



**SGH**

Warsaw School  
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# Pre-arrival Guide for Exchange Students



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# Welcome to SGH!

We are pleased to welcome you as an exchange student to SGH Warsaw School of Economics. We are certain that choosing our University as a destination for your international exchange was a perfect choice, since we are:

- The oldest university of economics and business with over 110 years of history, renowned for tradition and reputation.
- One of the most prestigious universities in Poland and the leading university of economics and business according to national rankings.
- Recognized worldwide for assuring high standards in education – each year SGH moves up in the Financial Times ranking for Management programs: 59th in overall ranking; 9th for CEMS MIM program in 2018.
- The main research center in Poland providing excellence in expertise in economics, business, finance and management.
- A traditional university with modern approach, which constantly adjusts its curriculum to meet the needs of the country's economy and labor market, and has outstandingly high employment ratio among its graduates.
- Proud of our alumni and faculty, who significantly contribute to shaping national and regional political and academic future.
- Intensively developing our international cooperation with new partner universities: over 300 bilateral agreements signed with partner universities across the world; around 500 exchange students participating in exchange programs each way per academic year.
- Aimed at broadening our course offer in English: around 300 courses in English available for exchange students in a semester. Also, the School runs and continuously develops its unique Study Practically programme (MA), which by today offers 4 courses delivered by the representatives of its business partners.
- Located in Warsaw, an attractive and convenient place to live and study, where living costs are affordable in comparison to other EU countries, and thus should not strain your budget.
- Located in the heart of Europe with popular destinations: Berlin, London, Prague, Vienna, Budapest, Stockholm, Rome just round the corner.

We do hope that your stay at SGH will be an exciting, unique and unforgettable experience, not only in terms of high quality of education, but also as a possibility of personal development, making lifetime friendships and learning about Polish and other cultures.

In this guidebook you should find answers to most common questions related to exchange studies at SGH Warsaw School of Economics. Take your time to carefully read it through.

*Sincerely,  
SGH International Centre Team*

# SGH in a nutshell

<b>SGH status</b>	A public university founded in <b>1906</b>
<b>SGH campus</b>	<ul style="list-style-type: none"> <li>■ <b>1 campus</b> in Warsaw city center (M1 metro line station: Pole Mokotowskie)</li> <li>■ <b>Main address:</b> SGH Warsaw School of Economics, al. Niepodległości 162, 02-554 Warsaw, Poland</li> </ul>
<b>SGH structure</b>	<b>non-faculty structure</b> ; all academic matters are managed accordingly by Undergraduate Dean's Office and Graduate Dean's Office
<b>Students and faculty staff</b>	<p>ca. <b>8000</b> full-time BA and MA students, ca. <b>5000</b> part-time students, ca. <b>300</b> full-time PhD students, <b>5000</b> postgraduate and post-diploma students, ca. <b>500</b> international degree students, ca. <b>1000</b> of incoming and outgoing exchange students</p> <p>ca. <b>800</b> faculty staff</p>
<b>Study system</b>	A <b>3-cycle system</b> of full-time and part-time studies: 3-year Bachelor, 2-year Master, 4-year Doctoral studies; also postgraduate and executive studies, double and joint degree programs
<b>Tuition fees</b>	<ul style="list-style-type: none"> <li>■ apply to free-mover students (see information our website: <a href="http://administracja.sgh.waw.pl/en/cpm/Pages/default.aspx">http://administracja.sgh.waw.pl/en/cpm/Pages/default.aspx</a>)</li> <li>■ none in case of exchange students (apart from administrative fees)</li> </ul>
<b>Organization of academic year</b>	<p>Each academic year comprises of <b>2 semesters</b>, each 15 weeks of classes + 2 weeks of exam period.</p> <ul style="list-style-type: none"> <li>■ Fall semester - Orientation Week: last week of September, classes: October-January, exam period: late January/first half of February, exam re-sits: 2nd half of February</li> <li>■ Spring semester - Orientation Week: mid-February, classes: late February – mid-June, exam period: 2nd half of June, exam re-sits: mid-September</li> </ul>
<b>ECTS system</b>	1 ECTS credit point is equivalent to 30 hours of workload; 10 contact hours and 20 hours of individual work. The majority of courses are worth 3 ECTS.
<b>Grading system and exams</b>	<p>SGH uses 2.0 (Fail) -5.0 (Very Good) grading scale with 3.0 as a pass, 4.0 is a good, average grade. Transcripts are issued in a month of the end of the re-take period and contain ECTS Grading Table. Transcripts are sent to the partner schools in late March/early April and in late July/early August in case of Fall and Spring semester respectively.</p> <p>Exams are usually held at the end of the course or during exam session periods. Most exams are written; several courses include group projects and individual essays instead of formal written exams.</p> <p>It is possible to take early exams if overlaps between academic calendars occur or because of other unexpected or justified reasons.</p> <p>Evaluation methods for a course can be found in its syllabus available through the course browser on the Virtual Dean's Office (<a href="https://dziekanat.sgh.waw.pl">https://dziekanat.sgh.waw.pl</a>)</p>
<b>International Cooperation</b>	Erasmus Code: PL WARSZAW03; ca. <b>500</b> incoming students and <b>500</b> outgoing students participating in exchange programmes per academic year, ca. <b>300</b> partner universities worldwide, various exchange programs: Erasmus+ (KA107, KA103), bilateral agreements, EU Share, PIM, CEMS MIM, Swiss European Mobility Programme, governmental exchange programs, 11 Double Degree Programmes, 2 Erasmus Mundus Joint Master Degree Programmes, Polish-German Academic Forum

