

RESOLUTION NO. 384

**of the SENATE OF THE SGH WARSAW SCHOOL OF ECONOMICS
of 29 May 2024**

**on the conditions and the procedure of recruitment 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 2025/2026**

Pursuant to Article 70(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended¹⁾ hereinafter: “the Act”), it is adopted as follows:

Chapter 1

General provisions

§ 1

This Resolution governs the conditions, procedure, as well as the start and end date for the process of recruitment for the first year of first- and second-cycle study programmes at the SGH Warsaw School of Economics (hereinafter: “SGH”) beginning in the 2025 winter semester and the 2026 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 vocational high schools operating under Polish law since 2005 and 2006, respectively;
- 2) Old Maturity Exam (Polish: “Stara Matura”) – the maturity exam taken in comprehensive high schools and in vocational high schools operating under Polish law until 2004 and 2005, respectively;

¹⁾ The amendments to the consolidated text of the aforementioned Act were published in the Journal of Laws of 2023, items 1088, 1234, 1672, 1872 and 2005; and of 2024, items 124 and 227.

- 3) International Baccalaureate – an examination for an IB (International Baccalaureate) diploma issued by the International Baccalaureate Organisation in Geneva;
 - 4) European Baccalaureate – an exam for an EB (European Baccalaureate) diploma issued by European Schools in accordance with the Convention defining the Statute of the European Schools, done at Luxembourg on 21 June 1994 (Journal of Laws of 2005, no. 3, item 10);
 - 5) ISR (online recruitment system) – electronic candidate recruitment system available on SGH's website;
 - 6) personal recruitment account – a part of ISR in which information related to the recruitment procedure for 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 – a 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. In this Resolution:
- 1) forms of study not further specified shall be understood as full-time unpaid programmes, full-time paid programmes, part-time afternoon programmes, and part-time weekend programmes;
 - 2) majors not further specified shall be understood as majors in Polish and foreign languages;
 - 3) a maturity certificate not further specified shall be understood as a maturity certificate obtained under the New Maturity Exam or Old Maturity Exam, an International Baccalaureate or European Baccalaureate 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 shall be understood as, respectively, the start date and the end date for registration via the ISR recruitment form.

§ 3

1. The Resolution regulates the conditions and procedure of recruitment of both Polish and foreign nationals.
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 study in Polish, with majors 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 menedżerski* (managerial programme); *metody ilościowe w ekonomii i systemy informacyjne* (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), and *zarządzanie w ochronie zdrowia* (healthcare 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 virtue of a regulation, shall determine the limits of admission to particular modes and majors of first- and second-cycle study programmes, separately for Polish and foreign nationals.
2. For candidates who are Polish nationals and for foreign nationals, as regards full-time second-cycle study programmes in Polish, admission limits for respective programmes 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. The admission limits set by the Rector and the balance referred to in section 2 may be exceeded and disregarded in cases referred to in § 34(3) hereof, or by virtue of the Rector's second-instance decision.
4. If reasonable circumstances support the admission of more candidates than the admission limit, the Chair of the UKR may request the Rector's consent to exceed the maximum number of students.
5. A candidate may be admitted to a study programme only within the limit applicable to either Polish or foreign nationals.

Chapter 3

Start and end date of the recruitment procedure

§ 7

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

- 1) in Polish – shall begin on 24 June 2025 and end two days after the maturity exam results are announced by the relevant authority; if this day is a non-working day, the registration end date shall fall on the first working day that follows;
- 2) in English, for candidates who are Polish nationals – shall begin on 24 June 2025 and end two days after the maturity exam results are announced by the

relevant authority; if this day is a non-working day, the registration end date shall fall on the first working day that follows;

- 3) in English, for foreign nationals – shall begin on 24 June 2025 and end on 24 July 2025.

