



SELECTION PROCESS & STUDY REGULATIONS TO CEMS MIM PROGRAMME AT SGH

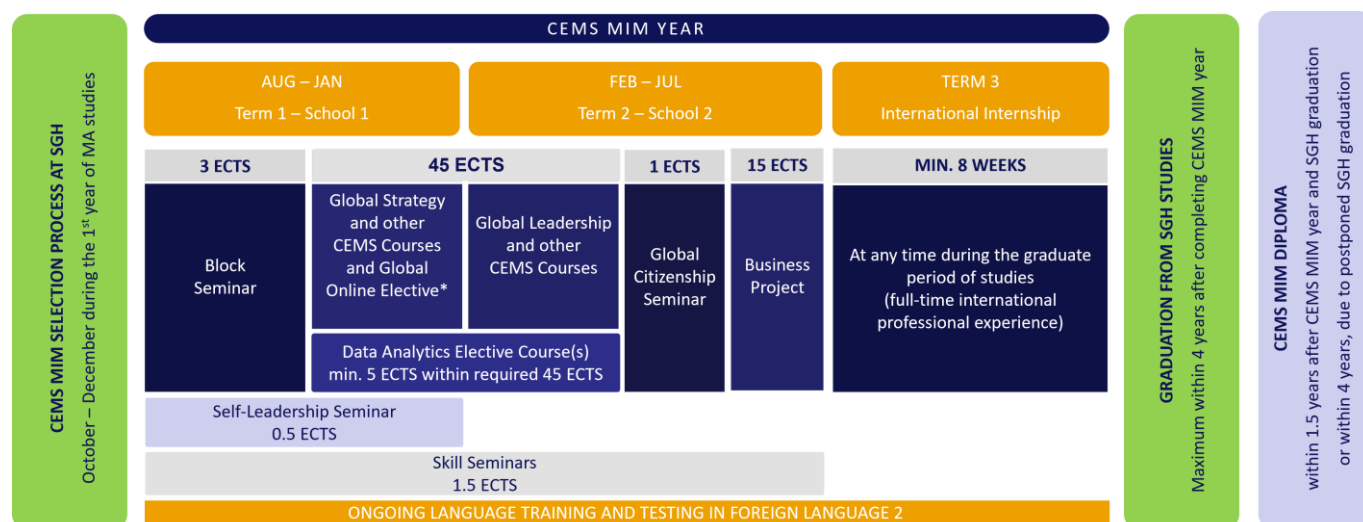
Introduction

This document is a translation of the selection rules and regulations for the CEMS Master's in International Management studies programme at SGH. CEMS MIM is a joint degree programme conducted by over 30 leading schools of management worldwide and dozens of companies and social partners that belong to the CEMS - The Global Alliance in Management Education.

The MIM Programme is available to 1st-year SGH full-time Master's Programme students of any major. It aims to educate future responsible and inclusive managers for companies and economic institutions in the fast-changing global environment. CEMS MIM studies are conducted entirely in English.

The general structure of MIM studies is presented in Exhibit 1.

Exhibit 1: The structure of the CEMS MIM Programme



*) The student may take one Global Online Elective course offered by neither the home nor the host school.

Detailed information about the programme and its requirements is available on the CEMS website at: <http://www.cems.org/general/programme/curriculum.php> and on the CEMS website at SGH: www.sgh.waw.pl/cems/.

§ 1

Entry requirements

1. The candidate must be enrolled as an SGH full-time student in the first year of Master's studies at SGH.
2. Students of the 2nd or 3rd semester of studies referred to in Subsection 1 are permitted for recruitment, provided that they obtain one or two semesters of dean's leave, respectively, preceding the planned year of program implementation.
3. The candidate cannot be a student of a double diploma programme at any level of SGH studies.
4. The candidate may be enrolled in the programme provided that he or she has not repeated any semester during the particular MA studies.
5. The candidate must possess:
 - a) one of the English language certificates required by CEMS (TOEFL, IELTS Academic, CAE/CPE, BEC Higher, PTE Academic or GCSE) at the minimum required level stipulated in Appendix 1 to these Regulations, or
 - b) be a graduate of a university programme in English from a CEMS or EQUIS/AACSB International-accredited school, or a school from an English-speaking country.
6. In the case of candidates who are native speakers of English, the student chooses as his/her first and second foreign language (FL 1 & FL 2) two other languages and obtains a minimum of B2 proficiency level from the SGH Language Competency Tests or presents a commercial certificate (or equivalent) at minimum proficiency level B2 in the CEFR scale, as stipulated in Appendix 1.
7. The candidate must declare at least one language as his or her mother tongue and attach the signed CEMS Mother Tongue Declaration form for each of the declared mother tongues.
8. The candidate must obtain the required minimum score in SGH Admission Test (WOG) or the required minimum GPA, depending on the way the student was admitted to SGH, i.e.:
 - a) a minimum of 40 points from the WOG test;
 - b) a minimum GPA of 3.60 from bachelor's studies at SGH;
 - c) a minimum weighted GPA of 3.60 from last graduated studies, calculated based on the transcript of records (diploma supplement) and converted into SGH grading scale - applied exclusively to candidates admitted to MA studies in English or under the rules applicable to foreigners.
9. The candidate must apply online in two systems: the SGH dedicated application and the CEMS recruitment website at: <http://www.cems.org/selection/>.
10. The candidate must select all CEMS universities (except SGH) in order of preference for completing the mandatory semester abroad.

