the first name, last name and number of the candidate, shall be posted at SGH's headquarters in a publicly available spot;
 - 2) including the candidate number and number of points attained are published on the SGH website.

§ 35

1. The candidate shall be informed via the ISR of the outcome of the eligibility procedure, the deadline for the submission of documents or, if applicable, the failure to become enrolled to a form of study or major due to the number of candidates eligible for admission being lower than the number specified in the

relevant Rector's regulation.

2. If none of the majors or forms of study selected by the candidate among their preferences referred to in § 20(3) is launched due to insufficient number of eligible candidates, the recruitment procedure shall be discontinued and the candidate may apply for the refund of their recruitment fee.

Chapter 10

Obligations of candidates eligible for admission

§ 36

1. Candidates with Polish citizenship eligible for admission shall be entered in the register of students provided that they submit required documents within the time limit, as indicated in the recruitment schedule referred to in § 12.
2. Foreigners eligible for admission to a study programme in Polish shall receive an admission decision provided that they submit required documents within the time limit, as indicated in the schedule.
3. Failure to submit all documents within the time limit shall result in non-admission.
4. The list of the required documents referred to in sections 1 and 2 and the detailed rules for their submission are set out in Appendix 5 hereto.

§ 37

1. In order to confirm the offer of admission to a study programme, foreigners eligible for a study programme in English shall:
 - 1) confirm the correctness of their personal details;
 - 2) declare whether they will apply for a visa to study at SGH before the start of the academic year for which recruitment is being conducted;
 - 3) complete the details referred to in § 38 and, in the case of first-cycle programmes, also in § 39;
 - 4) upload, via the ISR, a file in JPG format compliant with the technical requirements of the ISR, containing the candidate's digital photo which meets the requirements for an identity card photo;
 - 5) upload, via the ISR, PDF files containing electronic copies of the following documents:
 - a) a signed recruitment form, constituting an application for admission to a study programme,
 - b) a consent for studying at SGH signed by parents or legal guardians of a minor candidate (if applicable),

c) a decision referred to in Article 324(1)(2) of the Act (if applicable).

§ 38

1. Candidates eligible for a study programme shall provide, through the ISR, the details necessary for proper handling of the recruitment and education process, in particular:
 - 1) they shall indicate whether they have completed their secondary education in the Republic of Poland or abroad;
 - 2) they shall indicate whether they apply for a student ID card not to be issued;
 - 3) they shall confirm that they have read and accepted the conditions of payments for educational services offered by SGH;
 - 4) they shall confirm the preferred method of payment. This declaration becomes binding once the candidate is admitted to a fee-based programme.
2. The obligation to submit the declaration referred to in section 1(4) shall not apply to candidates with Polish citizenship eligible for full-time study programmes in Polish unless they indicated a fee-based programme as their higher preference.
3. In addition to the information specified in section 1, foreigners eligible for a study programme shall also indicate:
 - 1) whether they are entitled to exemption from tuition fees under Article 324(1) of the Act;
 - 2) whether they belong to one of the categories of persons referred to in Article 324(2) of the Act;
 - 3) type, number and country of issue of the identity document, if these data were not provided at the registration stage – this shall apply only to foreigners eligible for full-time programmes.

§ 39

1. After becoming eligible for a first-cycle programme, candidates shall select, via the ISR, foreign languages that they will continue to study at SGH, out of the following:
 - 1) English, French, Spanish, German, Russian or Italian – when eligible for a programme in Polish;
 - 2) English, French, Spanish, German, or Russian – when eligible for a programme in English.
2. Candidates for full-time first-cycle programmes shall choose two foreign languages, which they should know at the level of at least B1 CEFR for the first language, and A2 CEFR for the second language.

