IT Guide
for SGH students

Dear Students,

We are very happy to present you with the 4th edition of the IT GUIDE for SGH Stu-dents. It has been created to familiarize you with the IT systems and services available at the Warsaw School of Economics (SGH), and constitutes a thorough compendium of knowledge that will help you during the course of your academic life at SGH. The guide contains Internet addresses of the most frequently used services and instructions related to them as well as to numerous downloadable documents you may need during your study programme. SGH IT services are under constant development to facilitate the changing needs of the academic environment. Therefore, we would like to invite you to follow the news available on the following sites:

- Information Technology and Infrastructure Centre (CTII) sgh.waw.pl/cti/en

- student's profile student.sgh.waw.pl/en

- doctoral student's profile doktorant.sgh.waw.pl/en

Have a good read!

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Chapter 1

First steps

1.1. Student ID cards

Students at the SGH Warsaw School of Economics have student ID cards. Every student obtains an ID card after paying a fee and submitting proof of payment. The first and second cycle students receive their IDs in their Undergraduate Studies Office or Graduate Studies Office. Doctoral students receive their IDs in their Collegiums.

The ID card contains the following information: cardholder's full name, photo, student's album number and a unique ID number visible on the barcode.

- Library and Aleph library system – students need the card to use the SGH Library and Aleph online library system. Aleph contains all the information about borrowed items and their expected date of return. It is also possible to renew borrowed materials or browse the loan history online. See more about the SGH Library and the Aleph system in chapter 4.3;
- Central Printing System (CW) – multifunctional printers/scanners are available on the SGH campus, allowing students to print, copy or scan documents to their e-mail. See more on the CW system in chapter 5.1;

The card can serve as a public transport ticket – it can contain a long-term ticket corresponding to the Warsaw City Card (see ztm.waw.pl).

If your student ID card is lost, please disable it as soon as possible to prevent any misuse by unauthorised persons. You can disable your card by logging in to the service admin. sgh.waw.pl/konto-en and selecting the link Disable lost ID card. It is also possible to report a lost card in person to the IT Support Team (building B, room 1, sgh.waw.pl/cti/en, telephone 22 564 64 64). If your card has been lost, you will need to apply for a duplicate at the appropriate Studies Office or Collegium.

1.2. SGH account: login and password

Login

The network identifies users by means of an individual login, which is the same for all the SGH IT systems. In case of students and doctoral students, it consists of the initials and registration number displayed on the student ID card.

Password

Your IT resources are secured with a unique password.

Please note! You will be required to change your password every 180 days. We strongly advise you to do it more often.

The new password should consist of at least 10 characters. New password should not contain personal information, e.g. names, dates of birth or your e-mail.

New password has to contain characters from 3 of 4 following categories:

- uppercase letters (A-Z)
- lowercase letters (a-z)
- number (0-9)
- special characters (!,$,#,%)

If your password is strong enough, the system will accept it. If it is not, you should reread the information carefully and try again with a more complex password.

Password recovery

cloud.sgh.waw.pl

Complex passwords sometimes get forgotten. In order to enable password recovery or changing, select the option ***Can't access your account?***. To do this, you must have configured Multi-Factor Authentication (MFA). You can change or recover password using a phone number or a mobile application also used for multi-factor authentication.

Please note! If you have trouble with recovering your password yourself, you will have to apply for it in person at the IT Support Team – ZWRI (building B, room 1). You must have an ID card with you. You will receive a temporary password to be changed to your new password.

1.3. Multi-factor Authentication (MFA)

For security purposes, Multi-Factor Authentication (MFA) is enabled on SGH accounts. It is an additional procedure of securing access to university resources. In addition to entering the login details, the user in the next provides a one-time security code sent in an SMS or generated using a special application (available for all mobile systems).

MFA (Multi-factor Authentication) settings are made via the mfa.sgh.waw.pl website or during the first login to the SGH Cloud.

