

**SELECTION RULES FOR THE GRADUATE STUDENTS
AT SGH WARSAW SCHOOL OF ECONOMICS
TO PARTICIPATE IN THE "CIVICA HONOURS SEMINARS"
AND "CIVICA MULTICAMPUS COURSE"
ORGANISED AS PART OF THE CIVICA WP4
(CIVICA Europeanship – Master Education)**

I. GENERAL INFORMATION

1. These Regulations set out the eligibility rules for SGH master students to participate in the "**Honours Seminars**" (HS) and "**Multicampus Course**" (MCC) carried out within the "CIVICA Europeanship – Master Education" of the Erasmus+ project CIVICA – The European University of Social Sciences.
2. Honours Seminars are short-term mobility programmes and are organised twice: Winter Seminars in January and Summer Seminars in June. Starting from the academic year 2023/2024, each partner will offer one Honours Seminar per year.
3. Multicampus Course is semester long online course which is designed and jointly taught by faculty from multiple universities. There is 1 MCC per semester.
4. By qualifying to participate in the Honours Seminar at one of the organising partner universities, the student is accepting a commitment to participate in the HS organised at SGH Warsaw School of Economics.
5. Participation in Honour Seminars organised by partner universities other than SGH is only permitted once during your master's studies.
5. The costs of travel to the Honours Seminars are covered by the SGH International Centre (CWM) with funds from the CIVICA Erasmus+ project. The HS organiser will provide meals and accommodation for the participant.
The participant is required to maintain valid insurance coverage for the duration of the trip. The insurance must include, at a minimum, health insurance and personal accident (NNW) coverage.

II. GENERAL PRINCIPLES OF ELIGIBILITY

1. The selection process is conducted by the Selection Committee appointed by the Vice-Rector for International Relations for a given academic year, hereinafter referred to as the Committee, consisting of the WP4 coordinator at SGH, the manager of the CIVICA Erasmus+ project at SGH, and a staff member responsible for the preparation and proper conduct of the selection.
The WP4 coordinator may invite lecturers involved in teaching CIVICA courses at SGH to the Committee.
2. At the time of selection for the HS, the candidate must be the student of at least the first semester of graduate studies at SGH Warsaw School of Economics.
3. Selection for the Honours Seminars takes place according to the established schedule. Additional selection is organised in case of availability of places after the first selection stage.
4. The maximum number of students allowed to participate in the HS in any given academic year is 19, of which 10 places are reserved for students, who want to be enrolled in Honour Seminars organised by SGH.
5. The student has the opportunity to participate in only 1 HS at the partner university and 1 HS at SGH during the course of studies.
6. At the time of selection for the MCC, the candidate must be the student of at least the first semester of graduate studies at SGH Warsaw School of Economics.
7. Selection for the Multicampus Course takes place according to the established schedule. Additional selection is organised in case of availability of places after the first selection stage.

III. BASIC ELEMENTS AND EVALUATION CRITERIA

1. The cumulative (weighted) average (GPA) of the applicant's previous studies (at the end of the last semester for which the Graduate Studies Office' system has this average calculated). To be considered for selection, the candidate must have a minimum average grade of 3.60.

For 1st-year students of full-time graduate studies who were admitted based on the GPA from undergraduate studies at SGH, the basis for calculation is the GPA from the first 5 semesters of undergraduate studies at SGH;

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 1,2;

In all other cases, the grade point average obtained during undergraduate studies will be taken into account, based on the attached list of completed courses including the reported overall GPA.

2. Proficiency in English at a level of not less than B2 on the ESOKJ/CEFR scale evidenced by:

- a commercial certificate, as listed in Annex 2 of the Rules of Eligibility for students to participate in the Honours Seminars,
- the result of the CNJO SGH competence test,
- 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 prerequisite for selection.

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	Grades	60
2	English language proficiency	20
3	Participation in activities organized within the framework of the CIVICA consortium at SGH	20
Total		100

1. **Grades**

A candidate may be awarded up to 60 points for this component, calculated according to the following formula: (average obtained - 2.60) x 25.

2. **English language proficiency**

- a. A student may receive up to 20 qualifying points for this element in accordance with the conversion table in Annex 2 of the Regulations.
- b. Points are calculated on the basis of the best score from among valid English competence tests or recognised certificates recognised in the qualification process. The list of recognised language certificates is attached as Appendix 1 to the Regulations.
- c. From the academic year 2024/2025, the maximum possible level a student can achieve for a language competence test is level C2 corresponding to 20 qualification points.
- d. Individuals who have completed secondary or tertiary education in a foreign language may have their language competence recognised and obtain:
 - i. 4 points (B2 level), if they have completed secondary school in Poland or abroad with a foreign language of instruction (including International Baccalaureate - IB and European Baccalaureate - EB);
 - ii. 12 points (C1 level), in the case of graduation from a higher education institution 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 certifying graduation from a higher

education institution in another field of study issued by a university where the studies were conducted in a foreign language).