3. Candidates for part-time first-cycle programmes shall choose one foreign language, which they should know at the level of at least B1 CEFR. If a part-time programme is not the candidate's topmost preference, they shall fill out the declaration on the continuation of learning a second foreign language in line with sections 1–2. This declaration becomes binding once the candidate is admitted for a full-time programme.
4. The choice of foreign languages of study is limited to those certified by the result on maturity certificate and declared by the candidate as the basis for the calculation of qualification points. This restriction shall not apply to foreigners eligible for a programme in English.
5. If the maturity certificate shows fewer languages than required to enrol in a given form of studies, the candidate shall fill out the language declaration in line with section 1 and section 3 or 4, subject to section 6.
6. Foreigners eligible for a full-time first-cycle programme, instead of a second foreign language, may declare their willingness to learn Polish, starting from level A1 of CEFR in the case of programmes in English and from level B2+ of CEFR in the case of programmes in Polish.
7. Candidates for first-cycle programmes are required to document their proficiency in a foreign language of their choice at the declared level when submitting their documents – the document is subject to acceptance by UKR on the basis of a binding opinion from the SGH Foreign Language Centre. This requirement shall not apply to candidates whose choice has been restricted in accordance with section 4 and to foreigners who have declared to study Polish from level A1 of the CEFR in relation to that language.
8. A sufficient proof of proficiency in a foreign language, as referred to in section 7, shall also be deemed to be the grade in a given language on the maturity certificate constituting the basis for admission to study programmes at SGH or the certificate of completion of a comprehensive or technical secondary school.
9. Selection of a foreign language in the ISR shall be binding for the candidate for the whole duration of their studies.

§ 40

1. Once candidates become eligible for second-cycle study programmes in Polish, they shall select, via ISR, a foreign language to be studied as part of their programme at SGH, from among the following: English, French, Spanish, German,

Russian and Italian, and they shall declare the current level of proficiency in the selected foreign languages in the range B2-C2 of the CEFR.

2. If the candidate becomes eligible for an English-language programme that is not their topmost preference, they shall also fill out the declaration on learning a foreign language in line with section 1. This declaration becomes binding once the candidate is admitted for a Polish-language programme.
3. Selection of a foreign language in the ISR shall be binding for the candidate for the whole duration of their studies.

§ 41

1. If, following the verification of documents, it turns out that the limits set out in line with § 6 are not exhausted, UKR may run no more than two additional recruitment rounds, excluding recruitment of foreigners for study programmes in English.
2. Candidates who have submitted documents for programmes that are not in line with their topmost preference or who have not become eligible for admission can confirm their wish to participate in the additional recruitment rounds via the ISR until 3 p.m. on the last date for the submission of documents.
3. In subsequent rounds, free spots shall be awarded to persons who submitted a declaration according to section 2. For those who submitted documents, this may result in admission to a preference higher than that for which the documents were submitted.

§ 42

1. If, after the completion of the recruitment procedure, the admission limits are not exhausted, the Rector may decide to organise a supplementary recruitment round.
2. Supplementary recruitment shall be regulated by the provisions governing the recruitment procedure proper, with the proviso that no more than one additional recruitment round shall be held.
3. Candidates not admitted to first-cycle study programmes of their topmost preference and whose maturity exam results have increased in subjects being the basis for determining their eligibility due to score verification or an appeal referred to in Article 70(2) of the Act, may file a written application with the Rector for

recalculation of their points, but not later than by the end of the day following the publication of the retake maturity exam results.

Chapter 11

Determination of admission lists, issuance of admission decisions and announcement of recruitment procedure results

§ 43

1. Students with Polish citizenship shall be entered in the register once the admission list is published.
2. Refusal of admission shall occur by way of an administrative decision. The subject matter of such a decision is non-admission to a study programme for all forms of studies or majors selected by the candidate.

§ 44

1. Foreigners who became eligible for admission on the basis of electronic copies of documents may be admitted to study programmes only on the basis of a decision issued by the Rector, subject to the obligation to provide SGH with a set of original documents required for admission within the time limit specified in the admission decision.
2. If the required documents are not submitted by the deadline referred to in section 1, the decision on admission to higher education studies shall lapse.

§ 45

1. Candidates shall be notified via their personal recruitment account in the ISR of the contents of the decision.
2. The admission and non-admission lists, including the first name, last name and number of the candidate, shall be posted at SGH's headquarters in a publicly available place and published on SGH's website without undue delay following the last recruitment round, where they shall remain accessible for two weeks from being made available.