§ 8

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

- 1) in Polish – shall begin on 10 June 2025 and end on 19 June 2025;
- 2) in English, for candidates who are Polish nationals – shall begin on 10 June 2025 and end on 19 June 2025;
- 3) in English, for foreign nationals – shall begin on 10 June 2025 and end on 24 July 2025.

§ 9

Registration for supplementary recruitment for first- and second-cycle programmes starting in the winter semester:

- 1) in Polish – shall begin two working days before the day on which the results of the retake maturity exam are announced, but no later than on 11 September 2025, and end one day after the results of the retake maturity exam are announced, but no later than on 14 September 2025;
- 2) in English, for candidates who are Polish nationals – shall begin two working days before the day on which the results of the retake maturity exam are announced, but no later than on 11 September 2025, and end one day after the results of the retake maturity exam are announced, but no later than on 14 September 2025;
- 3) in English, for foreign nationals – shall begin on 28 August 2025, and end one day after the results of the retake maturity exam are announced, but no later than on 14 September 2025.

§ 10

In the event that the Rector decides to launch recruitment for a second-cycle study programme in Polish starting in the summer semester, registration shall begin on 7 January 2026 and end on 12 January 2026.

§ 11

Registration using the ISR recruitment form shall be possible:

- 1) from 1:00 p.m. Polish local time on the first day of the relevant recruitment period;
- 2) until 3:00 p.m. Polish local time on the last day of the relevant recruitment period.

§ 12

Until 15 March and until 31 October 2025, respectively, the Rector, by virtue of a regulation, shall lay out the detailed timeline of the recruitment procedure, including for the submission of documents, concerning recruitment for programmes commencing in the winter semester and in the summer semester separately, as well as for the respective forms of study and majors.

Chapter 4

Ownership of the recruitment procedure

§ 13

The recruitment procedure shall be conducted by UKR, with decisions on the admission of a foreign national to be made by the Rector.

§ 14

The tasks of the UKR include, in particular:

- 1) carrying out the recruitment procedure;
- 2) entering admitted candidates who are Polish nationals into the admission list;
- 3) issuing non-admission decisions for candidates who are Polish nationals;
- 4) forwarding recommendations to the Rector, together with case files, for foreign national candidates.

Chapter 5

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

§ 15

1. Candidates who hold the appropriate certificates or documents specified in Article 69(2) of the Act may be admitted to a first-cycle study programme.
2. Candidates for second-cycle study programmes shall have a higher education diploma.

§ 16

1. A foreign national applying for admission to a study programme in Polish shall:
 - 1) present a certificate of language skills in Polish issued by the State Commission for the Certification of Proficiency in Polish as a Foreign Language at least at

- the B2 CEFR level – for recruitment for a first-cycle programme, or at least at the C1 CEFR level – for recruitment for a second-cycle programme; or
- 2) present a different certificate confirming the knowledge of the Polish language at the level specified in item 1, issued by a Polish higher education institution; or
 - 3) take a qualification test in Polish at the level specified in item 1 before the Commission for the Verification of Skills in the Language of Instruction for Foreigners; or
 - 4) present a Polish maturity certificate, a foreign high school diploma – if classes were held in Polish – or a higher education diploma – if the programme was in Polish.
2. If a foreign national fails to confirm their knowledge of the Polish language at the level specified in section 1(1), this shall be grounds for their non-admission.
 3. The rules for holding the qualification test referred to in section 1(3) are set forth in Appendix No. 1 hereto.

§ 17

1. Candidates for programmes in English shall provide documentation of their skills in the language of instruction at the B2 CEFR level by producing one of the documents listed in Appendix No. 2 hereto.
2. If, when registering via the ISR recruitment form, the candidate states that they do not have the relevant document, their skills shall be verified by means of an online interview with the Commission for the Verification of Skills in the Language of Instruction:
 - 1) for candidates who are Polish nationals – after registration is completed within the framework of recruitment for the relevant cycle, but no later than by the first day that documents for the given cycle may be submitted, as specified in the recruitment timeline referred to in § 12;
 - 2) for foreign nationals – within two weeks of the candidate's successful registration using the ISR recruitment form for the relevant cycle, but no later than on the last day that offer letters are accepted in recruitment, as specified in the recruitment timeline referred to in § 12.
3. The rules of conducting the interview to verify the candidate's language skills in English are set forth in Appendix No. 1 hereto.