Possession of citizenship of a country whose language is recognised in the qualification is not tantamount to exemption from the obligation to document knowledge of that language. Students are required to provide evidence of having completed secondary or tertiary education in the language they wish to confirm in the qualification.

3. Participation in activities organized within the framework of the CIVICA consortium at SGH

For this element, the candidate may receive up to 20 selection points awarded to him/her by the Commission's decision. Participation in activities should be supported by documentary evidence.

V. APPLICATION PROCEDURE FOR STUDENTS

1. Submission of the application

The selection for HS and MCC is done separately according to the established schedule.

In the case of Honours Seminars, the student fills in the application form made available on the International Centre's website, in which he/she attaches a scan of the grade transcript (with calculated cumulative average) issued by the Dean's Office of Graduate Studies, a scan of the certificate (or other document) confirming knowledge of English and optionally confirmation of participation in CIVICA consortium activities organized by SGH.

In the case of the Multicampus Course, the student fills in the application form made available on the Dean's Office of Graduate Studies website, in which he/she attaches a scan of the certificate (or other document) confirming knowledge of English and optionally confirmation of participation in CIVICA consortium activities organized by SGH.

2. The application is assessed by the Selection Committee.

3. Incomplete applications shall not be considered by the Selection Committee.

4. The member of staff responsible for the preparation and proper conduct of the selection process informs the student via SGH email whether or not a place in the Honours Seminars or Multicampus Course has been granted.

5. The student shall confirm via SGH email his/her participation in the HS or MCC, or of his/her withdrawal within three days of receiving the decision. Failure to confirm means resignation from participation in the Honours Seminars or Multicampus Course. The possibility to participate in the HS or MCC will be offered to the next person classified on the ranking list.

6. A student who cancels participation in the Honours Seminars at CIVICA partner university for reasons other than fortuitous will not be eligible to apply for participation in the Honours Seminars in the following academic year. Fortuitous reasons include, but are not limited to: illness preventing the trip, death or illness of an immediate family member or sudden deterioration of the student's financial situation, duly documented.

7. A student who cancels participation in the Multicampus Course for reasons other than fortuitous will not be eligible to apply for participation in either educational form offered at the master level by the CIVICA in the following academic year. Fortuitous reasons include, but are not limited to: illness preventing the trip, death or illness of an immediate family member or sudden deterioration of the student's financial situation, duly documented.

8. The student has the right to appeal against the decision of the Selection Committee to the SGH Rector within 3 days of receiving the decision. The appeal addressed to the SGH Rector should be sent by email to: rektorat@sgh.waw.pl. The decision of the SGH Rector is final.

VI. PROTECTION OF PERSONAL DATA

1. Personal data of candidates and participants of Honours Seminars and Multicampus Course 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 individuals 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: GDPR.

2. The information on the processing of personal data set out in Article 13 of the GDPR is attached as Annex 3 to the Regulations and is also included on the application form for applicants to read when providing their personal data.

VII. PROVISIONS AND FINAL REMARKS

1. Failure to meet the deadlines set by the Graduate Studies Office will be treated as a resignation and the student will not be able to apply for participation in the HS or MCC or any other educational form offered by CIVICA on the master level in the following academic year.
2. In cases not described in the Regulations or in ambiguous situations, the final decision is made by the SGH Rector.
3. These Regulations are signed by the Rector of SGH Warsaw School of Economics, after obtaining the acceptance of the Vice-Rector for International Relations, the Vice-Rector for Teaching and Students, and the Dean of the Graduate Studies, and by the President of the Student Government.
4. These rules are effective as of the date of publication on the International Centre website <https://www.sgh.waw.pl/student/programy-miedzynarodowe/miedzynarodowe-programy-krotkie> and on the website of the Dean's Office of Graduate Studies (<https://www.sgh.waw.pl/student/dziekanat/studium-magisterskie>).

Annex 1:

List of CIVICA partner universities offering CIVICA Honours Seminars

1. Bocconi University, Italy
2. Central European University, Austria and Hungary
3. IE University, Spain (in cooperation with The London School of Economics and Political Science, UK)
4. Hertie School, Germany
5. SNSPA, Romania
6. Sciences Po, France
7. Stockholm School of Economics, Sweden
8. SGH Warsaw School of Economics, Poland

Annex 2:
CONVERSION TABLE OF LEADING COMMERCIAL LANGUAGE TESTS TO RESULTS OF SGH CNJO COMPETENCE LANGUAGE TEST AND CEFR SCALE

(valid for the selection to the Honours Seminars)

