

# SELECTION RULES FOR EXCHANGE PROGRAMS FOR STUDENTS AND DOCTORAL STUDENTS OF SGH WARSAW SCHOOL OF ECONOMICS

## I. INTRODUCTION AND GENERAL RULES OF QUALIFICATION

1. The following regulations define selection rules for:
  - a) full-time and part-time students of undergraduate and graduate studies;
  - b) students of Doctoral School,applying for Erasmus+ (including 1-semester mobilities within the CIVICA Engage Track at the undergraduate level) and other exchange and educational programs offered and coordinated by the International Centre (CWM) at SGH Warsaw School of Economics (SGH) unless separate regulations for recruitment to CEMS programmes and double diploma programmes provide otherwise.
2. The rules specified in these Regulations may be supplemented with additional requirements as a result of:
  - a) the specific nature of a given exchange program, and/or
  - b) the specific requirements of a given host institution
3. Students qualified for mobility within the framework of didactic programs (e.g. CEMS, double degree programs), for which the qualification is based on separate regulations, have the possibility to obtain the Erasmus+ KA131 grant (mobility with Program Countries) without participating in the main and additional selection for exchange programs based on the provisions of these Regulations. In such cases, the award of a scholarship is subject to the availability of funds and is not automatic.
4. Selection for study abroad programs in the exchange program framework for the subsequent academic year is held twice each year:
  - a) Main selection – in January, during which students may apply to study abroad for one semester (Spring or Fall term), or 2 semesters of the next academic year;
  - b) Additional selection – in May during which students can only apply to study abroad in the Spring semester of the next academic year. This is a qualification for the places that remained vacant in the main qualification.
5. The selection process is conducted by a Selection Commission (Commission), nominated for the given academic year by the Director of CWM, consisting of 1 to 3 CWM staff members responsible for the preparation and orderly conduct of the selection process.
6. Candidates eligible for participation in the selection process must be enrolled in:
  - a) 1st or 2nd year of full-time or part-time undergraduate studies
  - b) 1st year of full-time or part-time graduate studies
  - c) Doctoral School.who have not been previously accepted to other international programmes that assume longterm mobility abroad for studies lasting at least two months in the academic year for which the qualification is conducted.
7. Students and doctoral students may choose their host institutions from the offers available to their study level following their language competencies.
8. Under the Erasmus+ program, a student / doctoral student may benefit from funding at any level of studies, provided that the total period of mobility at a given level does not exceed 12 months (studies + internships). Studies and internships financed by Erasmus+ cannot be carried out simultaneously.  
The rules for financing mobility from Erasmus+ funds are included in the document "Rules for financing study mobility from Erasmus+ funds" published on the mobility procedures website <https://www.sgh.waw.pl/en/departure-procedures-study-abroad> (tab: Erasmus+ – Documents for participants).
9. Priority in the selection process will be given to those who have not previously benefited from long-term mobility for studies under exchange programmes at a given level of study.

10. A student / doctoral student may not implement mobility in the exchange program in the country of which he or she is a citizen.
11. Within one mobility coordinated by SGH Warsaw School of Economics, a student / doctoral student may receive funding from one source only (e.g. Erasmus + scholarship or other). Double financing of the same mobility abroad is not allowed.
12. In the case of students simultaneously studying at SGH at more than one level or more than one major of studies – when logging into “International Programs On-line Application System” – students have to declare the level of studies or major within which they are applying for exchange. For a given exchange qualification, a student may submit only one application, regardless of the number and nature of the study programmes they are studying at SGH.
13. In a given selection process for exchange programs, a student / doctoral student may not be assigned to more than one partner university.
14. A student qualified for one international program in an academic year may not take part in qualification for other international programs (double degree, QEM, Polish-German Academic Forum, etc.).

A student who is currently completing one of the above-mentioned programmes (regardless of the academic year in which he or she was qualified or recruited) and which involves completing part of the studies abroad in the next academic year cannot take part in this qualification.

If more than one selection for exchange programs is in progress at any given time, the student will be excluded from the selection that ends later.

