

**Rules of selection for students**  
**MA studies**  
**at SGH Warsaw School of Economics**  
**for participation in the Erasmus+ Blended Intensive Programme**  
**"Governance & Compliance Management"**  
**from 2-6 September 2024 in Lisbon, Portugal**

**I. GENERAL INFORMATION**

1. These Regulations set out the rules for the eligibility of SGH master level students to participate in the Erasmus+ Blended Intensive Programme "*Governance & Compliance Management*" implemented under the Erasmus+ project hereinafter referred to as "BIP".
2. Blended Intensive Programme will run from 2-6 September 2024 at UAL in Lisbon and will be funded by the Erasmus+ programme.
3. Blended Intensive Programme includes the following components:
  - a. participation in the virtual component according to the BIP schedule;
  - b. participation in a five-day stay abroad at partner university UAL Lisbon (Universidade Autónoma de Lisboa);
  - c. preparation of a presentation on a given topic within the field of Governance & Compliance Management / public speaking on a given topic to an external audience, presenting the student's reflections on the given subject matter.
4. Once all components have been completed, the student(s) will receive a certificate of completion of the BIP.
5. The BIP participant will receive funding to cover the costs of participation in accordance with the Erasmus+ rates for the implementation of BIP-type mobility.

**II. GENERAL PRINCIPLES OF ELIGIBILITY**

1. The procedure is conducted by the Selection Committee appointed by the Vice-Rector for International Cooperation for a given academic year, hereinafter referred to as the Committee, consisting of the BIP coordinator at SGH and a designated SGH International Centre employee responsible for the preparation and proper conduct of the selection.
2. At the time of selection for the BIP, the candidate must be a full-time Master's student at the Warsaw School of Economics.
3. Selection for participation in the BIP follows the established recruitment schedule. Additional selection is organised in case of availability of places after the first selection stage.
4. The maximum number of students allowed in the BIP is 5.

**III. BASIC ELEMENTS AND EVALUATION CRITERIA**

1. The cumulative (weighted) average of the candidate's previous studies (at the end of the last semester for which the Dean's Office of Graduate Studies' computer system has this average calculated). To be considered for recruitment, the candidate must have a minimum average of 3.60.
2. Proficiency in English at a level of not less than B2 evidenced by:
  - commercial certificate, as listed in Appendix 1 of the BIP Student Eligibility Regulations,
  - the result of the CNJO SGH competency test (the minimum score of the competency test is 75, which corresponds to proficiency level B2 on the ESOP/CEF scale),

- Certificate of completion of the English language course at SGH,
- a diploma from a secondary school in which English was the language of instruction,
- a diploma from a university where English was the language of instruction.

Providing proof of English language proficiency is a condition for recruitment.

3. Cover letter in English.

#### IV. METHOD OF CALCULATING QUALIFYING POINTS

A total of up to 100 points can be obtained in the selection process according to the criteria shown in Table 1. The final grade is the sum of the points obtained for each criterion.

Table 1. Evaluation criteria and scoring rules

	Evaluation criteria	Maximum number of qualifying points
1	Learning outcomes	40
2	Knowledge of a foreign language	40
3	Cover letter	20
Total		100

##### 1. Study average

A candidate may be awarded up to 40 points for this component, calculated according to the following formula:  $(\text{average obtained} - 3.40) \times 25$ .

##### 2. Knowledge of the English language:

For this element, the student/student can receive up to 40 qualifying points calculated as follows:

Number of qualifying points =  $(\text{Points obtained} - 75) \times 1.6$ .

Points can be obtained on the basis of:

- a. results from among the valid competency tests or recognised English language certificates. set out in Annex 2 to the Regulations.
- b. documents of completion of secondary or higher education in English:
  - i. 10 points, in the case of graduation from a secondary school in Poland or abroad with a foreign language of instruction (including *International Baccalaureate* - IB and *European Baccalaureate* - EB) - B2 level;
  - ii. 40 credits in the case of graduation from higher education studies in a foreign language of instruction (in Poland or abroad, including: a diploma of higher philological studies or in applied linguistics in a foreign language; a document confirming the completion of higher education studies in another field of study issued by a university in which the studies were conducted in a foreign language) - level C1.