11. If the candidate has completed higher education or is a citizen of the country of the CEMS university that is available for selection, he or she should place it at the end of his or her preferences. If the candidate has valid reasons to place such a university higher in his or her preferences, he or she should attach a justification to the application using Appendix 8 to the Regulations. If this justification is considered by the admissions committee to be insufficient, from the point of view of the program requirements, this preference will be omitted in the process of assigning universities.
12. Changes to the order of universities on the list of preferences may be made outside the period of submitting applications for the programme referred to in Subsection 9, but no later than by the beginning of the 2nd Stage of the selection process (the first day of the assessment or interview, depending on which is the first).
13. A candidate must submit online all application documents listed in Appendix 2 to the Rules, within the deadline announced in the recruitment process schedule (Appendix 4 to the Rules).

§ 2

Detailed procedure for registering as a candidate for CEMS MIM and required application documents

Students wishing to apply for admission to CEMS MIM must complete online application forms in the **CEMS database** available at: <http://www.cems.org/selection/> (submitting entry personal information and SGH student ID number) and at the **SGH Online Application**. Links and detailed instructions on how to apply online at SGH and CEMS websites (as well as how and when to submit additional required documents) are presented in Appendix 2.

§ 3

General selection rules

1. The selection process consists of two, separately scored stages:
 - a) Stage 1: the verification and assessment of the online application and the candidate's eligibility to apply for the CEMS MIM Programme according to formal requirements stipulated in Section 1 and 2 of the Rules, and to select candidates admitted to the final, second stage;
 - b) Stage 2: the interview and assessment with candidates admitted to this stage.
2. Applications of candidates who do not meet the selection criteria are rejected and are not subject to further analysis and verification.
3. Candidates whose applications are incomplete will receive a request by email to submit missing documents within 3 working days after notification. Applications of students who fail to respond and submit missing documents will be rejected.
4. Candidates who meet the requirements stipulated in Section 1 and 2, and are qualified for Stage 2, will be admitted to the interview and the assessment.

§ 4

General criteria of selection and the grading system

1. During Stage 1, a candidate may obtain a maximum of 70 points according to the criteria presented in Table 1 in the selection process.
2. The Stage 1 score is the basis for a ranking list to select candidates who will participate in Stage 2 and to set the final ranking position of the candidate, as described in Section 7(5).
3. To Stage 2, up to 80 (eighty) candidates with the highest ranking after Stage 1 may be admitted.
4. The number mentioned above may be extended if more than one candidate scores the same number of Stage 1 selection points as the one ranked #80.
5. During Stage 2, an admitted candidate may obtain a maximum of 100 points according to the criteria presented in Table 2.
6. The final admission to the Programme is based exclusively on the score from Stage 2, with the exception of the case described in Section 7(5)(c-f).

Table 1. Selection and scoring criteria in Stage 1 (pre-selection)

	Selection criteria	Maximum points available*
1a.	Grade Point Average from BA studies at SGH	40.00
1b.	SGH Admission Test (WOG)	
1c.	GPA from last graduated studies	
2.	Proficiency in the second foreign language (FL2)	10.00
3.	Student extracurricular activity	20.00
TOTAL		70.00

*All points are rounded up to 1/100.

Table 2. Selection and scoring criteria in Stage 2 (programme admission)

	Selection criteria	Maximum points available*
1.	I stage score points (33% of the total score for criteria 1. and 3.)	20.00
2.	Assessment	30.00
3.	Interview	50.00
	TOTAL	100.00

*All points are rounded up to 1/100.