15. An exchange at a partner university cannot last longer than two semesters, and must take place within the same academic year. The duration of the exchange is specified in the inter-institutional agreement between SGH and the host university.
16. Students of the third year of undergraduate and second-year graduate studies going on exchange in their last semester of studies must take into account a possible postponement of their diploma defense date, resulting from the need to academically settle their stay abroad and – thus – a delay in enrolment for studies, respectively, to the 2nd or 3rd level degree. SGH does not guarantee that it will be possible to obtain from partner universities the documentation required to settle the exchange by the deadlines consistent with the timetable for thesis defence and recruitment for second and third-level studies.

## **II. BASIC ELEMENTS AND CRITERIA FOR EVALUATING CANDIDATES TAKING PART IN THE SELECTION PROCESS**

1. Students of full-time and part-time undergraduate and graduate studies

### **a) Grades**

The basis for calculating points for academic performance is (depending on the level and semester of study and the recruitment method): the cumulative weighted grade point average from the studies or the result of the recruitment process, and if neither of these elements is available – the arithmetic mean of the points obtained for this criterion by other students of a given level of study who participated in the selection process and met its formal criteria. To be eligible for recruitment, a student must have a cumulative weighted grade point average of at least 3.60 or obtain a result of the recruitment process no lower than:

- 308 points in the recruitment process for the 1st level of studies
- 50% of the maximum possible score in the recruitment process for 2nd level of studies.

### **b) Knowledge of the language of instruction at the host university**

Students / doctoral students are required to confirm their competence in the language of instruction at the host university at a minimum level of B2 on the ESOKJ/CEFR scale (unless the host university requires a higher level) in the form of:

- a certificate of completion of the foreign language course at SGH,
- a commercial certificate confirming knowledge of the language and listed in Annex no. 1 of these regulations,
- a diploma of completion from a secondary school in which the foreign language was the language of instruction,

- a diploma from a university in which this foreign language was the language of instruction.

Students/doctoral students who do not possess any of the above-mentioned proofs of proficiency in the foreign language have the opportunity to take part in a competence language test organized once a year by the SGH Centre of Foreign Languages (CNJO). The minimum number of points scored on the competence test for the declared language, which is the language of instruction at the selected partner university, is B2 proficiency level on the ESOKJ/CEFR scale. Students interested in taking the competence test can enroll at the CNJO at times specified by the CNJO.

The qualification process will take into account the following CNJO competency tests:

- passed in the academic year in which the qualification is conducted
- passed in the last two academic years preceding the academic year in which the qualification is conducted.

For qualification purposes, SGH accepts language certificates with no time limit as to the date of their acquisition. However, students are required to possess a valid language certificate in case they need to submit it to a partner university.

The Commission may also award points for certificates other than those listed, if – because of their verification – they will be included in Annex no 1. In all cases, the required minimum level of proficiency is B2 on the ESOKJ/CEFR scale.

If the host university requires a specific commercial certificate, the student is required to include it in the application. Otherwise, the selection of such a host university will not be taken into account in the process of allocating the place to a partner university. c) Organisational activity

Applicants can receive points for organizational activities as assessed by the Student Council based on the Regulations for Evaluation of Science Clubs and Organizational Projects, which is available on the website of the SGH Student Council.

## 2. Doctoral students

1) Doctoral students of SGH Doctoral School applying for mobility abroad as part of international exchange programs for studies and internships coordinated by SGH International Center (CWM) submit the following documents to the Office of the Doctoral School of SGH Warsaw School of Economics:

- a) an application addressed to the Deputy Dean for Internationalization of the Doctoral School, in which the following are indicated:
  - an exchange program under which an exchange/internship abroad is to be carried out;
  - name and contact details of the selected partner university with which SGH has signed an agreement covering the exchange at the doctoral level, with an indication of the doctoral school/doctoral program conducted at this institution, in which the exchange program/internship abroad will be carried out;
  - justification for the choice of the specified partner university and a doctoral school/doctoral program at this university in the context of the educational program and the issues of the doctoral dissertation implemented at SGH Doctoral School;
  - the name and surname of the scientific supervisor of the research internship at the host university together with a short justification;
  - the dates during which the exchange/internship is to take place.
- b) a detailed plan of research activities accepted and signed by the supervisor of the doctoral dissertation and/or in the field of implementation of the education program at level 8EQF, referring to the tasks indicated in the Individual Research Plan of the Doctoral Student and indicating the effects of the mobility (e.g. implementation and analysis of the results of empirical research, preparation of a doctoral chapter, preparation of an article that is part of the doctoral dissertation, etc.).
- c) a document confirming knowledge of the language of instruction at the partner university following the annex to the Selection rules for exchange programs for students and doctoral students of SGH Warsaw School of Economics,