Chapter 12

Service of the admission decisions and appellative measures

§ 46

Decisions on admission to higher education studies shall be served in accordance with the procedure laid down in the Code of Administrative Procedure.

§ 47

1. The candidate may appeal against the UKR decision on non-admission to higher education studies.
2. The Rector's decision on the admission of a foreigner to higher education studies may be subject to a request for reconsideration.
3. An appeal or a request for reconsideration of the case shall be lodged within 14 (fourteen) days from the date the decision was serviced, in accordance with Article 63 § 1 of the Code of Administrative Procedure.

Chapter 13

Final provisions

§ 48

Wherever the Resolution mentions Rector's powers over the conduct of the recruitment procedure, this shall also be understood as the powers of the vice-rector designated by the Rector.

§ 49

Wherever the Resolution mentions the powers of the UKR President, this shall also mean the powers of the deputy president who manages the work of the Committee during the president's absence and performs other duties as the president's substitute.

§ 50

The Rector may set out detailed conditions for candidate registration in ISR by way of a regulation.

§ 51

If international agreements or agreements concluded by SGH with foreign entities provide for other conditions than those specified in the resolution for foreigners to take up higher education studies organised or co-organised by SGH, the provisions of the referenced agreements are applied, within the limits of the applicable laws.

§ 52

The text of the Resolution and Rector's regulations pertaining to the recruitment procedure shall be made available for perusal in the Recrutations Unit and published on SGH's website.

§ 53

The Resolution shall enter into force on the date of its adoption.

President of the SGH Senate

RECTOR

dr hab. Piotr Wachowiak, prof. of SGH

/signed with a qualified

electronic signature/

Rules governing the conduct of tests, examinations and interviews for first- and second-cycle study programmes

I. Rules governing the conduct of entrepreneurship knowledge test for full-time first-cycle study programmes in Polish and the eligibility test for full-time second-cycle study programmes in Polish

1. The entrepreneurship knowledge test and the eligibility test are conducted in the form of coded written single-choice tests with closed questions.
2. Only successfully qualified candidates who have indicated full-time study programmes in Polish as one of their preferences in the relevant recruitment procedure may take the entrepreneurship knowledge test or the eligibility test.
3. The candidate is informed of the date and place of the test or examination via the ISR no later than 24 hours before the start of the test or examination.
4. Entrepreneurship knowledge test takes 90 minutes.
5. The language and general module of the qualification test lasts 60 minutes, the quantitative module lasts 75 minutes and the qualitative module lasts 50 minutes.
6. The results are expressed on a scale:
 - 1) from 0 to 100 points for the entrepreneurship knowledge test;
 - 2) from 0 to 50 points for each of the modules of the qualification test.
7. The test cards filled out by the candidates shall be read using computer reading equipment (OCR) under the supervision of UKR members.
8. At the candidate's written request, their filled out test card shall be made available to them for perusal in the place designated by the UKR President after the recruitment procedure results are announced, but no later than:
 - 1) 30 September of the year in which recruitment for the winter semester is finished;
 - 2) 30 April of the year in which recruitment for the summer semester is finished.
9. The candidate may peruse the test card solely in presence of at least one UKR member. The assisting member shall be designated by the UKR President.

10. UKR shall specify the rules governing the conduct of the entrepreneurship knowledge test and the eligibility test for candidates with disabilities.
11. UKR verifies the identity of candidates taking a test or examination before allowing them into the examination room.
12. UKR shall set out the rules applicable to candidates taking the entrepreneurship knowledge test, eligibility test, including rules governing the use of equipment as well as scientific and technical aids. UKR shall inform candidates of these rules via the ISR and orally, immediately before the test commences.
13. If a candidate violates the rules referred to in section 10, the UKR President shall rule on the disqualification of the candidate and their removal from the recruitment procedure.

II. Rules governing the conduct of Polish language proficiency tests for foreigners

1. The Polish language proficiency test is carried out by the Language Proficiency Verification Committee in the form of a coded written test with open- and closed-ended questions.
2. The test may be taken only by successfully registered candidates who have declared in the ISR that they do not have the appropriate proof of proficiency in the language of instruction at the required level.
3. The Language Proficiency Verification Committee checks the identity of candidates taking the eligibility test before allowing them into the examination room.
4. The result of the test is either a pass or fail mark and is not included in the pool of qualification points awarded to candidates in the recruitment procedure for a particular level of study.

