

**Selection Rules of Undergraduate Students  
of SGH Warsaw School of Economics  
for Participation in the Erasmus+ Blended Intensive Programme  
“Agile Governance and Organizational Resilience in the Age of Digital  
Transformations”**

**to be held on 03–08 May 2026 at the University of Zagreb, Faculty of Economics  
and Business (FEB Zagreb), Croatia**

**I. GENERAL INFORMATION**

1. These Regulations define the rules for the selection of full-time undergraduate students of SGH Warsaw School of Economics (SGH) for participation in the Erasmus+ Blended Intensive Programme “Agile Governance and Organizational Resilience in the Age of Digital Transformations”, implemented under the Erasmus+ Blended Intensive Programme project, hereinafter referred to as the “BIP.”
2. The Blended Intensive Programme will take place on 03–08 May 2026 in Zagreb (Croatia) and is co-funded under the Erasmus+ programme.
3. The BIP consists of the following components:
  - a. participation in the virtual component in accordance with the BIP schedule;
  - b. participation in a five-day mobility period abroad at the partner institution, the University of Zagreb, Faculty of Economics and Business (FEB Zagreb);
  - c. preparation of a presentation and completion of the final examination, in accordance with the attached programme.
4. Upon completion of all programme components, the student shall receive a certificate of completion of the BIP.
5. Participants of the BIP shall receive financial support to cover participation costs, in accordance with the rates applicable under the Erasmus+ programme for BIP-type mobility.

**II. GENERAL RULES OF SELECTION**

1. The selection procedure shall be conducted by a Selection Committee appointed by the Vice-Rector for International Relations for a given academic year, hereinafter referred to as the Committee, consisting of:
  - the BIP coordinator at SGH, and
  - a designated employee of the International Centre (CWM) responsible for the preparation and proper conduct of the selection procedure.
2. At the time of selection for the BIP, the candidate must hold the status of a full-time undergraduate student of SGH Warsaw School of Economics.
3. Selection for participation in the BIP shall take place in accordance with the established recruitment schedule. An additional round of selection may be organized if places remain available after the completion of the first stage of the selection procedure.
4. The maximum number of students admitted to participate in the BIP is 5.

**III. BASIC ELEMENTS AND ASSESSMENT CRITERIA**

1. Cumulative weighted grade point average (GPA) from the candidate’s completed course of studies (as of the end of the most recent semester for which the Dean’s Office for Undergraduate Studies (DSL) computer system has calculated such an average). In order to apply for the programme, the candidate must have a minimum GPA of 3.60.
2. Proficiency in English at a level not lower than B2, confirmed by one of the following:
  - a commercial certificate listed in Appendix No. 1 to the Regulations governing the selection of students for participation in the BIP;

- the result of the CNJO SGH competency test (the minimum number of points required in the competency test is 75, corresponding to B2 proficiency level on the ESOP/CEF scale);
- a certificate of completion of the English language course at SGH;
- a secondary school diploma issued by an institution where English was the language of instruction;
- a higher education diploma issued by an institution where English was the language of instruction.

Submission of proof of English language proficiency is a condition for participation in the selection procedure.

3. A motivation letter in English, clearly justifying the candidate's interest in participating in the programme.

#### IV. METHOD OF CALCULATING SELECTION POINTS

In the selection process, a candidate may obtain a maximum of 100 points, in accordance with the criteria presented in Table 1.

The final score shall constitute the sum of points obtained for the individual criteria.

Table 1. Assessment criteria and scoring rules

	Selection criteria	Maximum selection points
1	Grade Point Average (GPA)	40
2	English Language Proficiency	40
3	Motivation Letter	20
Total		100

##### 1. Grade Point Average (GPA)

For this component, the candidate may receive up to 40 points in the selection procedure, calculated according to the following formula:

$$(\text{obtained GPA} - 3.40) \times 25$$

##### 2. English Language Proficiency

For this component, the student may receive up to 40 selection points, calculated as follows:

$$\text{number of selection points} = (\text{points obtained} - 75) \times 1.6$$

Points may be awarded on the basis of:

- a. results from valid competency tests or recognized English language certificates listed in Appendix No. 2 to the Regulations;
- b. documents confirming completion of secondary or higher education in English:
  - i. B2 level – in the case of completion of a secondary school in Poland or abroad where a foreign language was the language of instruction (including International Baccalaureate – IB and European Baccalaureate – EB);
  - ii. C1 level – in the case of completion of higher education where the language of instruction was a foreign language (in Poland or abroad; a document confirming completion of higher education in another field of study issued by the university where the programme was conducted in a foreign language).