- d) a CV in English.
- 2) In the case of a doctoral student applying for study mobility, the doctoral student shall submit the application documents in accordance with the qualification schedule for doctoral students available on the qualification page for exchange programs.  
If a doctoral student applies for an Erasmus+ placement (internship), recruitment is carried out on a first-come, first-served basis until funds are exhausted. Information on how to organise an internship placement can be found on the Erasmus+ placements page.
- 3) The documents referred to in point 1 should be submitted no later than 30 days before the deadline for submitting documents, specified by SGH International Center in the "Schedule of selection for exchange programs for doctoral students of the Doctoral School" for a given academic year; the documents should be submitted in the form of a scan of the original application, signed by the Doctoral Student and sent from his/her SGH e-mail address to the Office of the Doctoral School of the Warsaw School of Economics: bsd@sgh.waw.pl.
- 4) Based on the documents referred to in p. 1, the Deputy Dean for Internationalization of the Doctoral School decides to accept or reject a doctoral student's participation in the selection for mobility abroad.
- 5) If more than one candidate applies for one place available in the selection, the decision on priority in the allocation of a given place is made by the Deputy Dean for Internationalization of the Doctoral School based on internally adopted and announced criteria.
- 6) If the Deputy Dean for Internationalization of the Doctoral School agrees to the participation of a doctoral student of the SGH Doctoral School in the qualification for a foreign trip referred to in point 3, the doctoral student submits the documents required by the "Selection rules for exchange programs for students and doctoral students of SGH Warsaw School of Economics" in the manner specified in the Regulations.
- 7) The decision to qualify a doctoral student of the Doctoral School for exchange is made by the Vice-Rector for International Relations. The final decision on admission of a doctoral student is made by the partner university to which the student is applying.

### III. METHOD OF CALCULATING CREDIT FOR DIFFERENT CRITERIA OF EVALUATION

During the selection process, a student can obtain a total of 100 points according to the criteria presented in Table 1. The final grade is the sum of the points obtained for each criterion. Table 1. Evaluation criteria and scoring rules

| Criteria of evaluation |   | Max no of points |
|------------------------|---|------------------|
| 1.                     | Academic results / Results of the admission procedure for studies | 40               |
| 2.                     | Foreign language proficiency                                      | 40               |
| 3.                     | Organisational activity   | 20               |
| Total:                 |   | 100              |

#### 1) Academic results / Results of the admission procedure for studies

For this element, the candidate may receive up to 40 recruitment points, which are calculated as follows:

- a) SGH admission process results for the 1st year of full-time and part-time undergraduate studies based on the secondary school leaving exams are calculated as follows: (no. of points – 308) x 0.32;
- b) in the case of a GPA of at least 3.60 the score is calculated as follows: (obtained GPA – 3.40) x 25;
- c) for 1st-year students of full-time graduate studies (participating in main selection) admitted based on the GPA from undergraduate studies at SGH, the admission process results are converted into recruitment credit points according to rules described in point b), and the basis for calculation is the GPA from the first 5 semesters of undergraduate studies at SGH;
- d) for 1st-semester students of full-time and part-time graduate studies (excluding alumni of the full-time bachelor studies at SGH, who have been admitted for full-time graduate studies based on the GPA from the first 5 semesters of undergraduate studies at SGH), the outcome

of the SGH recruitment process (not lower than 50% of the maximum possible score) is converted into points based on GPA as follows: (obtained score minus 50%) x 0.8;

- e) in other cases, students will receive the number of points equal to the arithmetic means of points received for this criterion by other students of a given study level participating in the selection process who fulfill the formal criteria (this applies to students admitted to part-time or English-language studies). The final score for this element will be published after the decision of the Appeal Committee is announced;
- f) during the main selection, the GPA considered is from the Spring semester of the previous academic year, whereas in the case of the additional selection – the GPA considered is taken from all semesters up to the Fall semester of the given academic year.