4. If a candidate fails to confirm their knowledge of the language of instruction within the procedure under section 1 or section 2, this shall be grounds for their non-admission to a study programme in English.

§ 18

1. The registration of candidates shall be conducted exclusively electronically through the ISR system.
2. The recruitment procedure is initiated once the candidate successfully completes their registration through the ISR recruitment form.
3. Candidates may access ISR from any computer with Internet access, 24 hours a day as a rule.
4. At the request of a candidate, the Admissions Office shall, within its working hours, provide them with a computer workstation within the SGH campus to register.

§ 19

1. The UKR shall communicate with the candidate via their personal recruitment account. The UKR shall in particular inform the candidate about:
 - 1) results of the recruitment procedure;
 - 2) placement on the list of persons eligible for admission, as well as the place and deadline for the 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 failing to read the information posted on their personal recruitment account.
4. SGH may contact the candidate through other communication channels, using the contact details provided by the candidate, in particular to support the candidate's participation in the recruitment process and to keep the candidate informed about the recruitment process; this excludes actions taken during the recruitment process under the provisions of the Act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws of 2024, item 572), hereinafter "the Code."

§ 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, including their phone number for receiving text messages;
 - c) choose their form of study or major;
 - d) provide the details concerning their school, as well as the number, date and place of issuance of the maturity certificate (not applicable to second-cycle programme candidates);
 - e) enter the results or grades from the maturity certificate (not applicable to second-cycle programme candidates and foreign nationals registering for programmes in English);
 - f) enter diploma details: professional title, diploma number, date and country of diploma issuance, name of the higher education institution, place, and major (not applicable to first-cycle programme candidates);
 - g) upload electronic copies of documents being the basis for their eligibility for admission to a study programme, referred to in § 33(3)(1) and § 33(3)(2) (not applicable to candidates who are Polish nationals and to foreign nationals registering for programmes in Polish);
 - h) declare whether or not they hold a document confirming the knowledge of the language of instruction referred to in § 16 or § 17 (not applicable to candidates who are Polish nationals registering solely for programmes in Polish);
- 2) pay a recruitment fee to an individual bank account, the number of the said account being indicated in their personal 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 omitted in recruitment.
 3. The candidate may select six out of all forms of study and majors available in the relevant 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 preferable choice (preference list).
 5. Until the end date of the registration through the ISR recruitment form, the candidate may add or amend information in the ISR. The candidate may amend their personal data (nationality, PESEL or type and number of identity document, date of birth, and sex) provided that they did not choose the cycle yet. Other

personal data and address details may be updated in the ISR until the recruitment form is generated.

6. If a candidate who does not have a place of residence or habitual residence in the Republic of Poland or another European Union Member State has not appointed a representative residing in the Republic of Poland to conduct the case and does not act through a consul of the Republic of Poland, they shall be obliged to appoint a representative for service in the Republic of Poland, under pain of leaving letters addressed to the candidate in the case files, and deeming them served.
7. Changes made to a candidate's personal recruitment account shall be archived with a record of the date of the subsequent update.

§ 21

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

§ 22

At the request of a foreign national, the Admissions Office shall provide the School's foreign exchange account to which the foreign national can pay the equivalent of the recruitment fee in EUR by traditional transfer. The equivalent of the recruitment fee in EUR shall be determined on the basis of the weighted average buy rate of this currency in PLN per the National Bank of Poland for the month preceding the one in which the relevant recruitment process starts.

§ 23

The recruitment fee shall be refunded only in the event of unsuccessful 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 request of the candidate to the bank account indicated in the request or via PayPal within 14 days of its submission. If the refund request is submitted before the registration end date, the time limit shall run from the said end date.