III. Rules governing the conduct of interviews to verify proficiency in the language of instruction for study programmes in English

1. Language proficiency verification interviews are conducted remotely (online) via MS Teams by the Language Proficiency Verification Committee.
2. The interview may be held only with successfully registered candidates who have declared in the ISR that they do not have the appropriate proof of proficiency in the language of instruction at the required level.

3. The Language Proficiency Verification Committee checks the identity of candidates taking the test before initiating the interview.
4. The candidate is notified of the date of the interview via an e-mail message sent to the address assigned to the candidate's ISR account (invitation to the meeting in the MS Teams application), no later than 24 hours before the start of the interview.
5. The course of the interview is recorded in the minutes and the summary minutes of the interview round are signed by the interviewing members of the Language Proficiency Verification Committee.
6. Should significant technical problems arise, the Language Proficiency Verification Committee may decide to re-schedule the interview or to set a new interview date, within the time limits set out in the recruitment timetable. Any significant technical problems and the way in which they are addressed shall be recorded in the minutes.
7. SGH shall not be held liable if the candidate is unable to connect in order to hold the online interview.

List of documents confirming proficiency in English

1. International Baccalaureate Diploma, European Baccalaureate Diploma, or a foreign certificate confirming completion of a secondary school in which English was the language of instruction.
2. Polish maturity certificate containing information on the results obtained in the written English maturity exam taken at:
 - 1) advanced level – at least 80 percentage points;
 - 2) bilingual level – at least 60 percentage points.
3. A diploma of higher education or postgraduate studies conducted abroad or in the Republic of Poland in which English was the language of instruction.
4. A higher education degree in English or applied linguistics in English; or a diploma of a teacher training college in English.
5. Certificates issued by Polish universities confirming the command of English at least at the level B2 of CEFR.
6. Certificates issued by international institutions:
 - 1) University of Cambridge ESOL Examinations: certificate B2 First (earlier: First Certificate in English) – grade A, B or C; certificate C1 Advanced (earlier: Certificate in Advanced English) – grade A, B or C, or Level B2; certificate C2 Proficiency (earlier Certificate of Proficiency in English) – grade A, B or C, or Level C1;
 - 2) Educational Testing Service (ETS), Princeton, USA: certificate Test of English as a Foreign Language (TOEFL) as Internet-Based Test (iBT) – at least 72 pts;
 - 3) British Council, IDP IELTS Australia and Cambridge Assessment English: certificate International English Language Testing System IELTS – at least 5.5 pts.
7. Other document confirming the command of the English language, included in the list on the Regulation of the President of the Council of Ministers of 16 December 2009 on the manner of conducting qualification proceedings in the civil service (Journal of Laws 2021 item 141).

8. Other document confirming English language proficiency at least at B2 CEFR, accepted by the UKR on the basis of the opinion of the Foreign Language Centre.

of 28 June 2023

I. Scoring for candidates with the New Maturity Exam

1. In the case of the so-called New Maturity certificate, eligibility is based on results in four categories of subjects passed in the written part of the school-leaving examination in:
 - 1) Mathematics or Physics – passed at the extended level;
 - 2) Geography, History, Social Studies, Computer Science or Physics (if not entered in the previous category) – passed at the extended level;
 - 3) the first foreign language from among the following: English, French, Spanish, German, Russian or Italian – passed at extended or bilingual level;
 - 4) the second foreign language from among those listed in point 3, other than the one entered in the previous category – passed at basic, extended or bilingual level.
2. Results in maturity exam subjects referred to in section 1(1)-(3) shall be translated into qualification points, with one percentage point equal to one qualification point, subject to section 4.
3. Results in the maturity exam subject referred to in section 1(4) shall be translated into qualification points, with one percentage point equal to $\frac{1}{3}$ (one-third) of a qualification point, subject to section 4.
4. Candidates who took their first foreign language maturity exam at bilingual level shall receive $\frac{4}{3}$ (four-thirds) of a qualification point for each percentage point obtained at the maturity exam, but not more than 100 qualification points, and with respect to those who took their second foreign language maturity exam at bilingual level, they shall receive $\frac{4}{9}$ (four-ninths) of a qualification point for each percentage point obtained, but not more than $33\frac{1}{3}$ (thirty-three and one-third) qualification points.
5. Candidates who passed their maturity exam in subjects referred to in section 1(1) and (2) at both extended and bilingual level shall additionally receive $\frac{1}{3}$ (one-third) of a qualification point for each percentage point.
6. Candidates who were exempt from taking the maturity exam in subjects referred to