Instructions can be found on the website www.sgh.waw.pl/en/multi-factor-authentication-mfa

1.4. E-mail and services in the SGH Cloud (Chmura SGH)
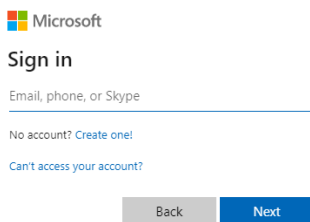
cloud.sgh.waw.pl

SGH Cloud provides professional e-mail, a calendar and set of web-based office applications. Storage space of 5TB is provided. It is also possible to do teamwork in the form of joint editing of documents, videoconferences or chats. These services are also available from mobile devices.

The e-mail in the SGH Cloud is the official e-mail for students. All organisational information related to the study programme is sent there. SGH newsletters are also sent to this e-mail account. Log in to the SGH Cloud at cloud.sgh.waw.pl with the SGH email address and password. To find more information go to website sgh.waw.pl/en/sgh-mail If you are involved in a team project, you may need an alias, i.e. an e-mail address dedicated to a project or student organisation. In order to apply for a group alias, send a request to the IT Support Team at helpdesk@sgh.waw.pl.

1.5. Internet information pages

The SGH web portal is the main source of information about SGH life. The portal is divided into several sections, the home page www.sgh.waw.pl/en and pages devoted to different groups such as SGH students, alumni and staff.

The websites student.sgh.waw.pl/en and doktorant.sgh.waw.pl/en offer news, a listing of current events and useful links to information, procedures and documents essential for SGH students.

The website uczelnia.sgh.waw.pl/en includes general information about the University, authorities, accreditation data, SGH history, a campus map and building plans.

Collegial and administrative units of the University run their own websites, e.g. kolegia.sgh.waw.pl/en, administracja.sgh.waw.pl/en. On these websites you will find information about lecturers and other staff, contacts, descriptions of organisational units, office hours and information about the upcoming events such as conferences and seminars.

The SGH Address Book (Książka Adresowa SGH) is a particularly useful directory service available at ksiazka.sgh.waw.pl. It is used to locate e-mail addresses and phone numbers of university staff as well as information about all the organisational units.

SGH Address book

SEARCH

UNIVERSITY
► Academic Authorities
► Senate
► University Board
► Administrative Authorities

ORGANIZATION UNITS
► Academic
► Didactic
► Administrative

Contact Details

SGH Warsaw School of Economics
al. Niepodległości 162
02-554 Warsaw

Central phone number: +48 22 564 60 00
Mailroom fax number: +48 22 849 53 12
e-mail: informacja@sgh.waw.pl

NIP: 525-000-84-07
REGON: 000001502

ePUAP inbox: /SGH/skrytka

Chapter 2
Internet at SGH

2.1. Wi-Fi wireless network

sgh.waw.pl/wifi/en

Wi-Fi is available on the SGH campus in public spaces. For the most current information see sgh.waw.pl/wifi/en.

WiFi includes the following networks:

- EDUROAM – accessible in all SGH buildings. It is the network to be used at SGH as well as at other universities providing the EDUROAM network. Some services may need access through VPN – see chapter 2.3.
- SGH_WIFI_SMS – access for visitors of SGH Warsaw School of Economics. One can get the access from campus reception desk staff, SGH employees, SGH students or PhD students.

EDUROAM network

EDUROAM is an international initiative, which SGH joined at the beginning of 2015. It will let you use Wi-Fi on the campuses of other academic institutions using the same logging procedure as you use locally at SGH. Maps of Polish and international EDUROAM are available at www.eduroam.pl and www.eduroam.org.

In order to connect to the EDUROAM network:

- switch on the wireless card on your laptop, tablet or other device,
- select EDUROAM from the available wireless networks,
- when you see a new window, enter your login in the box marked Username. In this case apply your full e-mail address in the domain sgh.waw.pl, and in the Password box – enter your SGH account password, then click OK.
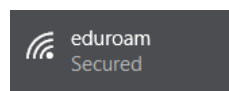
Please Note! If there is a message about the security certificate problem, do not accept the certificate.

SGH_WIFI_SMS network

SGH_WIFI_SMS provides Internet access to persons from outside the SGH. In order to connect to SGH_WIFI_SMS:

- ask a student, an employee or a campus reception desk staff to generate a text message password,
- switch on the wireless card in your laptop, tablet or another device, select SGH_WIFI_SMS network and click OK,
- use your phone number and the password received via text message to log in to the SGH_WIFI_SMS network.