Possession of citizenship of a country where English is an official language does not exempt the student from the obligation to document language proficiency. The student is required to submit documents confirming completion of secondary or higher education in English.

##### 3. Motivation Letter in English

For this component, the candidate may receive up to 20 selection points, awarded by decision of the Selection Committee.

## **V. PROCEDURE FOR SUBMITTING APPLICATIONS BY STUDENTS**

### **1. Submission of the Application**

The student shall complete the application form made available on the website of the International Centre (CWM) and attach:

- a scan of the transcript of records (including the calculated cumulative GPA) issued by the Dean's Office of the Undergraduate Programme at SGH;
- a scan of a certificate or other document confirming English language proficiency;
- a scan of the motivation letter.

### **2. Evaluation of Applications**

Applications shall be evaluated by the Selection Committee.

### **3. Incomplete Applications**

Incomplete applications shall not be considered by the Committee.

### **4. Notification of Candidates**

The employee responsible for the preparation and proper conduct of the selection procedure shall inform the student via the SGH email system about:

- the date of the selection interview, and
- the decision on admission or non-admission to the BIP.

### **5. Confirmation of Participation**

Within three days of receiving the decision, the student shall confirm via SGH email their participation in the BIP or inform the Committee of their resignation.

Failure to confirm participation within this period shall be considered a resignation from participation.

### **6. Appeal Procedure**

A student may appeal against the decision of the Selection Committee to the Rector of SGH within three days of receiving the decision.

The appeal addressed to the Rector of SGH should be submitted by email to: [cwm@sgh.waw.pl](mailto:cwm@sgh.waw.pl).

The decision of the Rector of SGH shall be final.

## **VI. PERSONAL DATA PROTECTION**

1. Personal data of BIP candidates and participants shall be processed in accordance with 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 – GDPR) (OJ EU L 119/1 and OJ EU L 127/2).
2. Information on the processing of personal data referred to in Article 13 GDPR constitutes Appendix No. 2 to these Regulations and is also included in the application form, enabling candidates to review it when providing their personal data.

## **VII. FINAL PROVISIONS**

1. Failure to meet the deadlines related to the organization of the mobility set by the International Centre shall be treated as a resignation from participation.
2. In cases not regulated by these Regulations or in situations of ambiguity, the final decision shall be taken by the Rector of SGH.
3. These Regulations shall be approved by the Rector of SGH, following consultation with the Vice-Rector for International Relations, the Vice-Rector for Education and Students, and the Dean of the Undergraduate Programme.

4. These Regulations enter into force on the date of their publication on the website of the Erasmus+ Blended Intensive Programme:  
<https://www.sgh.waw.pl/en/erasmus-blended-intensive-program-bip>

## Appendix No. 1:

### Conversion Table of English Language Certificates to the CNJO SGH Competency Test Score and the CEFR Scale

LANGUAGE	CERTIFICATE	RESULT			PROFICIENCY LEVEL IN CEFR	CONVERSION INTO SELECTION POINTS
		iBT	CBT	PBT/ITP		
ENGLISH	TOEFL	72 – 83	200 – 220	533 – 560	B2	8 pts
		84 – 94	223 – 237	563 – 583	B2+	16 pts
		95 – 99	240 – 247	587 – 597	C1	32 pts
		100 – 105	250 – 260	600 – 620		
		106 – 117	263 – 287	623 – 663	C1+	32 pts
		118 – 120	290 – 300	667 – 677	C2	40 pts
	IELTS (Academic)	5.5			B2	8 pts
		6.0			B2+	16 pts
		6.5 – 7.5			C1	32 pts
		8.0			C1+	32 pts
		8.5 – 9.0			C2	40 pts
	FCE	C			B2	8 pts
		B			B2+	16 pts
		A			C1	32 pts
	CAE	B2 Certificate			B2	8 pts
		C			C1	32 pts
		B			C1+	32 pts
		A			C2	40 pts
	CPE	Level C1 Certificate			C1	32 pts
		C			C2	40 pts
		B			C2	40 pts
		A			C2+	40 pts
	BEC	Preliminary (Pass w/distinction)			B2	8 pts
		Vantage (C), Higher (Level B2)			B2	8 pts
		Vantage (B)			B2+	16 pts
		Higher (C), Vantage (A)			C1	32 pts
		Higher (B)			C1+	32 pts
		Higher (A)			C2	40 pts
	GCSE	A – level (issued in Singapore)			C1	32 pts
	PTE Academic	59-67			B2	8 pts
		68-84			C1	32 pts
		85-90			C2	32 pts
	TOEIC (L/R; L/R+S/W)	785 – 860	1095 – 1200		B2	8 pts
		865 – 940	1205 – 1300		B2+	16 pts
		945 – 965	1305 – 1345		C1	32 pts
		970 – 985	1350 – 1385		C1+	32 pts
		990	1390		C2	40 pts
	LCCI	Level 2 (Credit, Distinction)			B2	8 pts
		Level 3 (Pass)			B2+	16 pts
		Level 3 (Credit, Distinction)			C1	32 pts
		Level 4 (Pass)			C1+	32 pts
		Level 4 (Credit, Distinction)			C2	40 pts
	SGH language competence test	result: 60 – 69			B1	0 pts
		result: 70 – 75			B1+	0 pts
		result: 76 – 82			B2	8 pts
		result: 83 – 87			B2+	16 pts
		result: 88 – 92			C1	32 pts
result: 93 – 97				C1+	32 pts	
	result: 98 – 100			C2	40 pts	
CNJO Certificate of Language Course Completion				B2	8 pts	
				B2+	16 pts	
				C1	32 pts	
				C1+	32 pts	
TELC BULATS <sup>1</sup> [academic],				C2	40 pts	
				B2	8 pts	