§ 5

A detailed description of the criteria scoring system at the 1st stage of the selection process

1. Knowledge and Intellectual Potential - Admission to SGH:

- a) For candidates admitted to MA studies based on Grade point average (GPA) from BA studies, the GPA is translated into selection points according to the following formula:

$$(\text{actual average grade} - 3.40) \times 25;$$

- b) For candidates admitted to MA studies based on WOG, the test score is translated into the selection points according to the following formula:

$$(\text{achieved score} - 20) \times 0.5 \text{ points};$$

- c) For candidates admitted to MA studies in English or under the rules applicable to foreigners, for whom the basis of admission to CEMS is a GPA from the last graduated studies, the GPA is converted into SGH weighted average according to CWM grade conversion rules and tables, and then translated into selection points according to the following formula:

$$(\text{converted average grade} - 3.40) \times 25;$$

2. Language proficiency in the second foreign language (FL2)

- a) Selection points for proficiency in the second foreign language are calculated solely based on the SGH Language Competency Test or commercial certificates (and equivalents) translated into the CEFR proficiency scale. The number of

selection points is assigned to the particular CEFR level according to Appendix 1 of the Rules.

- b) The validity of SGH Language Competency Tests is limited to 2 years, calculated according to the following formula: $x-2$, where “x” stands for the calendar year in which the selection takes place; the validity of commercial certificates is defined in Appendix 1 to the Rules.
- c) If the candidate has presented proof of proficiency in more than one FL2, the selection points will be calculated based on the best result.
- d) In the case stipulated in Section 1(4), the candidate is not given any selection points for proficiency in a foreign language other than English declared as FL1.

3. Extracurricular activity

- a) Students’ extracurricular activities are assessed by SGH Student Union (Samorząd Studentów SGH) according to its own, published rules and regulations.
- b) Selection points will be uploaded to the CWM recruitment database from the file provided by the SGH Student Union up to a maximum of 40 points.
- c) Selection points for this criterion are calculated based on the following formula:

The number of points accumulated for student activity $\times 0.5$

- d) Candidates who accumulated 40 or more points for student activity will be assigned the maximum number of selection points for this criterion according to Table 1.
- e) Candidates who are not SGH graduates and who have been admitted to SGH under the rules applicable to foreigners receive points for organisational activities awarded by the SGH Student Union according to established and announced rules available at: <https://samorzadsgh.pl/en/ocena-projektow/>.

§ 6

A detailed description of the criteria scoring system at the 2nd stage of the selection process:

The interview and Assessment

- 1. The score for Stage 2 of the selection process is composed of the following criteria:
 - a) 33% of the sum of the total score for admission (criteria 1a., 1b. or 1c. from Table 1) and student activity (criterion 3. from Table 1) - maximum 20 points;
 - b) Assessment result - maximum 30 points;
 - c) Interview result - maximum 50 points.

2. In Stage 2 of the selection process, participants are pre-selected after Stage 1, according to the rules stipulated in Section 4(3).
3. The number mentioned above may be subject to change by the Vice-Rector for International Relations, following the request of the CEMS Academic Director at SGH.
4. The aim of Stage 2 (the assessment and interview) is to expand the knowledge about candidates derived from their application forms and assess their motivation to participate in the CEMS MIM programme and their study plan, and finally, assess a candidate's conformance to the CEMS profile, which is composed of:
 - a) Intellectual potential and knowledge:
 - i. intellectual potential,
 - ii. academic excellence,
 - iii. knowledge of business,
 - iv. tech-savviness,
 - v. creative intelligence and courage to innovate;
 - b) Interpersonal competencies and soft skills:
 - i. desire to achieve,
 - ii. interpersonal competencies,
 - iii. integrity,
 - iv. critical thinking,
 - v. motivation to pursue and complete the CEMS MIM programme,
 - vi. knowing yourself & emphatic leadership,
 - vii. sustainability mindset,
 - viii. change leadership & transformation mindset;
 - c) International orientation:
 - i. language competencies,
 - ii. international orientation, ability to act in a cross-cultural environment,
 - iii. intercultural agility & global insight.
5. The assessment and interview are mandatory and conducted with candidates in person, or (in justified cases) online, by Selection Committee members. The expected interview lasts up to 30 minutes.
6. The assessment is conducted by the external company or SGH, and the interview is conducted by the Selection Committee according to Section 10 of the Rules.
7. In justified cases, the interview may be conducted with a candidate in online mode.
8. The approximate length of the assessment is 150 minutes, and of the interview is 30 minutes.
9. In case of cancellation of the assessment, due to organisational reasons, the 2nd stage of the selection process is composed of the interview only.