§ 24

1. SGH shall not be held responsible if a candidate is unable to register or amend entries in the ISR due to Internet network failures not attributable to SGH or temporary overloads of SGH servers. In such circumstances, the candidate shall refer to the Admissions Office personally before the end of the recruitment procedure.
2. SGH shall not be held responsible for consequences of a candidate failing to fill out the boxes in the personal recruitment account or providing inaccurate data.
3. The candidate shall take full responsibility for not entering data or entering incomplete, inaccurate or false data.
4. The candidate shall keep the password to their personal recruitment account secret. SGH shall not be held responsible for consequences of a candidate revealing this password to third parties, including for changes to the candidate's details in the ISR made against their will, and for disclosure of their personal data.

Chapter 6

Recruitment procedure for first-cycle study 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 recruitment procedure involves awarding qualification points to candidates:
 - 1) based on the maturity certificate 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 point (c);
 - 2) based also on the entrepreneurship knowledge test for full-time programmes in Polish.

2. A candidate who is unable to select a subject from a group specified in section 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. For foreign maturity certificates, a candidate may indicate a subject other than the one specified in section 1(1), but points can be awarded for it only if the UKR recognises it as equivalent.
4. The method of determining the number of qualification points awarded to a candidate on the basis of grades on the maturity certificate is specified in Appendix No. 3 hereto.
5. Qualification points are also awarded for special academic and sports achievements in accordance with the scoring set forth in Appendix No. 4 hereto.
6. The rules for holding the test referred to in section 1(2) are set forth in Appendix No. 1 hereto.

§ 27

1. The total number of points obtainable by a candidate in the recruitment procedure shall be 433 (four hundred and thirty-three).
2. A candidate for a full-time programme may receive a maximum of 100 (one hundred) qualification points for their score on the entrepreneurship knowledge test. That score is not taken into account in recruitment for part-time programmes.
3. The maximum total of qualification points awarded to the candidate for subjects on the maturity certificate shall be 333 (three hundred and thirty-three).
4. If the total of qualification points for subjects on the maturity certificate is not a natural number, $\frac{1}{2}$ (one half) shall be added to it, and the candidate shall be awarded the total being the integer part of the sum obtained.

Chapter 7

Recruitment procedure for second-cycle study programmes in Polish

§ 28

1. Admission to full-time second-cycle study 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 the ISR and verification of documents submitted. If there are more candidates than spots made available within the relevant limit, eligibility shall be determined by the order of application, per the time that the study cycle is selected in the ISR to the nearest second.

§ 29

1. The procedure for the recruitment of first-cycle SGH programme graduates shall be available for the following persons:
 - 1) SGH students who, by 14 July 2025, obtained at least 180 (one hundred and eighty) ECTS credits 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 from 1 October 2024 to 14 July 2025.
2. The candidates referred to in section 1 shall be deemed 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 deemed eligible for admission referred to in section 1 shall submit the documents specified in Appendix No. 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 of their eligibility, before the deadline for submitting documents set forth in the recruitment timeline referred to in § 12.
5. The procedure for the recruitment of first-cycle SGH programme graduates shall be available only for candidates who were not previously admitted under this procedure.

§ 30

1. Eligibility for full-time programmes under the general recruitment procedure shall depend on the candidate's score on the qualification test concerning their knowledge of the economy and proficiency in a foreign language for special (economic) purposes, as specified by the candidate in ISR.

2. The qualification test consists of three modules:
 - 1) general and linguistic;
 - 2) quantitative;
 - 3) qualitative.
3. Candidates shall take the general and linguistic module obligatorily, and:
 - 1) the quantitative module if they selected *analiza danych – big data* (data analysis – big data), *ekonomia* (economics), or *metody ilościowe w ekonomii i systemy informacyjne* (quantitative methods in economics and information systems) as one of the preferences referred to in § 20(3); or
 - 2) the qualitative module for the other preferences.
4. Candidates may score a maximum of 50 (fifty) points for each module.
5. The list of persons deemed eligible for admission to full-time programmes in Polish may include only those candidates who obtain no less than 40% (forty percent) of the maximum test score, including no less than 30% (thirty percent) of points from the relevant module required for a given major.
6. The rules for conducting the qualification test are set forth in Appendix No. 1 to this resolution.

