**Rules for creating language groups for undergraduate studies
 at SGH Warsaw School of Economics**

I Assignment to groups upon starting studies at SGH Warsaw School of Economics

1. The assignment to groups for the first foreign language chosen in the recruitment process (referred to as “first language”) is conducted by the Foreign Language Centre (CNJO) based on the results of the high school leaving examination.
2. The assignment to groups for the second language chosen in the recruitment process (referred to as “second language”, applicable to only full-time students studying in Polish and English) is conducted by the Foreign Language Centre (CNJO) based on the results of the high school leaving examination, a certificate confirming language proficiency at a minimum level of A2, or a high school diploma, along with a lexical-grammatical test.
3. The online lexical-grammatical test for the second language (referred to as “test”) is mandatory for all newly admitted students. Information concerning the test schedule is posted on [www.sgh.waw.pl/en/centre-foreign-languages](http://www.sgh.waw.pl/en/centre-foreign-languages) and communicated to students via email to their SGH domain address.
4. Students who do not take the test mentioned above are assigned to the second language groups based solely on their high school leaving examination results, a certificate confirming language proficiency at a minimum level of A2, or a high school diploma.
5. Information concerning the assignment to the language group is provided by including language courses in the individual course schedule in USOS (University’s Online System) no later than the commencement of the semester enrollment declaration for first-semester students.
6. Students who, for various reasons, have not been assigned to a language group in effect of the current recruitment process (e.g., resuming studies/repeating a language course/admitted through appeal, etc.) are required to contact the Head of a given language department in CNJO via email (in the case of returning to on-site office time/consultations, email will serve as a registration method for office time/consultations) before the start of the semester to be assigned to the appropriate group. A detailed list of language department Heads can be found on [www.sgh.waw.pl/en/centre-foreign-languages](http://www.sgh.waw.pl/en/centre-foreign-languages).
7. Students who arrive in the territory of the Republic of Poland after the start of the academic year or for any other reasons did not participate in the procedure of assignment to groups for obligatory foreign languages and, as a result, were not assigned to any of the obligatory language groups at the beginning of the academic year, are obligated to contact CNJO to register for language groups promptly, providing documentation of the reasons for the delay in starting their studies. The fact of delayed enrollment in language courses may lead to further consequences according to the Study Regulations, particularly the necessity to make up for missed classes in a manner agreed upon with the Language Instructor. In extreme cases of prolonged and unjustified delays in commencing language courses, resulting in exceeding the permissible number of unexcused absences, it may also lead to the inability to receive credit for foreign language classes.

II Changes to language group assignments

1. The first and second foreign language sessions for the second language in the first semester of studies are of a conversational nature aimed at making the final decision regarding the assignment of each student to a specific group. Upon the student’s request, and with a favourable assessment of the Language Instructor or based on the Instructor’s recommendation, it is possible to move the student to a more or less advanced group.
2. So as to take advantage of the possibility mentioned in the previous point, the student submits, in person or via email to the CNJO Secretary Office, an application for transfer to another language group, endorsed by the Language Instructor conducting classes for the second language, no later than one day after the second session of the second language course scheduled for the given semester. The application should indicate and provide detailed reasons for the desire to change the language group. For this purpose, the student should download the Group Enrollment Form, which is available as a document on the [www.sgh.waw.pl/en/centre-foreign-languages](http://www.sgh.waw.pl/en/centre-foreign-languages). The Form must be completed, printed out and then submitted to the Language Instructor for endorsement. Upon obtaining the Instructor’s approval, the form should be submitted personally to the CNJO Secretary Office or sent via email as a scanned document to cnjo@sgh.waw.pl.
3. The application is reviewed by the Head of the respective foreign language department until the end of the second week of classes. When making the decision, the relevant Head considers the substantive validity of the application and the opinion of the Language Instructor, as well as technical capabilities, particularly taking into account the number and size of existing groups of a given language. The aim is to avoid excessive deviation in group sizes.
4. The student has the right to appeal the decision regarding the change of the language group within 7 calendar days from receiving it via email to their SGH domain address. The appeal should be addressed to the Director of CNJO through the CNJO Secretary Office, either in person or via email. The Director will make the final decision within 7 calendar days of receiving the appeal.
5. The procedure described in points 9-11 regarding the change of the language group for the second language may be applied in relation to the first language only and exclusively in the case of significant discrepancy between the student’s actual language proficiency level and the level of the group to which they were assigned in the effect of the recruitment process.
6. In the situation described in point 12, the deadlines and procedures for processing the application are the same for full-time and part-time afternoon studies as for full-time studies regarding the second language (as stipulated in points 9-11). However, for part-time weekend studies, due to a lower number of classes per semester, the submission of the application mentioned in point 9 must occur no later than within 3 workdays after the completion of the first-weekend session, and the decision is made by the respective Head of the language department before the start of the second- weekend session.