2.2. Computer workstations with Internet access

Currently there are 20 computer workstations for student use at SGH. Using them requires entering the login and password to the SGH account. All computers are equipped with Microsoft Office.

They are located in:

- 17 workstations in the main building at the underground floor;
- 3 workstations in Library building room number 202.

2.3. Virtual Private Network (VPN) – remote access to SGH systems

sgh.waw.pl/vpn/en

VPN (Virtual Private Network) allows you to access SGH-network-only services from remote devices. Thanks to VPN client, you will be able to reach services such as: Central Printing System, Room availability system and other.

You can download VPN client via following website: https://vpn.sgh.waw.pl (available for both Windows and MacOS). A mobile version of the application is available at Google Play and App Store.

Once you connect to the VPN, simply go to the preferred website via your browser.

For detailed instructions regarding the installation and usage of the VPN visit www.sgh.waw.pl/vpn/en (instructions are available only after logging in to the website).

Chapter 3
Virtual Dean's Office

3.1. General Information

dziekanat.sgh.waw.pl/en

The Virtual Dean's Office provides students with an individual account through which they can select courses for every semester, track their record, view their grades and manage payments to SGH. It is also a tool for communication between a student and the Dean's office. You log in to the Virtual Dean's Office at dziekanat.sgh.waw.pl/en using your SGH account login and password. After logging in, you may access such links as:

- Teaching programmes and study plans – SGH studying guides in the PDF file are available here;

- Course browser – advanced search for instructional offerings;

Searching by code:

[   ] Search

Searching by title:

[   ] Search

Searching by content of the descriptions:

[   ] Search

Searching by teacher's name:

[   ] Search

Searching by the selected level and major

First-cycle   ∨ Search

Searching seminars according to the proposed thesis topics

[   ] Search

- Contact – links to the pages with the Undergraduate and Graduate Studies Offices and IT Support Team contact data;

Contact ▶   DSL

DSM

Doctoral studies

ZWRI

- Schedule – viewing the schedule of classes in the current semester (it is important to choose the right week);
- Schedule of semester declarations – information about the organisation of the academic year, about holidays, as well as about declarations terms;
- Running semester – information about courses in the current term;
- Personal data – your data from the Dean's Office system;
- Preferences - 1st stage – the place to make class selections for the following semester;
- Course Selection Card - 2nd and 3rd stage – the place to submit the change in your classes;
- Deleting of subjects – an option allows students of first and second-cycle studies to delete one subject during their studies, at the latest one month after the start of classes;
- Subject choice history – your history of adding and removing courses in the declaration;
- Payment – your individual account number is provided, along with information about your student fees from the Dean's Office system;
- Applications – the place to submit electronic applications, view the application procedure and the Dean's decision;
- Mode of study – information about your course of study, completed classes, number of points and average grade – from the Dean's Office system;
- Electronic Academic Project – the place to submit academic project applications and their status;
- Students' appraisal of lectures – obligatory anonymous evaluation of classes conducted at the end of each semester.

3.2. Preferences

Semester declarations should be made within the time frame required by the Dean's Office. **The rules of choosing subjects in the preferences are described in the schedule of declarations on the website of the relevant Dean's Office**. In a tab *Preferences - 1st stage* you can view the table showing your current schedule along with a list of available functions:

- Instruction for the selection of course preferences – detailed instruction on how to complete the Course Card;
- Course preferences in the group: "Basic courses" in the semester – a table with a list of basic courses;
- Course preferences outside the study plan for the semester – a table with a list of optional courses;
  After selecting the courses, save your declaration.

384.	149970-5843	Wstęp do kultury akademickiej	Schnepf Ryszard	0.0	P - OGL	☐
385.	149970-5847	Wstęp do kultury akademickiej	Wiśniewski Rafał	0.0	P - OGL	☑
386.	149980-2836	Szkolenie biblioteczne (e-learning)	mgr Popowska Dorota Barbara	0.0	P - OGL	☑
387.	149990-2836	Szkolenie BHP (e-learning)	mgr Popowska Dorota Barbara	0.0	P - OGL	☐

Wykaz skrótów:
P - basic course (obligatory)
K - major course (obligatory)
W - major related course (elective)
A - authorial course (elective)

Entering/deleting courses

After saving the courses, you will see the sum of ECTS points for the selected courses calculated in the declared column.