## **2) Points for declared languages accepted in the selection process**

- a) For this element, candidates may receive up to 40 selection points in accordance with the conversion table included in Annex 1 to the Regulations.
- b) Where a student has proof of knowledge of more than one language, the points awarded for the language required by the partner university will be taken into account.
- c) The basis for the calculation of points is the best score from among the valid competency tests or recognized certificates in the declared language recognized in the selection process. The list of recognized languages and certificates is included in Annex No. 1 to the Regulations.
- d) People who have completed secondary school or higher education in a foreign language may apply for confirmation of their language competences based on documents confirming this fact and obtain:
  - i. level B2 – in the case of completing a secondary school in Poland or abroad with a foreign language of instruction (including International Baccalaureate – IB and European Baccalaureate – EB);
  - ii. level C1 – in the case of completing higher education studies in a foreign language of instruction (in Poland or abroad; a document confirming completion of higher education studies in a different field of study issued by the university where the studies were conducted in a foreign language).
- e) Holding the citizenship of the country whose language is recognized in the qualification does not constitute an exemption from the obligation to document the knowledge of this language. The student is required to present documents confirming graduation from secondary school or higher education institution in the language from which he/she wishes to be exempted. The language whose knowledge is confirmed should be the language of instruction at least at one of the partner universities selected by the student in the selection.

## **3) Organizational activity – assessed by the Student Council**

For this element, the candidate may receive up to 20 selection points calculated as follows:

- a) Number of points = Number of points for the activities granted by the Student Council.
- b) If a candidate has more than 20 points in the Student Council's database for this activity, the result is reduced to the maximum number of selection points that can be obtained for this element (i.e. 20).

## **IV. STUDENT APPLICATION PROCEDURE IN THE ONLINE SYSTEM "REKRUTACJA"**

### **1. Submission of the application**

- a) The student submits the online application through the "Selection System for International Programs" (online application).

The online application is completed only by students of the first and second levels of studies. Doctoral students submit documents following the principles described in Chapter II point 2 of these Regulations.

- b) The application form may be modified by the student until the deadline specified in the selection schedule (the system remembers and takes into account the most recent version of the application).
- c) Candidates cannot indicate in their preferences the partner universities in the country of which they have citizenship.
- f) The following data will be imported into the system:

- i. from the USOS system – cumulative weighted average from the current course of studies or the result of the recruitment procedure for studies necessary to calculate qualification points for academic performance;
- ii. from the CNJO – competence test results; iii. from the Student Council's database – points for organisational activity.
- g) Points awarded for elements entered into the system by the candidate (such as language certificates or diplomas of secondary school graduation/studies in a foreign language) will only be taken into account if the candidate both selects the appropriate option in the system and provides appropriate confirmation in the form of a scan of the relevant document (certificate, secondary school graduation certificate or diploma) attached to the online application (in JPG or PDF format).

Lack of one of these two elements will result in non-recognition of these qualifications and thus lack of awarded points. Failure to upload the required qualifications to the system as well as failure to document their possession following the above-mentioned rules does not constitute grounds for appealing the decision of the Selection Committee.

## 2. **Stage I of qualification: application evaluation**

- a) After the deadline for online applications, a verification is made to determine whether the situations described in Chapter I, paragraphs 7, 9-11, and 13-14 of these regulations exist, which will result in the candidate being eliminated from the qualification process. However, participation in other scholarship programs not coordinated by SGH does not affect the scoring or eliminate the student from the qualification process.
- b) The online system applies automatic scoring according to the criteria specified in the rules.

After the points calculation process is completed, the results of the first stage of the qualification are announced. Students are required to verify them. If any irregularities are found, they have the right to appeal to the Appeals Committee, in accordance with the rules specified in the information accompanying the results publication. The procedure and rules for considering appeals are governed by Articles V and VI of the Regulations.