III Later changes to foreign language groups

1. Upon the completion of a semester (first or higher), students may be transferred to other language groups than those they initially started learning in for organizational reasons. This transfer may occur, especially, due to reasons such as the dissolution of a group, a decrease in its size below the limit set by separate legal acts at the University, or an imbalance in the size of language groups. For each such change, CNJO takes into account the language proficiency level of individual students.
2. In exceptional cases, the change mentioned in point 14 may also occur during the semester, although the Director of CNJO takes all possible and reasonable steps to avoid such a situation.
3. In exceptional cases, students have the right to request a change in their language group after the completion of the first (or subsequent) semester. The only potential reason for such a change could be a significant discrepancy in language proficiency between the student and the rest of the group (e.g., remarkable progress made by the student during the semester, enabling a change to a more advanced group, or a less advanced group should the student’s language competences, despite visible commitment and effort, deviate from the level of the other students. In each such case, the opinion of the Language Instructor is required, which the student from full-time or part-time afternoon studies should request from the Instructor no later than 21 days before the end of the preceding semester from which they intend to change the group. The Language Instructor then provides the student with a substantive opinion within 7 days. Applications for the change should be submitted analogously to the procedure described in points 8-11, with the latest date for submitting the application being the day falling 14 calendar days before the end of the semester. The decision is made by the Head of the given foreign language department no later than before the start of the classes in the following semester, and it is communicated to the student via email to their SGH domain address. For part-time weekend studies, the deadline is the same as those stipulated in point 13, and the student is required to request the Instructor’s opinion no later than on the first workday after the second-to-last weekend session in the preceding semester from which they wish to change the group.
4. A necessary condition for considering the application mentioned in point 16 is a favourable opinion, as mentioned in the previous point, issued by the Language Instructor with whom the student had classes in the concluding semester. In the event that the Instructor refuses to provide a favourable opinion within 7 days of receiving the student’s application, and the student disagrees with this decision, the matter is directly resolved by the Director of CNJO. The student should address the aforementioned application to the Director within 7 days of receiving the refusal to issue a favourable opinion from the Instructor, or – in the absence of a response – within 7 days from the expiration of the deadline for the Instructor to issue the opinion, according to the deadlines indicated in point 16.
5. In exceptional cases and when justified by a significant discrepancy in language proficiency levels, the procedure mentioned in point 16 may also be conducted upon the request of the Language Instructor conducting the classes.
6. In the event of confirming the situation described in point 16, CNJO makes a change to the language group, provided there is technical or organizational feasibility. However, the lack of significant limitation of such feasibility due to factors such as substantial variation in group sizes, a small number of available groups (with no reasonable options for changes), and differences in alternate class schedules may prevent the possibility of changing the language group, even with a favourable opinion from the Language Instructor.

IV Final provisions

1. Detailed information regarding the described procedures is provided by the CNJO Secretary Office (cnjo@sgh.waw.pl)
2. In case of the lack of response to the application or email submitted to the CNJO or the Head of the foreign language department, which may occur, e.g., due to its incorrect addressing (especially regarding group enrollment, non-receipt of a referral, etc.), or in case of non-enrollment in language classes (absence of its visibility in USOS) despite the obligation to attend them, it is necessary to promptly contact the CNJO Secretary Office via email (cnjo@sgh.waw.pl) .
3. In situations not specified in the instruction, decisions regarding group assignments or their changes are made by the Head of the language department in consultation with the Language Instructor. An appeal against the decision can be made to the Director of CNJO.