section 1(1)-(3) shall receive 100 qualification points for the subject concerned. If the subject covered by the exemption is the second foreign language (section 1(4)), the candidate shall receive $33\frac{1}{3}$ (thirty-three and one-third) qualification points. The basis for awarding qualification points in this regard shall be an annotation that the candidate was exempt from taking the exam in the given subject, evidenced in the maturity certificate.

II. Scoring for candidates with the Old Maturity Exam

1. In the case of the so-called Old Maturity certificate, eligibility is based on results in four categories of subjects passed in the written or oral part of the school-leaving examination in:
 - 1) Mathematics or Physics;
 - 2) Geography, History, Social studies, Computer science or Physics (if not entered in the previous category);
 - 3) the first foreign language selected from: English, French, Spanish, German, Russian or Italian;
 - 4) the second foreign language from among those listed in point 3, other than the one entered in the previous category.
2. The qualification points are awarded on the basis of the sum of the grades obtained in the subjects listed in section 1(1-3) and $\frac{1}{3}$ (one-third) of the grade in the second foreign language (section 1 (4)).
3. If a candidate has obtained a grade in both the oral and written parts of the examination in any of the subjects referred to in section 1, only the higher grade shall be taken into account.
4. Candidates who were exempt from taking the maturity exam in subjects referred to in section 1(1–3) shall receive the number of qualification points correspondent to the maximum grade for the subject concerned. If the subject covered by the exemption is the second foreign language (section 1(4)), the candidate shall receive the number of qualification points correspondent to $\frac{1}{3}$ (one-third) of the maximum grade.
5. The sum of the grades presented in the maturity certificate referred to in section 2 shall be translated into qualification points
 - 1) by multiplying them by $16\frac{2}{3}$ (sixteen and two-thirds) for Old Maturity Exam certificates obtained after 1991 (with grades from 1 to 6), or
 - 2) by multiplying them by 20 (twenty) for Old Maturity Exam certificates obtained

prior to 1991 (with grades from 2 to 5).

III. Scoring for candidates with International Baccalaureate

1. For the International Baccalaureate Diploma, the basis for qualification are the results in the four subject categories passed in the written part of the Baccalaureate examination i.e:
 - 1) Mathematical Studies, Mathematics, and Further Mathematics (applicable until 2020), or Mathematics: Analysis and Approaches, and Mathematics: Applications and Interpretation (in force since 2021) or Physics – passed at standard (SL) or higher level (HL);
 - 2) Business Management, Computer Science, Economics, Geography, History or Physics (unless reported in the previous category) – passed at standard (SL) or higher (HL) levels;
 - 3) the first foreign language from among the following: English, French, Spanish, German, Russian or Italian – passed Ab initio, A1 (HL or SL), A2 (HL or SL) or B (HL or SL) levels;
 - 4) the second foreign language from among those listed in point 3, other than the one entered in the previous category – passed at Ab initio, A1 (HL or SL), A2 (HL or SL) or B (HL or SL) levels.
2. Results obtained for the subjects referred to in section 1(1)(1) and (2) shall be translated into qualification points in accordance with the following table:
 - 1) for a grade obtained at the Standard Level (SL):
 - a) grade 2 – 30 qualification points,
 - b) grade 3 – 45 qualification points,
 - c) grade 4 – 60 qualification points,
 - d) grade 5 – 75 qualification points,
 - e) grade 6 – 90 qualification points,
 - f) grade 7 – 100 qualification points;
 - 2) for a grade obtained at the Higher Level (HL):
 - a) grade 2 – 40 qualification points,
 - b) grade 3 – 60 qualification points,
 - c) grade 4 – 80 qualification points,
 - d) grade 5 – 100 qualification points,
 - e) grade 6 – 120 qualification points,
 - f) grade 7 – 133 qualification points.