<sup>1</sup> Reading and Listening + Speaking + Writing; done before 2019.

	Linguaskill <sup>2</sup> onDaF [all skills], onSET [all skills], LanguageCert Academic SELT (All parts), Duolingo [all skills], other certificates [all skills] subject to approval <sup>3</sup>		C1	32 pts
			C2	40 pts

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<sup>2</sup> All sections – final overall result.

<sup>3</sup> The Selection Committee may accept certificates other than those listed above after consultation with the CNJO SGH. Self-administered tests, placement tests, or internal language certificates/tests other than those organized by CNJO SGH are not accepted.

## **Appendix No. 1:**

### **INFORMATION ON PROCESSING OF PERSONAL DATA**

Pursuant to 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 (General Data Protection Regulation – GDPR), OJ EU L 119/1 of 4 May 2016, the Warsaw School of Economics hereby informs that:

#### **1. Data Controller**

The controller of your personal data is SGH Warsaw School of Economics (SGH), with its registered office at al. Niepodległości 162, 02-554 Warsaw, Poland.

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

The Controller has appointed a Data Protection Officer responsible for supervising the correctness of personal data processing. The Data Protection Officer may be contacted at the following email address: [iod@sgh.waw.pl](mailto:iod@sgh.waw.pl).

#### **3. Purpose and Legal Basis for Processing Personal Data**

Your personal data will be processed for the purpose of conducting the selection procedure for the Erasmus+ Blended Intensive Programme “Agile Governance and Organizational Resilience in the Age of Digital Transformations”, and, if selected, for the administration of the mobility process, including its implementation, financial settlement, and documentation.

The legal basis for the processing of your personal data is:

- Article 6(1)(c) GDPR – processing is necessary for compliance with a legal obligation to which the Controller is subject;
- Article 6(1)(e) GDPR – 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 (consolidated text: Journal of Laws of 2023, item 742, as amended);
- Article 6(1)(b) GDPR – processing is necessary for the performance of a contract.

#### **4. Recipients of Personal Data**

Your personal data will not be disclosed to third parties except for:

- entities authorized to receive such data under applicable legal provisions;
- entities entrusted by the Controller with the processing of personal data on the basis of relevant agreements;
- the host institution where the programme will be implemented – University of Zagreb, Faculty of Economics and Business (FEB Zagreb);
- the institution coordinating the Erasmus+ Blended Intensive Programme – University of Zagreb, Faculty of Economics and Business (FEB Zagreb), to the extent including your name, surname and SGH domain email address;
- institutions supervising exchange programmes and imposing reporting obligations, namely the European Commission and entities designated by it.

#### **5. Obligation to Provide Personal Data**

Providing personal data is voluntary; however, failure to provide such data will make it impossible to participate in the selection procedure.

#### **6. Data Retention Period**

Your personal data will be processed for the period necessary for the storage of financial and accounting documentation, as well as for archival and reporting purposes, in accordance with applicable legal regulations and the rules governing the Erasmus+ Blended Intensive Programme.

#### **7. Rights of the Data Subject**

You have the right to access your personal data, request its rectification, erasure in cases provided for by law, and restriction of processing.

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

No decisions producing legal effects concerning you will be taken solely on the basis of automated processing of your personal data.

#### **8. Right to Lodge a Complaint**

You have the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office (UODO) – if you believe that the processing of your personal data violates the provisions of the GDPR.