Having the nationality of a country where English is the official language does not constitute an exemption from the obligation to provide evidence of language proficiency. The student is required to provide evidence of secondary or higher education in English.

##### 3. Cover letter in English

Up to 20 qualifying points may be awarded for this element by the Commission's decision.

#### V. APPLICATION PROCEDURE FOR STUDENTS TO QUALIFY

1. Submission of the application

The student fills in the application form made available on the SGH International Centre website, in which he/she attaches a scan of the grade transcript (with calculated cumulative average) issued by the Dean's Office of the Graduate School of the Warsaw School of Economics, a scan of the certificate (or other document) confirming knowledge of English and a scan of the motivation letter.

2. The application is assessed by the Commission.
3. Incomplete applications shall not be considered by the Commission.
4. The member of staff responsible for the preparation and proper conduct of the selection shall inform the student/student via SGH e-mail of the date of the interview and whether or not a place has been granted in the BIP.
5. The student(s) confirms via SGH mail his/her participation in the BIP or of his/her withdrawal within three days of receiving the decision. Failure to confirm means resignation from participation.
6. The student/student has the right to appeal against the decision of the Committee to the Vice-Rector for International Cooperation within 3 days of receiving the decision. The appeal addressed to the Vice-Rector for International Cooperation should be sent by e-mail to: SGH International Centre@sgh.waw.pl. The decision of the Vice-Rector for International Cooperation is final.

## **VI. PROTECTION OF PERSONAL DATA**

1. Personal data of BIP candidates and participants will be processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ.EU.L.2016.119.1 and OJ.EU.L.2018.127.2), hereinafter: RODO.
2. The information on the processing of personal data set out in Article 13 of the DPA is attached as Annex 2 to the Regulations and is also included in the application form for applicants to read when providing their personal data.

## **VII. PROVISIONS AND FINAL REMARKS**

1. Failure to meet the deadlines for organising trips set by the International Centre will be treated as a cancellation.
2. In cases not described in the Regulations or in ambiguous situations, the final decision is made by the SGH Vice-Rector for International Cooperation.
3. These Regulations, once approved by the Vice-Chancellor for International Cooperation, are effective as of the date of publication on the Erasmus+ Blended Intensive Programme website <https://www.sgh.waw.pl/en/erasmus-blended-intensive-program-bip>.