# Membership and accreditations



# Incoming Students Office

The Incoming Student Office (ISO), being part of SGH International Center, handles matters of incoming exchange students at SGH. The office provides **administrative support** and assistance on non-academic matters, which usually involve:

- information and counseling about exchange programmes at SGH,
- serving as a main contact and first information point for prospective, current and former incoming students,
- coordination of the entire recruitment process for exchange programmes (non-degree mobilities),
- handling dormitory placement,
- organization of Orientation Week,
- assistance during course registration.

Note that all **academic matters** such as recognition of your study plan abroad, transcripts, Learning Agreements are managed by the Dean's Office relevant for your level of studies.

If you have any questions about your exchange studies at SGH, do not hesitate to contact us at:  
*incoming@sgh.waw.pl*

## Incoming Students Office:

ul. Rakowiecka 24, building A, room 6, Warszawa  
phone: +48 22 564 98 43

## Mailing address:

SGH Warsaw School of Economics  
Al. Niepodległości 162, 02-554 Warsaw, Poland  
<http://administracja.sgh.waw.pl/en/cpm>

# Recruitment for exchange programmes

Once you have been accepted in your home university for exchange programme at SGH, make sure that your local mobility coordinator nominated you in the following online recruitment platform:  
<https://cpm-recruitment.sgh.waw.pl/>.

Upon being nominated you will receive an automatic message with necessary information about application process as well as your logon credentials to SGH online recruitment platform. Follow the instructions and submit your online application form by **April 19** or **October 10** for **Fall** or **Spring** semester respectively. You may also request a place in the dormitory through the same platform by the 30th of the month application process ends. Remember to make 2 printouts of your application form before the online platform closes and send them with the required attachments to our office within 10 days of the online system's closure.