Chapter 8

Recruitment procedure for first- and second- cycle study programmes in English

§ 31

1. Polish nationals shall be admitted to a paid full-time programme in English based on their registration in the ISR and verification of documents submitted.
2. If there are more candidates than spots made available within the relevant limit, eligibility for a given major shall be determined by the order of application, per the time that the study cycle is selected in the ISR to the nearest second, whereas priority shall be given to those candidates who selected the given programme first in their preference list.

§ 32

1. Foreign nationals shall be admitted to a paid full-time programme in English based on their registration in the ISR and verification of documents submitted by the candidate electronically.
2. If there are more candidates than spots made available within the relevant limit, admission to a paid full-time programme in English shall be determined by the

order of application, per the time that the offer letter is accepted by the candidate, to the nearest second.

§ 33

1. Eligibility of foreign nationals for majors in English shall be determined based on the verification of PDF files containing electronic copies of documents submitted through the ISR.
2. The candidate shall upload to the ISR files in a quality that allows their content to be read and printed on an A4 sheet of paper. No other elements occluding the content or background elements should be visible in the file.
3. Documents may be transferred for verification only after uploading an electronic copy of:
 - 1) a maturity certificate with a list of grades, if issued – for foreign nationals applying for a first-cycle study programme;
 - 2) graduation diploma or equivalent document and a diploma supplement or list of grades – for foreign nationals applying for a second-cycle study programme;as well as after fulfilling all the other conditions for effective registration referred to in § 20.
4. The sets of documents submitted shall be verified after the “Submit for Verification” option is selected in the ISR, in the order in which this option was chosen, starting with the submissions made earliest.
5. Eligibility for a study programme shall be conditional on the positive verification of the submitted documents referred to in section 3, and confirmation of English language skills at least at the B2 CEFR level.
6. As a result of being deemed eligible for a study programme, the foreign national shall receive an offer letter concerning the admission to the programme through the ISR.

Chapter 9

Lists of persons deemed eligible and not eligible for first- and second-cycle study programmes

§ 34

1. The UKR shall compile the lists of persons deemed eligible and not eligible for admission separately for each form of study, mode of study, and major for first- and second-cycle study programmes, with account taken of the candidates' preferences referred to in § 20(3) and the limits and balances referred to in § 6,

with the results sorted from the highest score obtained in the recruitment procedure to the lowest.

2. The placement of a candidate on the lists of persons deemed eligible or not eligible for admission shall be determined by their score in the recruitment procedure, understood as the total of qualification points or the average referred to in § 29(2), or the time of application.
3. The list of persons deemed eligible for admission to a programme of a given form or in a given major shall include all candidates who obtained the same score as the last candidate on that list.
4. The UKR may deem eligible a greater number of candidates than the admission limit for a given major, provided it has the consent of the Rector, as referred to in § 6(4).
5. The lists of persons deemed eligible and not eligible for admission, with candidate numbers and scores in the recruitment procedure, shall be made available through the candidates' personal recruitment account in the ISR.

§ 35

1. The candidate shall be informed through the ISR of the result of the recruitment procedure, the deadline for the submission of documents, or the potential decision not to launch a form of study or major due to the fact that the number of people eligible for admission is lower than the one specified in the relevant regulation of the Rector.
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 the number of eligible candidates being too low, the recruitment procedure shall be discontinued for that candidate; they may apply for the refund of their recruitment fee.