3. Results obtained for the subjects referred to in section 1(3) and (4) shall be translated into qualification points in accordance with the following table:

- 1) for a grade obtained at the Ab initio level or level B SL:
 - a) grade 2 – 30 qualification points,
 - b) grade 3 – 45 qualification points,
 - c) grade 4 – 60 qualification points,
 - d) grade 5 – 75 qualification points,
 - e) grade 6 – 90 qualification points,
 - f) grade 7 – 100 qualification points;
- 2) for a grade in the range of 2 to 7 obtained at the level of A1 (HL or SL), or A2 (HL or SL) or B HL 100 qualification points shall be awarded;

with the provision that the number of qualification points awarded for a second foreign language shall be divided by 3 (three)

IV. Scoring for candidates with European Baccalaureate

1. For the European Baccalaureate Diploma, the basis for qualification are the results in the four subject categories passed in the written part of the Baccalaureate examination i.e:
 - 1) Mathematics or Physics;
 - 2) Economics, Geography, History or Physics (unless reported in the previous category);
 - 3) the first foreign language selected from: English, French, Spanish, German, Russian or Italian;
 - 4) the second foreign language from among those listed in point 3, other than the one entered in the previous category.
2. The individual results of the European Baccalaureate Diploma are converted for the candidate according to the rule that the result in a given subject is multiplied by 10 (ten), and the product is rounded up to the nearest unit, with the result in the second language (section 1(4)) being divided by 3 (three).

Scoring for candidates with other foreign high school leaving certificates

1. In the case of other high school diplomas obtained abroad, eligibility is based on results in four subject categories:
 - 1) Mathematics or Physics;
 - 2) Geography, History, Social studies, Economics, Computer science or Physics

- (if not entered in the previous category);
- 3) the first foreign language selected from: English, French, Spanish, German, Russian or Italian;
 - 4) the second foreign language from among those listed in point 3, other than the one entered in the previous category.
2. If expressed as percentages, results in respective subjects referred to in section 1(1)-(3) shall be treated as qualification points, i.e., each percentage point shall be translated into one qualification point. For each percentage point for results in the second foreign language (section 1(4)), $\frac{1}{3}$ (one-third) of a percentage point shall be awarded.
 3. If the results are not expressed as percentages, but within a point-based scale, the candidate shall translate them appropriately into a percentage scale.
 4. If the maturity certificate only shows the general result of the exam, the eligibility of the candidate shall be determined based on that result. If the general result is expressed on a percentage scale, the number of qualification points is calculated with the assumption that the highest possible score is 333 (three hundred and thirty-three) qualification points. If the general result is expressed on another scale, the candidate shall first appropriately recalculate that result into a percentage scale. If a candidate has not passed at least a two-year course in mathematics or physics in high school, the highest possible score is 233 (two hundred and thirty-three) qualification points.
 5. The recalculations mentioned in sections 3 and 4 shall be verified and approved by UKR within the document submission procedure.

I. Points awarded for exceptional scientific achievements

1. The maximum number of points available in the eligibility procedure (433 qualification points) shall be awarded to:
 - 1) laureates of nationwide Olympiads in the relevant subjects specified in the Resolution of the SGH Senate on recognising achievements of laureates and finalists of Olympiads;
 - 2) laureates and finalists of the Entrepreneurship Olympiad;
 - 3) laureates of the Economics Olympiad who were ranked in the six top places.
2. The maximum number of points available in the eligibility procedure based on the maturity exam (333 qualification points) shall be awarded to:
 - 1) finalists of nationwide Olympiads in the relevant subjects specified in the Resolution of the SGH Senate on recognising achievements of laureates and finalists of Olympiads;
 - 2) other laureates (ranked 7th and later) and finalists of the Economics Olympiad.
3. Candidates referred to in section 2 who do not take the entrepreneurship knowledge test shall receive zero points in respect of this part.