# Important term dates

Things ahead	Winter semester	Spring semester
<b>On-line nomination</b> by home coordinator and <b>filling in the application</b> by student	<ul style="list-style-type: none"> <li>Nominations: 13 February – April 10</li> <li>Applications: 13 February – April 19</li> </ul> On-line recruitment platform: <a href="https://cpm-recruitment.sgh.waw.pl/">https://cpm-recruitment.sgh.waw.pl/</a>	<ul style="list-style-type: none"> <li>Nominations: 13 August – 10 October</li> <li>Applications: 13 August – 19 October</li> </ul> On-line recruitment platform <a href="https://cpm-recruitment.sgh.waw.pl/">https://cpm-recruitment.sgh.waw.pl/</a>
<ul style="list-style-type: none"> <li><b>Acceptance Letters</b> issued</li> <li>Email with your <b>logon credentials</b> to SGH IT systems (email account, SGH cloud, Virtual Dean's Office platform)</li> <li><b>1<sup>st</sup> course registration stage</b> (preferences)</li> <li>Information about <b>allocation of places in SGH dormitory</b></li> </ul>	May	November
<ul style="list-style-type: none"> <li>Publication of <b>preliminary course</b> schedules</li> <li><b>2<sup>nd</sup> course registration</b> stage</li> <li>Registration for the <b>Buddy Programme</b> by ESN</li> </ul>	June/July	December/January
Publication of <b>final course schedules</b>	July/August	February
<ul style="list-style-type: none"> <li>Orientation Week</li> </ul>	Last week of September	mid-February
<ul style="list-style-type: none"> <li>Final course registration stage</li> </ul>	First two weeks of the semester (October)	First two weeks of the semester (late February/early March)
<ul style="list-style-type: none"> <li><b>Classes</b> (15 weeks)</li> </ul>	October – late January	2 <sup>nd</sup> half of February – 1 <sup>st</sup> half of June
<b>Exam period</b> (2 weeks)	Late January/1 <sup>st</sup> half of February	2 <sup>nd</sup> half of June
<b>Exam re-sits</b> (1 week)	2 <sup>nd</sup> half of February	2 <sup>nd</sup> half of September
<b>Breaks - for exact dates check academic calendar</b>	Christmas/New Year break: 24 December – 1 January winter break: 1 <sup>st</sup> half of February	Easter break: usually lasts 4 days and doesn't fall on fixed dates (March/April) Summer break: July -September
<b>Other days off - for exact dates check academic calendar</b>	1 November (All Saints Day), 11 November (Independence Day), 6 January (Epiphany), 1/3 May (Labour/Constitution Day), May/June (Pentecost), Thursday in May or June (Corpus Christi – do not fall on fixed date)	



## Get started – SGH email

Once you are accepted for exchange programme at SGH, you will receive an automatic message with your logon credentials to SGH IT systems. From then on you are required to initiate your SGH email, which must be used for any further communication with SGH. You yourself are obliged to become familiar with all the information sent to your SGH mailbox by SGH units. Detailed information about IT systems at SGH can be found in **SGH IT GUIDE**: [http://administracja.sgh.waw.pl/en/CTI/for\\_students/Documents/ITGUIDE](http://administracja.sgh.waw.pl/en/CTI/for_students/Documents/ITGUIDE)

## Prepare your study plan

Once a year around April, SGH publishes its **academic offer** on the Virtual Dean' Office for the next academic year. However, as courses at SGH **open on demand**, the offer is then narrowed down (this specifically applies to elective courses) based on students' responses received during the first course registration stage, so called *Preferences*. Note that certain number of registered students is required to open a course at SGH, and the Preferences stage serves to determine students' demand for particular courses.

**Preliminary course schedules** are published 2 months after Preferences, and list courses that open in a semester (a course is cancelled only in exceptional cases). This is the time when you should discuss your study plan with your coordinator and prepare **before-the mobility Learning Agreement**. You still will be able to change your Learning Agreement afterwards, as there will be more (at least 2) course registration stages. Remember to finally reflect any adjustments in during-the-mobility part of the LA (so called: Exceptional Changes to Learning Agreement).

**IMPORTANT!** Before course registration ends (2 first weeks of the semester) make sure that your finalized Learning Agreement (before-the-mobility and optionally during-the-mobility parts) constitutes **identical** study plan as your finalized course registration in the Virtual Dean's Office (after all course registration stages).