Chapter 10

Responsibilities of candidates eligible for admission

§ 36

1. Polish nationals eligible for admission shall be entered into the admission list, provided that the required documents are delivered by the date specified in the recruitment timeline referred to in § 12.
2. Foreign nationals eligible for admission to a study programme in Polish shall be admitted on the condition that the required documents are delivered by the date specified in the recruitment timeline.

3. Failure to submit all documents within the time limit shall result in non-admission.
4. The list of required documents referred to in sections 1 and 2, as well as detailed rules for their submission, are set forth in Appendix No. 5 hereto.

§ 37

1. In order to confirm the offer letter, foreign nationals eligible for admission to a programme in English shall:
 - 1) confirm the personal data provided as accurate;
 - 2) declare whether they will apply for a national visa to study at SGH before the start of the academic year for which recruitment is being held;
 - 3) provide the details referred to in § 38, and in the case of a first-cycle study programme, also in § 39;
 - 4) upload, through the ISR, a JPG file compatible with the technical requirements of the ISR, containing a digital photograph of the candidate in line with identity card photo requirements;
 - 5) upload, through 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) consent for the candidate to study at SGH signed by their parents or legal guardians if the said candidate is a minor (if applicable);
 - c) the decision referred to in Article 324(1)(2) of the Act (if applicable).

§ 38

1. A candidate eligible for admission to a study programme shall provide, through the ISR, information necessary for the proper handling of the recruitment and education process, in particular:
 - 1) specify whether they received secondary education in the Republic of Poland or abroad;
 - 2) whether they are requesting that a student ID card not be issued;
 - 3) confirmation that they have read and accept the terms and conditions of payment for educational services offered by SGH;
 - 4) declaration of the preferred form of payment for studies. This declaration shall become binding once the candidate is admitted to a paid study programme.

2. The obligation to submit the declaration referred to in section 1(4) shall not apply to candidates who are Polish nationals deemed eligible for admission to a full-time programme in Polish, unless a paid programme is specified as preferred.
3. In addition to information specified in section 1, a foreign national eligible for admission to a study programme shall also specify:
 - 1) whether they are entitled to an 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) the type, number, and country of issuance of identity document, if these details were not provided at registration – applicable only to foreigners eligible for admission to full-time studies.

§ 39

1. After being deemed eligible for a first-cycle study programme, the candidate shall select, through the ISR, the foreign languages that they will continue to study at SGH from among the following:
 - 1) English, French, Spanish, German, Russian or Italian – for a programme in Polish;
 - 2) English, French, Spanish, German or Russian – for a programme in English.
2. Candidates for full-time first-cycle study programmes shall choose two foreign languages which they know at least at the B1 CEFR level for the first language, and at least at the A2 CEFR level for the second language.
3. Candidates for part-time first-cycle programmes shall choose one foreign language which they know at least at the B1 CEFR level. If a part-time programme is not the candidate's topmost preference, they shall fill out the declaration on continuing education in a second foreign language in line with sections 1–2. This declaration shall become binding once the candidate is admitted for a full-time programme.
4. The choice of language classes to attend is limited to the foreign languages certified by the result on the maturity certificate reported by the candidate as the basis for calculating qualification points. This restriction shall not apply to foreign nationals eligible to study in English.

5. If the maturity certificate shows fewer languages than required to enrol in a given form of study, the candidate shall fill out the language declaration in line with section 1 and section 3 or 4, subject to section 6.
6. A foreign national deemed eligible for admission to a full-time first-cycle study programme, instead of a second foreign language, may declare a desire to study Polish, starting from the A1 CEFR level for programmes in English and the B2+ CEFR level for programmes in Polish.
7. A candidate for a first-cycle study programme shall provide documentation of their skills in a foreign language of their choice at the declared level when submitting the documents – the document shall be accepted by the UKR on the basis of a binding opinion of the SGH Foreign Language Centre. This requirement shall not apply to candidates whose choice was limited in accordance with section 4, and to foreign nationals who have declared their will to study the Polish language with respect to this language.
8. The grade for a given language specified on the maturity certificate being the basis for admission to an SGH study programme, or comprehensive/vocational high school graduation diploma, shall also be considered sufficient confirmation of knowledge of a foreign language, as referred to in section 7.
9. The selection of the foreign language in the ISR shall be binding for the candidate for the whole duration of the programme.