## 3. **Stage II of qualification: university assignment**

- a) In the application, students declare a maximum of 16 universities (from those listed for their study level where the language requirements are fulfilled) in order of preference.  
A first-cycle student interested in participating in the CIVICA Engage Track and taking CIVICA courses at partner universities offering this track declares in the system the universities marked as "CIVICA Engage". Detailed information along with the rules for implementing the CIVICA Engage Track are included in Annex 3 to the Regulations.
- b) In the selection, student can choose universities from different exchange programs (Erasmus+, bilateral or CIVICA with Erasmus+ funding).
- c) In the course of assigning available placements, the system verifies if the student is eligible to study at the given university according to the accepted criteria.
- d) Students' ID numbers are sorted according to the number of points received. The system then checks for available placements, corresponding to the specified order of preference. If the student's preferred university is available, he/she is assigned to it.
- e) When two or more students have the same number of points and the same university preferences, the system will assign placement to them based on the following criteria:
  1. points for grades,
  2. points for proficiency of the language recognized in the selection process,
  3. points for the student's organizational activity.
  4. alphabetical position on the list of candidates, ascending, by surname(s) and first name(s) according to the alphabet in Polish.
- f) If there are no places available, the student remains on the list with the description "without assignment".

#### 4. Acceptance to programs and universities and additional selection

- a) Students confirm or withdraw their university assignment online within the deadline specified in the qualification schedule. Doctoral students confirm their assignment via email within the deadline specified in the qualification schedule.
- b) Lack of confirmation in the exchange program at the assigned university means that the student resigns from the program with no consequences. Resignation from a place at the assigned university submitted after the deadline specified in the qualification schedule for reasons other than force majeure will result in the exclusion of the student/doctoral student from the qualifications and participation in programs coordinated by the International Centre in the academic year in which the mobility was to be carried out. Force majeure circumstances include: illness preventing travel, death or illness of a close family member, or a sudden deterioration in the student's financial situation. All such circumstances should be appropriately documented by the student/doctoral candidate.
- c) Places not assigned in the main selection will be offered in the additional selection process, provided mobility in the Spring term is possible at a given university.
- d) Once the list of selected students has been approved by the Commission designated CWM employees will nominate the students for going abroad.
- e) It is the host university that makes the final decision whether or not to admit the candidate to the university. The host university also decides during which semester the student may be allowed to enroll.
- f) The University is not responsible for any consequences of canceling or changing a candidate's assignment and/or semester resulting from a decision by a partner university, including financial consequences related to, among others, purchasing a ticket, accommodation, paying a visa application, canceling an apartment rental, or making other commitments or decisions; the above also applies to changes made by the Admissions Committee until the selection process is completed.

The university is also not responsible for the consequences of the student's cancellation of the mobility, including any financial obligations towards the partner and home university that arose in the process of organizing the trip.

- g) Due to the necessity of the equal distribution of places at partner universities between both semesters, the priority of choice as to the semester for mobility is given to students for whom the Fall semester will be the last semester of study; followed by students who obtained the highest scores in the qualification process.
- h) Obtaining a place at the host university ends the selection process. Final lists of students selected for participation in the exchange program will be shared with relevant Dean's Offices; in the case of doctoral students, the list of participants will be sent to the Dean of Doctoral School.

#### V. SELECTION APPEALS COMMISSION

1. Selection Appeals Commission consists of at least three persons:
  - a) at least one dean of the study or another academic employee of SGH designated by him
  - b) a CWM employee designated by the director of this unit and
  - c) a representative of the SGH Student Council, appointed by its chairman appointed by the Vice-Rector for International Relations on request of the Director of CWM provided none of them had participated in the works of the Selection Committee.
2. Appeals will be accepted and considered by the Selection Appeals Commission after the 1st stage of the selection procedure, that is, once scores for evaluation components of the candidate have been assigned.