10. In the case of the situation described in Subsection 9, the maximum number of selection points for the interview is 70.
11. Any absence during the interview or assessment is tantamount to the candidate's rejection from the selection process unless the candidate informs in advance about his/her absence or the absence results from serious personal reasons or *force majeure* situations, and there are still free slots available to conduct an interview or assessment.

§ 7

Assignment to the university for a term abroad

1. The assignment of a university in which a candidate will spend his/her mandatory term abroad means that a candidate has been accepted for the CEMS MIM Programme.
2. The maximum number of candidates admitted to the CEMS MIM programme is limited by the final number of slots offered by CEMS partner schools; to be admitted, the candidate's final score shall be equal to or higher than 70% of the maximum available points.
3. The limits and minima stipulated in Subsection 2 may be changed by the SGH Vice-Rector for International Relations upon request of the CEMS Academic Director at SGH.
4. The assignment of admitted candidates to a university where they will spend at least one mandatory term abroad will be conducted according to the following criteria:
 - a) the ranking based on the total number of selection points accumulated during Stage 2 of the selection process, and
 - b) students' preferences for schools for a term abroad.
5. In case two or more candidates obtain the same number of total points, the position in the ranking of such candidates is determined by:
 - a) the points for the interview, and then
 - b) the points for Stage 1, which are considered in Stage 2
 - c) the ranking after Stage 1 of the selection process,
 - d) the points for GPA/Admission Test as stipulated in Section 5(1),
 - e) the points for student activity scored in Stage 1,
 - f) the points for proficiency in the second foreign language (FL2) scored in Stage 1,
 - g) the lower Student ID number (*numer albumu*).
6. Once the assignment process is complete, a list containing the names of candidates accepted for the CEMS MIM Programme will be published along with a waiting list; candidates on the waiting list must comply with the requirements stipulated in Subsection 2 and 3.

7. The candidate on the waiting list may be invited to the CEMS MIM Programme in the following cases:
 - a) the resignation of a candidate who was accepted for CEMS MIM,
 - b) the increase in the number of slots offered within the programme.
8. The sequence in offering slots for candidates on the waiting list is based on the ranking position.
9. The unassigned slots (the school and term) may be offered to students admitted to CEMS MIM, due to:
 - a) unstable political situation, natural disasters or other dangers in the host country,
 - b) Polish Ministry of Foreign Affairs (MSZ) recommendation discouraging any travel to a host country,
 - c) previous long-term stay (e.g. mobility during last graduated studies) of at least 90 days in the country or university assigned to the student,
 - d) rejection of admission by the host university or entry rejection by the host country authorities.
10. If the case described in Subsection 9 refers to more than one student admitted to the CEMS MIM Programme, the assignment is offered according to the Stage 2 ranking.
11. Appendix 3 to the Rules contains a list of universities participating in the CEMS MIM programme, with the available number of slots for candidates.

§ 8

Detailed rules for the assignment of slots to candidates

1. The slots assignment process is divided into two stages:
 - a) the initial assignment of slots,
 - b) the second (and/or the next) assignment of slots due to resignations or lack of confirmation for the previous assignment,
 - c) the final assignment, after which all assigned slots were confirmed by students.
2. The Initial assignment of slots is based on the Rules as stipulated in Section 7(1-6). The initial results are communicated to the candidates by email using the SGH mailbox.
3. Within two days after publishing the initial results of the selection process, all candidates are requested to confirm or resign from participation in the CEMS MIM programme as stipulated in Section 9(1). The lack of confirmation is tantamount to resignation from participation in the CEMS MIM programme.
4. In case of resignation(s) from the programme after publishing the initial results, the process of assignment of slots is repeated. In this process, participation is limited to those candidates who did not reject/resign from participation in CEMS MIM in the initial stage and those from the waiting list.

5. The final assignment and admission of candidates to the CEMS MIM Programme is concluded as described in Subsection 8(1)(c).
6. The assignment of slots is managed exclusively by the Selection Committee; no slot swapping or assignment change (other than described in Section 7(9)) is allowed.
7. The change of assigned term abroad is possible upon request of the admitted student following the approval of the CEMS Programme Manager at SGH, which can be granted if: the change will not disturb the organisation of CEMS courses at SGH and upon the consent of the CEMS Programme Manager at the host school.
8. All arrangements and requests to the host school resulting from the situation described in Subsection 7 are conducted by the CEMS Programme Manager at SGH.