§ 40

1. After being deemed eligible for a second-cycle study programme in Polish, the candidate shall choose, through the ISR, a foreign language to continue studying at SGH from among the following: English, French, Spanish, German, Russian and Italian, and declare the current level of competence in the selected foreign languages from the B2 to the C2 CEFR level.
2. If the candidate is deemed eligible for admission to 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 shall become binding once the candidate is admitted for a programme in Polish.
3. The selection of the foreign language in the ISR shall be binding for the candidate for the whole duration of the programme.

§ 41

1. If, following the verification of documents, it turns out that the limits set out in line with § 6 are not exhausted, the UKR may run at most two additional recruitment rounds, but not for foreign nationals who wish to enrol in a study programme in English.
2. Candidates who have submitted documents for a programme that is inconsistent with their topmost preference or who have not been deemed eligible for admission may confirm their desire to participate in additional recruitment through the ISR. The declaration in this regard shall be submitted by the date indicated in the recruitment timeline referred to in § 12.
3. In subsequent rounds, the free spots shall be awarded among the persons who submitted the declaration in accordance with section 2. For those who have submitted documents, this may result in admission to a programme of higher preference than the one for which the documents have been submitted.

§ 42

1. After the recruitment is completed, if the admission limits are not exhausted, the Rector may decide to organise supplementary recruitment.
2. Supplementary recruitment shall be regulated accordingly 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 revision or appeal referred to in Article 70(2) of the Act may file a written application to the Rector to recalculate the total qualification points no 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, announcement of recruitment procedure results

§ 43

1. Enrolment of candidates who are Polish nationals shall take place the moment that the list of those admitted to a study programme is published.

2. Admissions shall be refused by virtue of administrative decisions. The subject matter of such a decision is non-admission to a study programme for all forms of study or majors selected by the candidate.

§ 44

1. Foreigners who have been deemed eligible for admission on the basis of electronic copies of documents may be admitted to a study programme solely on the basis of a decision issued by the Rector, subject to the obligation to provide the SGH with a set of original documents required for admission by the date 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 a study programme shall expire.

§ 45

1. The candidate shall be informed via their personal recruitment account in the ISR of the (non-)admission decision.
2. The admission and non-admission lists containing the forenames, surnames and numbers of the candidates, along with the results obtained by them, shall be posted at the SGH's headquarters in a publicly available spot and published on the SGH's website without undue delay following the last recruitment round; the lists shall remain accessible there for two weeks from the date of publication.

Chapter 12

Service of the admission decisions and appellative measures

§ 46

Decisions on admissions to a study programme shall be served in accordance with the procedure set forth in the Code.

§ 47

1. The candidate may appeal against the UKR non-admission decision to the Rector.
2. A request may also be made to reexamine the Rector's decision on the admission of a foreign national to a study programme.
3. An appeal or request for reexamination shall be filed within 14 (fourteen) days of the date the decision is served, in accordance with Article 63 § 1 of the Code.

Chapter 13

Final provisions

§ 48

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

§ 49

Whenever this Resolution mentions the powers of the Chair of the UKR, they shall also be understood as the powers of the Deputy Chair of the UKR who manages the work of the Committee during the Chair's absence and performs other duties in lieu thereof.

§ 50

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

§ 51

If international agreements or agreements concluded by SGH with foreign institutions stipulate other conditions than those specified herein for foreigners to enrol in study programmes organised or co-organised by SGH, the provisions of the agreements invoked shall apply, within the limits of the applicable law.

§ 52

The text hereof and of the Rector's regulations pertaining to the recruitment procedure shall be made available for perusal in the Admissions Office and published on the SGH 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/