#### VI. THE MODE FOR CONSIDERING APPEALS BY THE SELECTION APPEALS COMMISSION

1. After the 1st stage of the selection process, the candidate may appeal the decision of the Selection Committee. The appeal must be submitted in written form in the period specified by the schedule.
2. The appeal must include reasons for its submission along with an explanation and any necessary attachments confirming its legitimacy.
3. The Selection Appeals Commission does not reconsider applications.

4. Decisions of the Selection Appeals Commission are announced within 2 days after its session and in justified cases – within 4 working days after its meeting.
5. The Selection Appeals Commission's decision can be appealed to the Vice-Rector for International Relations no later than 2 days after the announcement of the Appeals Commission's protocol. The appeal must be submitted electronically to the CWM
6. Decisions made by the Vice-Rector for International Relations are final.
7. All decisions regarding appeals are sent by email to candidates' university email accounts.

## VII. FINAL REGULATIONS AND REMARKS

1. A student assigned to an international university and who takes part in mobility is obliged to disseminate the results of the exchange program. Dissemination is achieved by writing an obligatory descriptive report as well as through participation in meetings and events promoting exchange programs organized by CWM after the duration of their mobility, provided that the participant of the mobility is still an SGH student.
2. In the qualification process for various exchange programmes, the allocation of universities will be made according to the preferences expressed by the candidate, and not by programme (e.g. Erasmus+, PIM, exchange under bilateral agreements, CIVICA "Engage Track").
3. When determining the preference of universities, in the case of simultaneous selections of two (or more) programs, the student should consider the fact that there may be differences in terms of the offered scholarships and other benefits. Therefore, the choice of school should not only be made about the content but also with consideration to the student's financial standing.
4. If a student has been rejected by a host institution, CWM may, at student's request, assign him/her to a different university provided that there are available placements. CWM can also assign any available place to students who have not been assigned to a particular university due to an irrecoverable error in the "International Programs On-line Application System". In both cases, candidates must meet the requirements of formal admission to the assigned university.
5. If the receiving university announces that due to the epidemic situation or for other reasons it will introduce a remote mode of teaching and/or suspend the possibility of arrival, a student assigned to such a university shall be entitled (subject to the available places, taking into account the dates of nomination), the possibility of a one-time change of assignment (re-allocation) to a university in which such restrictions (at the time of decision) do not apply. However, if the newly assigned university changes the mode of teaching to remote and/or the possibility of arrival is suspended, re-reallocation will no longer be possible and the student will have the choice to carry out the exchange program remotely or to resign from the assignment without the consequences described in Chapter IV, paragraph 4b.
6. Participation in the international exchange program does not release the student from the obligation of carrying out all the courses required for graduation (absolutorium) – so if all the course subjects listed in the study plan are not passed and no substitutes are obtained for the subjects completed during the exchange, the student will not receive the absolutorium and will not be allowed to defend the thesis before completing all the shortcomings of his/her program.
7. These Regulations and the detailed rules for assessment of applications for programs with additional criteria of evaluation will be published on CWM's website.
8. In matters concerning the selection of students for international exchange and that cannot be determined by the rules described in this document, all final decisions are resolved by Vice-Rector for International Relations.
9. These Regulations are approved by the Rector of the Warsaw School of Economics, after obtaining the opinion of the Vice-Rector for International Relations, the Vice-Rector for Teaching and Students, and the Deans of the Bachelor's Studies, Master's Studies and the Doctoral School, and after considering the comments submitted by the President of the Student Government.
10. Changes to the regulations (following the requirements of paragraph 8) may only be introduced before the start of the main selection process in the given academic year.
11. The procedure for directing students and PhD students abroad to complete a part of their studies is specified in the Student and Doctoral Regulations in Appendix No. 1 to the Rector's Order No. 51 dated 11th of October, 2017. Students are required to read the "Selection rules for exchange programs for students and doctoral students of SGH Warsaw School of Economics" and adhere to the specified regulations.

12. Failure to meet the deadlines specified within the organization of the study abroad set out by CWM will be treated as a resignation with the consequences set out in point IV 4b of these Regulations.
13. The Regulations come into force on the date of their approval by the Rector of the SGH Warsaw School of Economics.