II. Scoring for exceptional sports achievements

1. A candidate will be awarded an additional number of points for the following sports achievements in a discipline governed by a Polish sports association in the eligibility procedure, but the total points must not exceed 433. Only the highest scoring achievement shall be considered in calculations if the candidate can prove multiple achievements:
 - 1) 100 pts – participation in Olympic Games or Paralympic Games;
 - 2) 50 pts – participation in World or European Championships or European Games in junior or older category;
 - 3) 40 pts – participation in top national league games in a given age category, in a team sport for at least one season during the last two years;
 - 4) 40 pts – Polish Championship medal in junior or older category in the last two years;

- 5) 30 pts – membership in the national team in the junior or older category in the current calendar year;
 - 6) 30 pts – participation in second-degree national league games in a given age category, in a team sport for at least one season during the last two years, if the league system involves at least three levels;
 - 7) 30 pts for being ranked 4-8 in Polish Championships in junior or older category in the last two years;
 - 8) 20 pts – participation in the top six sports teams playing in Polish Championship finals in junior or older category in the last two years;
 - 9) 20 pts – participation in third-degree national league games in a given age category, in a team sport for at least one season during the last two years, if the league system involves at least five levels.
2. Only achievements in a discipline governed by a sports association, included in the list maintained by the minister responsible for sport during the period in which they were obtained, shall be recognised.
 3. All achievements shall be documented with an (original) certificate issued by the relevant Polish sports association.

List of documents and the mode of submission thereof by candidates for higher education programmes

I. Documents required for admission to first- or second-cycle study programme

9. A candidate for a first- or second-cycle study programme submits an ISR-generated signed recruitment form containing a personal questionnaire with the candidate's photo, constituting an application for admission to a study programme.
10. A prerequisite for the generation of a recruitment form is the uploading into the ISR of a correct, up-to-date, candidate's photo which meets the requirements for a photo of an identity card or biometric passport, in JPG format, with parameters complying with the technical requirements specified in the ISR.
11. The recruitment form may be:
 - a. signed by the candidate with a qualified electronic signature, trusted signature, or personal signature (using the electronic identity card) – the document shall be uploaded via ISR in the format relevant for the given form of signature; or
 - b. signed by the candidate or their representative in handwriting – the document shall be submitted at SGH;
12. Candidates for first-cycle study programmes shall produce the following original documents at SGH's headquarters in order for the SGH staff to make certified copies:
 - 1) a maturity certificate, or a maturity certificate together with a certificate of the maturity exam results in particular subjects, referred to in the Education System Act of 7 September 1991;
 - 2) a certificate confirming the status of a laureate or finalist of a national-level Olympiad in a specific subject, the Entrepreneurship Olympiad or the Economics Olympiad, issued in the manner specified in the Regulation of the Minister of National Education and Sport of 29 January 2002 on the organisation and method of conducting competitions, tournaments and Olympiads (Journal of Laws, 2020, item 1036) – if applicable;

- 3) a certificate issued by a relevant Polish sports association documenting the candidate's sports achievements – if applicable;
 - 4) proof of proficiency in the language of instruction at least at the level B2 CEFR – not applicable to candidates with Polish citizenship for a study programme in Polish;
 - 5) proof of proficiency in the foreign language indicated as the language taken up at the course – if applicable.
13. Candidates for second-cycle study programmes shall produce the following original documents at SGH's headquarters in order for the SGH staff to make certified copies:
- 1) a diploma of completion of a higher education studies – candidates who are recruited based on a diploma of completion of a first-cycle SGH study programme issued after 1 October 2019 shall not be obliged to produce the diploma.
 - 2) proof of proficiency in Polish as the language of instruction at least at the level C1 CEFR – applicable to foreign candidates eligible for second-cycle study programmes in Polish;
 - 3) proof of proficiency in English as the language of instruction at least at level B2 CEFR – applicable to candidates eligible for study programmes in English;
14. In addition, if foreigners declare that they have a document or status referred to in Article 324 of the Act, they shall present:
- 1) the decision referred to in Article 324(1)(2) of the Act, in order for the SGH to make a certified copy thereof;
 - 2) the document confirming that they belong to one of the categories of persons referred to in Article 324(2) of the Act, for the SGH staff to verify the student's statement – if applicable.
15. Where a candidate is a minor, they shall submit their parents' or legal guardians' statement of consent for them to enrol in a study programme in line with the template provided by SGH and made available via the ISR.
16. If a candidate has changed their first and/or last name and the presented maturity certificate or higher education diploma shows the first and/or last name from before the change, the candidate is obliged to submit a declaration of the change of personal data in accordance with the template provided by SGH and made

available via the ISR, and to present to the SGH staff a document confirming the change of personal data when submitting documents.