		ECTS		
No.	Groups of courses	curriculum	declared	Notes
1.	Basic courses	25.0	0.0	defficiency on the study plan (shortage 25ECTS points)
2.	Major courses, Major related courses, Authorial courses, Elective courses (from other majors)	0.0	0.0	courses outside the study plan
3.	Lektorat I	2.0	2.0	course is not selected in the declaration system
4.	Lektorat II	3.0	3.0	course is not selected in the declaration system
5.	Physical education	0.0	0.0	przedmiot wybierany w odrebnej deklaracji
	Sum of points	30.0	5.0	

- Displaying course preferences for the academic semester, deleting course preferences – courses entered in the declaration are displayed into groups of subjects, the student has an option of canceling selected courses;

Basic courses								
Course code	Course title	Lecturer	ECTS	Course	Date of entry	Date of deletion	Description
149970-5847	Wstęp do kultury akademickiej	Wiśniewski Rafał	0.0	podstawowy	2021-11-08 14:11:45		Entry
149980-2836	Szkolenie biblioteczne (e-learning)	mgr Popowska Dorota Barbara	0.0	podstawowy	2021-11-08 14:11:45		Entry

3.3.   Course Selection Card

Course Selection Card - 2nd and 3rd stage

The list of available functions includes:

- Instruction for filling in the declaration;
- Showing the content of the basket, deleting the codes from the basket, acceptance of the declaration – you may delete the courses from the basket, enter the basket into the declaration or copy the content of a former declaration into the basket;

Deleting checked courses from the basket.	Yes
Basket->Declaration entering the content of the basket into the declaration (basket will be entered into declaration providing there will be no errors: zero groups or collisions). **ACCEPTANCE OF THE DECLARATION**	YES
Declaration->Basket entering the contents declaration's to the basket (deletes the existing content of the basket)	Yes

   In order to delete a course or courses from the basket, you should select them and then choose Deleting checked courses from the basket – Yes.
   In order to enter a basket into the declaration, i.e. accept the declaration, choose Basket → Declaration – Yes.
   In order to return to the former declaration content, choose Declaration → Basket – Yes.

- Entering new courses to the basket on the basis of the schedule – allows students to search and add courses to the basket. The course may be searched according to several criteria after displaying the list of courses. You can choose the lectures you prefer and add them to the basket.

   Please note! If you want to accept your declaration, move Basket to Declarations.

- Change of the number of class' groups in the basket – you may change the course group only if there is a question mark on the list.
  Please note! After entering the change of course group to the basket you should move the **Basket** to **Declaration**.
- Content of the declaration – here you can review the current content of your declaration
- History of the course selection.

Basic courses							
Course code	Course title	Lecturer	ECTS	Course	Date of entry	Date of deletion	Description
149970-5847	Wstęp do kultury akademickiej	Wiśniewski Rafał	0.0	podstawowy	2021-11-08 14:11:45		Entry
149980-2836	Szkolenie biblioteczne (e-learning)	mgr Popowska Dorota Barbara	0.0	podstawowy	2021-11-08 14:11:45		Entry

Please Note! After the first declaration step the course schedule is connected and conflicts between courses are possible. During the Declaration correction you should first remove courses conflicts by choosing a course group that does not clash with the other or resign from either course in the conflicting pair. Otherwise, if you do not remove the clash, the system itself will remove all conflicting courses during the technical break.

Chapter 4
Learning

4.1. E-learning platform e-sgh

www.e-sgh.pl

The SGH e-learning platform enables students to take part in over 60 online courses. During these lectures students meet with the instructors online, study contents enriched by educational films and take part in forum or chat discussions. Only at the end of the semester will they assemble in a traditional way – in a classroom – in order to take their examination. Some online lectures are conducted in cooperation with other universities in the United States.