**Annex 1:**

**Table of conversions of English language certificates to the CNJO SGH competency test score and CEFR scale**

Certificate	Result			CEFR / EQF proficiency level	Conversion into selection points
	iBT	CBT	PBT/ITP		
TOEFL	72-83	200-220	533-560	B2	10 pts
	84-94	223-237	563-583	B2+	20 pts
	95-99	240-247	587-597	C1	40 pts
	100-105	250-260	600-620		
	106-117	263-287	623-663	C1+	40 pts
	118-120	290-300	667-677	C2	40 pts
IELTS (Academic)	5.5-6.0			B2	10 pts
	6.5			B2+	20 pts
	7.0-7.5			C1	40 pts
	8.0			C1+	40 pts
	8.5-9.0			C2	40 pts
FCE	C			B2	10 pts
	B			B2+	20 pts
	A			C1	40 pts
CAE	B2 Certificate			B2	10 pts
	C			C1	40 pts
	B			C1+	40 pts
	A			C2	40 pts
CPE	Level C1 Certificate			C1	40 pts
	C			C2	40 pts
	B			C2	40 pts
	A			C2+	40 pts
BEC	Preliminary (Pass w/distinction)			B2	10 pts
	Vantage (C), Higher (Level B2)			B2	10 pts
	Vantage (B)			B2+	20 pts
	Higher (C), Vantage (A)			C1	40 pts
	Higher (B)			C1+	40 pts
	Higher (A)			C2	40 pts
GCSE	A-level (issued in Singapore)			C1	40 pts
TOEIC (L/R; L/R+S/W)	785-860	1095-1200		B2	10 pts
	865-940	1205-1300		B2+	20 pts
	945-965	1305-1345		C1	40 pts
	970-985	1350-1385		C1+	40 pts
	990	1390		C2	40 pts
LCCI	Level 2 (Credit, Distinction)			B2	10 pts
	Level 3 (Pass)			B2+	20 pts
	Level 3 (Credit, Distinction)			C1	40 pts
	Level 4 (Pass)			C1+	40 pts
	Level 4 (Credit, Distinction)			C2	40 pts
SGH competency test	score: 60-69			B1	0 points
	score: 70-75			B1+	0 points
	score: 76-82			B2	10 pts
	score: 83-87			B2+	20 pts
	score: 88-92			C1	40 pts
	score: 93-97			C1+	40 pts
	score: 98-100			C2	40 pts
CNJO certificate of completion				B2	10 pts
				B2+	20 pts
				C1	40 pts
				C1+	40 pts
				C2	40 pts

## **Annex 2**

### **Information on processing of personal data**

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data (General Data Protection Regulation), OJ. EU L 119/1 of 4 May 2016, the Warsaw School of Economics informs that:

#### **1 Administrator**

The administrator of your data is the Warsaw School of Economics, based at 162 Niepodległości Avenue, 02-554 Warsaw.

#### **2 Data Protection Officer**

The Administrator has appointed a Data Protection Officer to supervise the correctness of data processing, who can be contacted at the following email address: [iod@sgh.waw.pl](mailto:iod@sgh.waw.pl).

#### **3 Purpose and legal basis of personal data processing**

Your personal data will be processed in order to carry out the selection procedure for the Erasmus+ Blended Intensive Programme "*Governance & Compliance Management*" and, in the case of selection, to handle the process of implementing the trip, billing and documenting it.

The legal basis for processing your personal data is:

- Article 6(1)(c) RODO (processing is necessary for the fulfilment of a legal obligation incumbent on the controller) and Article 6(1)(e) RODO (processing is necessary for the performance of a task carried out in the public interest) in connection with the provisions of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws 2023, item 742 as amended).
- Article 6(1)(b) RODO (processing is necessary for the conclusion and performance of the contract).

#### **4 Recipients of personal data**

Your personal data will not be shared with other entities, with the exception of:

- entities authorised by law;
- entities entrusted by the controller with the processing of personal data on the basis of contracts concluded;
- the university where the programme will be implemented (UAL, i.e. Universidade Autónoma de Lisboa) and the university which is the coordinator of the Erasmus+ Blended Intensive Programme (European University Viadrina Frankfurt (Oder)), including first name, surname, e-mail address in the SGH domain;
- institutions overseeing the exchange programmes and imposing reporting obligations - the European Commission and its designated entities.

#### **5 Obligation to provide data**

Your provision of personal data is voluntary, but if you do not provide it, you will not be able to participate in the selection procedure.

#### **6 Duration of processing**

Your personal data will be processed for the duration of the retention of financial and accounting records, processing for archiving and reporting purposes in accordance with the applicable legislation, as well as the rules of the Erasmus+ Blended Intensive Programme.

#### **7 Rights in relation to the processing**

You have the right to access the content of your data, to rectify them, to delete them in cases provided for by law, to restrict processing.

You also have the right to object to the processing on grounds relating to your particular situation.

No decisions will be taken on the basis of your personal data that are based solely on automated processing.

#### **8 Information about the right to lodge a complaint**

You have the right to lodge a complaint with the supervisory authority - the President of the Office for the Protection of Personal Data - if you consider that the processing of your personal data violates the provisions of the RODO.