CERTIFICATE	TEST RESULT			PROFICIENCY LEVEL IN CEFR SCALE	CONVERSION INTO SELECTION POINTS
TOEFL	IBT	CBT	PBT/ITP	B2	4 pts
	72 - 83	200 - 220	533 - 560		8 pts
	84 - 94	223 - 237	563 - 583		12 pts
	95 - 99	240 - 247	587 - 597		16 pts
	100 - 105	250 - 260	600 - 620	C1	20 pts
	106 - 117	263 - 287	623 - 663		
	118 - 120	290 - 300	667 - 677		
IELTS (Academic)	5.5 - 6.0			B2	4 pts
	6.5			B2+	8 pts
	7.0 - 7.5			C1	12 pts
	8.0			C1 +	16 pts
	8.5 - 9.0			C2	20 pts
FCE	C			B2	4 pts
	B			B2+	8 pts
	A			C1	12 pts
CAE	B2 Certificate			B2	4 pts
	C			C1	12 pts
	B			C1 +	16 pts
	A			C2	20 pts
CPE	Level C1 Certificate			C1	12 pts
	C			C2	20 pts
	B			C2	20 pts
	A			C2+	20 pts
BEC	Preliminary (Pass w/distinction)			B2	4 pts
	Vantage (C), Higher (Level B2)			B2	4 pts
	Vantage (B)			B2+	8 pts
	Higher (C), Vantage (A)			C1	12 pts
	Higher (B)			C1 +	16 pts
	Higher (A)			C2	20 pts
GCSE	A - level (issued in Singapore)			C1	12 pts
TOEIC (L/R+S/W)	785 - 860	1095 - 1200		B2	4 pts
	865 - 940	1205 - 1300		B2+	8 pts
	945 - 965	1305 - 1345		C1	12 pts
	970 - 985	1350 - 1385		C1 +	16 pts
	990	1390		C2	20 pts
LCCI	Level 2 (Credit, Distinction)			B2	4 pts
	Level 3 (Pass)			B2+	8 pts
	Level 3 (Credit, Distinction)			C1	12 pts
	Level 4 (Pass)			C1 +	16 pts
	Level 4 (Credit, Distinction)			C2	20 pts
SGH language competence test	score: 60 - 69			B1	0 pts
	score: 70 - 75			B1 +	0 pts
	score: 76 - 82			B2	4 pts
	score: 83 - 87			B2+	8 pts
	score: 88 - 92			C1	12 pts
	score: 93 - 97			C1 +	16 pts
	score: 98 - 100			C2	20 pts
CNJO certificate (tutorials)				B2	4 pts
				B2+	8 pts
				C1	12 pts
				C1 +	16 pts
				C2	20 pts
TELC				B2	4 pts
				C1	12 pts
BULATS ¹ [academic], Linguaskill ² onDaF [all skills], onSET [sll skills], LanguageCert Academic SELT (All parts), Duolingo [all skills], other certificates [all skills] subject to approval				C2	20 pts

¹ Reading and Listening + Speaking + Writing; zrealizowany przed 2019.

² Wszystkie części – wynik końcowy.

Annex 3:

INFORMATION ON PROCESSING OF PERSONAL DATA

According to art. 13. 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 2016 L 119/1 SGH Warsaw School of Economics informs that:

1. Controller

The controller of personal data is SGH Warsaw School of Economics with its seat in Warsaw, al. Niepodległości 162, hereinafter referred to as SGH.

2. Data Protection Officer

You may contact the Data Protection Officer designated by SGH via e-mail iod@sgh.waw.pl.

3. The purposes and legal basis of processing of personal data

Your personal data will be processed for the purposes of conducting the selection procedure for the „Honours Seminar” or “Multicampus Course” and – if you qualify – for the process of organizing your mobility abroad or participation in the online course.

The legal basis for processing of personal data is:

- point (c) of Art. 6 (1) GDPR (necessity for compliance with a legal obligation), point (e) of Art. (1) GDPR (necessity for the performance of a task carried out in the public interest) and The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws [Dz.U.] of 2024 item 1571 as amended);
- point (b) of Art. 6 (1) GDPR (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).

4. The recipients or categories of recipients of the personal data

Your personal data will not be shared with other entities, except for:

- entities authorized under the law;
- entities which process personal data on the basis of contracts for entrusting the processing of personal data;
- CIVICA partner university organizing the Honours Seminar;
- CIVICA universities participating in the organization of the Multicampus Course;
- institutions supervising exchange programs and imposing reporting obligations – European Commission and institutions authorised by EC.

5. Obligation to provide personal data and consequences of failure to provide such data

Providing personal data is necessary for the purposes of participating in the application process. Failure to provide personal data will make it impossible for you to participate in the application process.

6. The period for which the personal data will be processed

Your data will be processed during the application process, then for the duration of storing of financial and accounting documentation, processing for archiving and reporting purposes in accordance with applicable law as well as rules of exchange programs. If you qualify for mobility abroad, your data will be processed in accordance with the course of study, and then will be archived and stored for 50 years.

7. The rights of data subject

You have the right to access, rectify your data and restrict the processing thereof.

You have the right to object, on grounds relating to your particular situation, to personal data based on point (e) of Article 6 (1) GDPR.

No automated decision-making will be conducted based on your personal data.

8. The right to lodge a complaint

You have the right to lodge a complaint with a supervisory authority if you consider that the processing of your personal data infringes upon GDPR.

Moreover, we would like to inform you that photos taken during the Honour Seminar at SGH to document its course may be published on the SGH website and social media profiles (Facebook, Instagram, LinkedIn, Flickr).