§ 9

Confirmation, resignation from participation in the programme, transfer of credits, and deletion from the programme

1. Candidates who qualify for the CEMS MIM Programme are obliged to confirm online (or by phone within office working hours, if they lack internet access) their assignment to the school and term within two working days from the day of publishing the final results of the selection process.
2. Once a student accepts the assignment, he or she cannot participate in the selection process for any other exchange programmes conducted by CWM for the same academic year, except internship abroad programmes that take place outside CEMS MIM terms.
3. Each student admitted to CEMS MIM is obliged to pay the CEMS Registration and Handling Fee via the CEMS-dedicated fee payment portal by April 30 of the year in which the student starts the programme. The fee is subject to change. The current fee is published in the CEMS Student Guide and Graduation Rules for the given cohort and is available at the www.cems.org website.
4. Failure to fulfil the requirements stipulated in Subsections 1 and 3 is tantamount to resignation from participation in the CEMS MIM programme.
5. Resignation (except in cases described in Subsection 4) must be submitted to the CEMS Programme Manager in written form and should include the reason for such a decision.
6. Resignation from the programme is inferred in cases when a student fails to attend courses (e.g., does not participate in the Block Seminar at the beginning of the programme due to other reasons than sickness, accident or *force majeure*) and other programme elements, or interrupts the study process without prior notice sent to CWM. In such cases, CWM informs the Dean of Graduate Studies about that fact.
7. The CEMS Programme does not offer any scholarships. However, students' mobility might be financed by the Erasmus+ programme (EU and other eligible countries). To be offered an Erasmus scholarship, a student must apply for it

- along with other exchange students according to the rules and procedures stipulated by CWM and published on the CWM website.
8. If a student, who has been granted a scholarship or other funds, cancels his/her participation in CEMS MIM, does not go abroad, interrupts his/her term abroad or fails to pass his/her exams abroad, all funds must be returned to the account stipulated by CWM within 14 days from the date of:
 - a) submission of a written resignation,
 - b) planned date of the beginning of the semester in a partner institution,
 - c) interruption of studies abroad,
 - d) conclusion of the exam session in the partner institution.
 9. Students who resign from CEMS MIM after communicating the final results of the selection (as described in Subsection 1) may reapply for CEMS MIM in the coming years, according to the general rules of selection.
 10. Resignation submitted after the deadline stipulated in Subsection 9, except for accident or other *force majeure* reasons, results in the candidate's inability to apply for mobility programmes and/or Erasmus+ scholarship in the given academic year and to apply for the CEMS MIM programme in the future.
 11. In case of interruption in pursuing the CEMS MIM programme due to accident or other *force majeure* reasons, the decision on its continuation is made by the SGH Vice-Rector for International Relations, following the request of the CEMS Academic Director at SGH, according to the rules and regulations of the CEMS MIM Programme and regulations of studies at SGH.
 12. Resignation from the CEMS MIM Programme means that a student continues his/her study programme at SGH as described in SGH regulations. All credits accumulated by that time in the CEMS MIM programme may be transferred to the student's study programme at SGH.
 13. The final decision on credit transfer is made by the Dean of Graduate Studies, after a formal assessment of study documents by the CEMS Programme Manager at SGH.
 14. The Student will be deleted from the list of CEMS MIM students by the CEMS Programme Manager at SGH upon request from the CEMS Graduation Committee or SGH Vice-Rector for International Relations (following the request of the CEMS Programme Manager at SGH) in the following cases:
 - a) resignation (as described in Subsections 4-6),
 - b) deletion from the list of SGH students,
 - c) failure to fulfil CEMS MIM Programme requirements as described in the CEMS Student Guide and Graduation Rules (or an equivalent document) for the given academic year published by CEMS.
 15. The student may appeal against the decision of deletion described in Subsection 14 to the CEMS Graduation Committee at CEMS Global Office via the CEMS Programme Manager within 14 days after receiving the decision sent to the email address of the student registered at his/her profile in the CEMS database.

16. The Student may be deleted from the list of CEMS MIM students by the SGH Vice-Rector for International Relations in the following cases:
 - a) violation or negligence of the student's duties at SGH and hosting universities,
 - b) lack of response to orders given by or contact with CEMS MIM programme management staff,
 - c) unethical or irresponsible behaviour, insulting students' dignity during the pursuit of CEMS MIM studies, reported by CEMS Programme management staff or internship supervisor,
 - d) evasion or lack of settlement of financial obligations with SGH or other schools, or a company where the student is on an internship during the pursuit of the CEMS MIM programme.
17. The student deleted from the list of CEMS MIM students by the SGH Vice-Rector for International Relations (as described in Subsection 16) is entitled to the appellation to the SGH Rector. The appellation shall be submitted within 14 days after receiving the above-mentioned decision.