First-semester SGH students begin their e-learning experience with three required training sessions – www.e-sgh.pl/trainings: Occupational Health and Safety (BHP), Library Orientation and Fundamentals of Intellectual Property Protection. There are tests at the conclusion of each of those sessions. First-year students receive this training at the time when they are given their registration number and SGH e-mail address. The training sessions are accessed by logging in to the platform www.e-sgh.pl using your individual SGH account login and password.

You access courses within the category Online Courses (e-learning) and blended learning lectures after declaring the course in the Virtual Dean's Office. Access to the chosen courses is granted automatically by www.e-sgh.pl platform at the beginning of semester. To start online lecture, student should log in to the e-sgh with the use of SGH login and password. The video Registration for online lectures describes the procedure e-sgh.pl/registration.

A detailed guide on how to navigate around the platform is accessible in a video at sgh.waw.pl/info/esgh/en. The English transcription of the video is available at the bottom of the website.

4.2. Niezbednik e-sgh

n.e-sgh.pl

Niezbędnik e-sgh is a part of the e-learning platform www.e-sgh.pl that allows instructors to independently manage teaching materials for their courses. On the course page you can do such things as access information about lectures, complete homework or view examination grades.

Please note! In order to access materials related to the course, ask the instructor if she/he uses Niezbędnik, and then make use of the link provided by the instructor. You will need to perform a one-time registration with your SGH login and password.

The courses you have signed up for or the ones you follow are visible on the main page of Niezbędnik or can be viewed by clicking the link Niezbednik on the course tree of the e-sgh.pl platform.

All the questions about the operation of www.e-sgh.pl platform and Niezbędnik should be sent to the Centre for Open Education (Centrum Otwartej Edukacji – COE) at administracja.sgh.waw.pl/en/coe, e-mail: e-sgh@sgh.waw.pl, tel.: 22 564 97 22.

4.3. SGH Library

biblioteka.sgh.waw.pl

The SGH Library website contains all the information needed by the user to use the services provided by this institution. Among them are current opening hours, statutory rules for the use of collections and other services, characteristics of collections, structure of the Library with contact details. The website also refers to the library catalogue and to individual databases available in the university network or locally.

Library catalogue
katalogi.sgh.waw.pl

Searching the library catalogue is possible using the Primo VE search engine. It is a modern tool that allows you to simultaneously search for paper publications stored in the Library and scientific sources available in databases. Traditional paper collections include magazines, books, special collections (old prints, manuscripts, cartographic and iconographic publications, etc.) and diploma theses. The catalog provides information about these resources, their location, the method of making them available, the number of available copies, and the date of return of the borrowed book. After logging in,

the catalogue also gives you the option of ordering a selected book or magazine for the General Reading Room and reserving a borrowed book.

Using the Primo search engine, readers of the SGH Library can also search for electronic documents in licensed (closed) databases and in open access databases. Free access publications come from trusted and reliable scientific sources. Document indexing in most databases is done at the journal article or book chapter level. Searching in the Primo browser is based on faceted navigation, thanks to which you can easily limit the search criteria by adjusting the list of results to your needs. If access to the document is closed, i.e. limited to SGH only, the user will be asked by the system to log in before accessing the full text.

User account

Each SGH student has an individual account in the library system, where he can check the current loans, book return dates, extend loans, make reservations, view the history of loans (from the end of 2022), and check the status of financial liabilities towards the Library. An individual account allows the Reader to order a necessary book or magazine for the General Reading Room without having to write out a paper slip. A logged-in user can also make a reservation for a book that is borrowed by another reader and send the Library a suggestion regarding the purchase of a book missing from the library's collection. If such a need arises, just click on the *Request to buy* link and fill out the form with the basic details of the book.

To be able to use your library account, you must first activate ELS and ELD in the Lending Library office (Library building, ground floor, room 17). After completing the formalities related to registration, the account is activated. In order to log in to your account, go to the https://katalogi.sgh.waw.pl page, select Log in and then Login for SGH reader.

Remember! The login and password are the same as for other SGH systems.

Databases and other electronic resources

The SGH Library provides its users with access to Polish and global electronic resources. The basic type is full-text databases. In addition to them, SGH students can use bibliographic, abstract and bibliometric databases. A separate type of databases are services providing professional information in the field of economy, finance, or statistics (e.g. EMIS, CEIC Data, Passport) as well as legal information services (Legalis and Lex).