II. Additional requirements for foreign documents

1. Foreign educational documents are subject to legalisation or apostille. This requirement does not apply to foreign high school certificates or higher education diplomas issued by a school, university or other educational institution operating in the education system of a Member State of the European Union, EFTA or OECD, as well as to diploma of the International Baccalaureate, the European Baccalaureate and certificates and other documents recognised by an administrative decision referred to in Article 93(3) of the Education System Act of 7 September 1991.
2. Foreign documents issued in a language other than Polish or English must be submitted together with their certified translation into Polish or English – if the reliability of the translation raises concerns, UKR shall call for a translation prepared by a person registered by the Minister of Justice on the list of sworn translators or a diplomatic representative office or consular post of the country on whose territory or in whose educational system the document was issued, accredited in the Republic of Poland.
3. In addition, UKR may require that a certificate be provided confirming that the high school diploma or higher education diploma obtained entitles the student to apply for admission to, or continue in, any type of higher education in the education system in which the issuing institution operates.
4. If a candidate applies for admission to first-cycle study programme on the basis of a foreign high school certificate which is not recognised by law or on the basis of international agreements, they are obliged to present an administrative decision, referred to in Article 93(3) of the Education System Act of 7 September 1991, recognising the foreign high school certificate in question as a document confirming the right to apply for admission to higher education in the Republic of Poland.
5. If a candidate applies for admission to a second-cycle study programme on the basis of a foreign higher education diploma, this diploma must be presented together with a diploma supplement or a list of grades.

III. Rules for submitting documents required for admission to higher education programmes

1. Candidates with Polish citizenship eligible for higher education programmes are obliged to submit to SGH a set of documents required for admission, by the date indicated in the recruitment schedule, or they will be refused admission.
2. SGH graduates with Polish citizenship eligible for second-cycle study programmes in Polish on the basis of the SGH graduation diploma obtained after 1 October 2019 and who via the ISR submit a recruitment form bearing a qualified electronic signature, a trusted signature or a personal signature (signature with the use of an e-ID card) are exempt from the obligation to submit the documents.
3. Foreigners eligible for higher education programmes in Polish are obliged to submit at SGH a set of documents required for admission by the date specified in the recruitment schedule, or they will be refused admission.
4. Foreigners eligible for second-cycle study programmes in Polish on the basis of the SGH graduation diploma obtained after 1 October 2019 and who via the ISR submit a recruitment form bearing a qualified electronic signature or a trusted signature via ISR, may be exempted from the obligation to submit documents at SGH's headquarters, provided that there is no need for the foreigner to present the original of another document.
5. Foreigners admitted to study programmes in English on the basis of electronic copies of documents are obliged to present the originals of the required documents by the date specified in the recruitment schedule or in the admission decision, or else the admission decision will expire.
6. Documents may be filed at SGH personally or via a an attorney.
7. The candidate or their attorney filing documentation with SGH shall produce their identity document or confirm their identity using mTożsamość. In the case of a foreigner, the identity document is considered to be an identity card issued in a European Union Member State or a passport.
8. For an attorney to sign the recruitment form, a power of attorney provided by the candidate in line with the template published on the SGH website shall be required.

9. The presentation by the candidate of a set of original documents constituting the basis for admission to a study programme is certified by issuing a statement of the documents presented, signed by the candidate and an employee of SGH.
10. The Recrutations Unit shall reject incomplete documentation.
11. At the request of the candidate or their attorney, a documentation rejection report shall be drafted in two copies. The form shall be signed by an employee of the Recrutations Unit and the candidate or their attorney as the recipient.