§ 10

Selection Committee

1. The Selection Committee shall be composed of:
 - a) CEMS Academic Director,
 - b) CEMS Manager (Programme or Corporate Relations), and
 - c) one or two CEMS Corporate Partners or CEMS Alumni representatives (who participate in the selection process exclusively during the interview with candidates or the assessment).If possible, the selection committee should be composed of representatives of different genders.
2. The CEMS Academic Director at SGH is responsible in particular for:
 - a) monitoring the overall selection process,
 - b) chairing the interview,
 - c) creating a ranking list of candidates for the Programme following the selection process and presenting it for approval to the SGH Vice-Rector for International Relations.
3. The CEMS Managers at SGH are responsible in particular for:
 - a) organising the selection process,
 - b) assessing application forms during Stage 1 of the selection process,
 - c) assigning slots to students,
 - d) collecting and providing the Appellation Committee with all required documents,
 - e) creating a list of students accepted for the CEMS MIM Programme based on candidates' confirmations and presenting it for approval to the SGH Vice-Rector for International Relations.

4. During the interview, the assessment of a candidate is performed in the presence of three members of the Selection Committee representing all three categories (functions) stipulated in Subsection 1, with the exception described in Subsection 5.
5. In emergency cases, during the interview process:
 - a) The CEMS Academic Director at SGH may be substituted by, or designated by the SGH Vice-Rector for International Relations, an SGH faculty member with at least a PhD degree;
 - b) The CEMS Manager at SGH may be substituted by a designated CWM Director or another CWM officer;
 - c) The CEMS Corporate Partner or CEMS Alumni representative may be substituted by another SGH staff member, designated by the SGH Vice-Rector for International Relations.
6. The final list of admitted candidates with the assignment of slots for the mandatory term abroad shall be presented to the SGH Vice-Rector for International Relations for approval within three working days after completion of the selection process.
7. SGH Vice-Rector for International Relations, within his/her supervisory rights, may overrule the decision of the Selection Committee that violates the Rules or the principles of law.
8. All the selection process results are delivered to the candidates by email, using the SGH mailbox.

§ 11

Appeals Committee

1. Appeals Committee members (who shall not be members of the Selection Committee) are appointed by the SGH Vice-Rector for International Relations, following the request of the CEMS Academic Director at SGH. Committee meetings may be conducted online.
2. The Committee is composed of at least three members representing:
 - a) SGH faculty member (holding a PhD degree), who chairs the Committee
 - b) CWM staff member, recommended by the CWM Director
 - c) SGH Student Union's representative, and
 - d) a representative of CEMS Corporate Partner or CEMS Alumni.

§ 12

Rules for assessment submitted by the candidates' appeals by the Appeals Committee

1. The appeal after Stage 1 of the selection process may refer to:
 - a) rejection of the candidate's application due to failure in fulfilling formal requirements,
 - b) wrong assignment of points for the selection criteria,
 - c) refusal to accept a candidate for Stage 2 of the selection, despite meeting the principles and criteria described in the Rules.
2. The appeal after Stage 2 of the selection process may refer to:
 - a) wrong assignment of school and/or term abroad,
 - b) errors in the candidate's final score.
3. The appeal must be submitted by email (SGH mailbox) within the deadline communicated, with the results after each stage of the selection process.
4. The appeal must include the reason for its submission with a short justification and attachments (if needed).
5. All decisions of the Appeals Committee are communicated to the candidates by email using the SGH mailbox.
6. All candidates are entitled to submit appeals to the Appeals Committee decision (within three working days from the date of the Committee proceedings' record publishing) to the SGH Vice-Rector for International Relations, according to the rules stipulated in Subsections 3 to 5.
7. The decision of the SGH Vice-Rector for International Relations is final.

§13

Final regulations

1. Interpretation disputes concerning the rules and regulations of the selection process for CEMS MIM will be solved based on the Polish version of the present document.
2. Detailed rules of the CEMS MIM Programme for a particular cohort, that are not included in these Rules, are published in the "Student Guide and Graduation Rules for the CEMS Master in International Management" available online at www.cems.org.
3. The above Rules and Regulations come into effect from the first selection conducted after their approval by the SGH Vice-Rector for International Relations.