Licensed electronic sources can be used in the SGH network, for example on desktop computers at the University, on mobile devices connected to the university's Wi-Fi wireless network, and - with a few exceptions - remotely, from outside the university network. A full list of available databases with links, descriptions of content and access can be found on the website www.sgh.waw.pl/bazy.

The content of full-text databases can be searched using the Primo search engine, which is integrated with the library catalogue (see above). The content of other websites, due to the more complicated data structure, should be searched separately using their own interface. The only database not available in the university network is the EIKON+Datastream service, which

can be used on a dedicated computer station located in the Information Services Section of the Warsaw School of Economics Library (Library building, ground floor, room 9).

4.4. APD

apd.sgh.waw.pl/en

Archive of Diploma Theses (APD) serves the purpose of verifying and storing of diploma theses. The process of handling a diploma thesis in the system shall be triggered automatically after the selection of a seminar. The thesis title and supervisor's data shall be entered into the system. The thesis data shall be put into the APD system on the list of tasks for the thesis Author-student thus initializing the process of entering the thesis.

A detailed instructions on how to upload your thesis and other info about APD system you can find at www.sgh.waw.pl/apd/en.
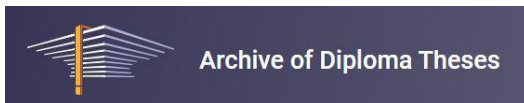
Chapter 5
Other resources available for students

5.1. Central Printing System (CPS)

www.sgh.waw.pl/cw/en

The Central Printing System, provides large print/copy/scan devices located in many places around SGH campus. If you want to use any of the CPS devices to print, copy or to scan a file, hold your student ID card over the proximity reader.

You can scan for free, but there is a charge for printing and copying. For the latter, you need to deposit money into your individual Central Printing System account. To charge your CPS account please log in with your SGH login and password to cws.sgh.waw.pl, choose Deposit money and follow the instructions.

- **printing** (paid)
  Documents sent for printing with one of the methods mentioned below remain in the CPS for up to 24 hours, after which they are automatically deleted. During this period the files may be printed after logging in to any of the CPS devices at SGH.

  Please Note! Colour printouts will not be visible on the black and white devices.

  - printing from SGH computers
  The CPS is seen by a computer as a printer named "Print_BW na cws" (for black and white printouts) and "Print_Color na cws" (for colour printouts).
  - printing via e-mail
  This is a convenient method for users working on mobile devices and laptops, as well as from outside the University campus. A file may be printed by sending it via the electronic mail in the SGH domain to print@sgh.waw.pl. The file should be sent as an attachment.

  Please Note! Printing via e-mail works only if you send the print job from your SGH email address in our domain (sgh.waw.pl).

  - printing by uploading a file through WWW
  A file may also be printed by uploading it directly to CPS at cws.sgh.waw.pl/m. The website allows for the managing of print jobs as well as the upload of new ones.

- **copying** (paid)

Copying with CPS devices works just like with any other copy machines. Some additional features like stapling or sorting are available.

- **scanning and sending files to e-mail addresses** (free)

A scanned file is sent to the mailbox as attachment, with the parameters of scan and e-mail address to be configured as desired (the default e-mail address is an address in the domain sgh.waw.pl - other email addresses will be rejected).

5.2. Microsoft Office suite for PC/Mac/mobile

Service Office 365 ProPlus allows free downloading of the latest version of Microsoft Office suite to be installed on five devices - PC or MAC computers, tablets or smartphones.
The package includes Word, Excel, PowerPoint, OneNote, Outlook, Skype, OneDrive for Business, Publisher and Access. Additionally, thanks to the SGH Cloud (see chapter 1.4), you can edit and share files in the cloud.
In order to install the Microsoft Office package on your device:

- Enter your account in the SGH Cloud cloud.sgh.waw.pl,
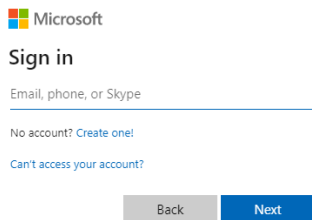
- Log in after entering your SGH login and password;
- Install MS Office using *Install apps* bar;
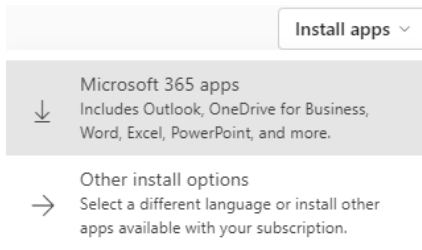
Please Note! Every 30 days the applications will verify if you are entitled to free use of the package. If your computer is not connected to the Internet or you are no longer entitled (for example if you are no longer a student), the application will shift to a restricted mode. You will be prompted to renew subscription. To regain the full functionality of the package, confirm your login and password.

Detailed information on the system requirements, and installation on PC and MAC devices, including mobile devices, can be found at www.sgh.waw.pl/office-for-students.

5.3. Azure Dev Tools for Teaching (previously: MS Imagine)

Microsoft Imagine is a special license that allows university students to use several operating systems and packages for free. The offer includes:
- Microsoft Windows 10 Education,
- Microsoft Visio Professional 2019,
- Microsoft Project Professional 2019,
- Microsoft Access 2019.

For more information go to www.sgh.waw.pl/AzureDevTools. After you register your account, you will acquire access to downloading the software from the following website https://aka.ms/devtoolsforteaching.

If you have any questions related to this service, please send them to helpdesk@sgh.waw.pl.

## 5.4. Statistical software (SAS, PS IMAGO/SPSS, STATA, Statistica)

SGH students and staff have access to four major statistical packages SAS, SPSS, STATA and Statistica for their academic work.

If you want to install the software, log in at www.sgh.waw.pl/programy and choose one of the folders. Detailed information about the software and installation instructions are provided on the website https://www.sgh.waw.pl/en/about/it-services/software-educators

Please Note! IT Support Team (ZWRI) does not provide support for the installation and use of SAS, SPSS, STATA and Statistica software.

5.5. Scholarship, financial aid and dormitories – USOSweb system

usosweb.sgh.waw.pl
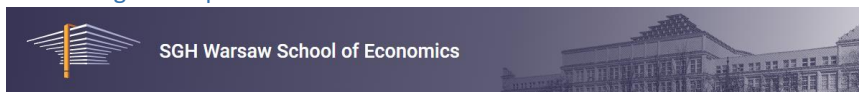
Go to the USOSweb site and log in using your SGH e-mail address and password. Here you can apply for dormitory accommodation and several forms of financial aid and scholarships. Follow the links applications, stipends and payments.

Please Note! All other student issues at SGH (selection of courses, marks, credits etc.) are handled on the system of the Virtual Dean's Office (see chapter 3).

Application for a dormitory can only be generated from the USOSweb system. You must complete an application for a dormitory. The application doesn't need to be printed or delivered on paper. Detailed information are located at https://www.sgh.waw.pl/en/student-residence-halls.
All necessary information on material assistance services for students regarding the type of benefits, the generating method, submitting applications and receiving electronic decisions and scholarship committees can be found on the website:
https://www.sgh.waw.pl/en/student/more/scholarships-and-financial-aid-students.

For technical issues, please contact USOSweb technical staff by e-mail at helpdesk@sgh.waw.pl.

5.6. SGH Career

kariera.sgh.waw.pl

Online career services are operated by the SGH Career and Alumni Centre. It offers support in planning and career development of students and graduates of the Warsaw School of Economics. The university career advisor conducts consultations preparing for recruiment interviews, helps in writing application documents (CV, cover letter) and in choosing and planning a career path.

The Career and Alumni Centre provides career consultations and organises workshops devoted to presentation skills, interviews and writing application documents. SGH students and graduates may also participate in workshops co-organised with partner companies.

5.7.   Room availability (SRS)

portiernia.sgh.waw.pl

If you need a room for a meeting or other event, go to portiernia.sgh.waw.pl. The system provides an interface for viewing the availability of rooms on the SGH campus.
You can browse the schedules by date, building or semester.

The system is visible from the SGH campus network. If you need to access the information from outside the university, please set up VPN connection first. (more information about VPN in chapter 2.3).

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