If any discrepancies occur between the Learning Agreement and course registration in the Virtual Dean's Office, the Learning Agreement will not be signed by SGH Dean's Office, which makes your exchange semester at SGH **invalid**.

# Courses and course registration

	Bachelor's Studies	Master's Studies
<b>Study programs in English</b>	<p>Study programs in English:</p> <ul style="list-style-type: none"> <li>■ Management</li> <li>■ International Economics</li> <li>■ Quantitative Methods in Economics and Information Systems</li> <li>■ Global Business, Finance and Governance</li> </ul> <p>+ ca. <b>120</b> elective courses in English</p> <p>Courses in German: Polish-German Academic Forum with Johannes Gutenberg University Mainz</p>	<p>Study programs and study paths in English:</p> <ul style="list-style-type: none"> <li>■ International Business</li> <li>■ Finance and Accounting with ACCA qualification – restricted access for exchange students</li> <li>■ Advanced Analytics, Big Data – restricted access for exchange students</li> <li>■ Global Business, Finance and Governance</li> <li>■ CEMS MIM – courses available for exchange students except 2 core courses</li> <li>■ 3 executive MBA programmes (AMBA accredited) – not available for exchange students</li> <li>■ 2 Joint Degree Programmes by Erasmus Mundus: European Master in Law in Economics, QEM-Models and Methods of Quantitative Economics – not available for exchange students</li> </ul> <p>+ ca. <b>100</b> elective courses in English</p>
<b>Course registration</b>	<p>By default, there are <b>3 stages</b> of course registration for students on the <b>Virtual Dean's Office</b> platform (<a href="https://dziekanat.sgh.waw.pl/">https://dziekanat.sgh.waw.pl/</a>). Courses (especially electives) open <b>on demand</b>, if a sufficient number of participants is reached during the first course registration stage (preferences). Exchange students are free to combine course from different study programs, but are required <b>to follow the level of studies courses corresponding to their nomination</b>.</p> <p>Course registration stages:</p> <ul style="list-style-type: none"> <li>■ 1st stage – preferences round (students express interest in courses), Fall: early May; Spring: early November</li> <li>■ Publication of preliminary course schedules: Fall: June/July; Spring: December/January</li> <li>■ 2nd stage – the actual course registration; Fall: July; Spring: January</li> <li>■ Publication of final course schedules: Fall: late July/early August; Spring: February</li> <li>■ 3rd and final stage – final adjustments to course registration once the semester starts</li> </ul> <p>Exchange students are informed about exact course registration dates by Incoming Students Officers</p>	
<b>Required workload</b>	<p>A minimum workload: 21 ECTS per semester (this specifically applies to Free-mover students); recommended workload: 30 ECTS per semester. Course browser and course catalogue: <a href="https://dziekanat.sgh.waw.pl/">https://dziekanat.sgh.waw.pl/</a></p>	

#### Tuition fees

1. exchange students – not applicable
  2. free-mover students:
    - EU/EEA citizens – 200 PLN/1 ECTS (courses in Polish)
    - EU/EEA citizens – 250/1 ECTS (courses in English or other foreign languages)
  
    - Non-EU/EEA citizens – 65 EUR/1 ECTS (courses in Polish)
    - Non-EU/EEA citizens – 80 EUR/1 ECTS (courses in English or other foreign languages)
- + 80 PLN of registration fee for free-mover students paid once. Due date for the payment is around 6 weeks of the beginning of the semester

## Register for ESN Buddy Programme



Over the years, SGH Warsaw School of Economics in cooperation with the Erasmus Student Network has built an extensive buddy system aimed at helping exchange students to settle into a new role and assisting them in adaptation process at the university and foreign country.

The idea of the programme is to pair you as an international student with a local student whose role is not to replace activities run for you by the International Students Office, but to compliment them by becoming for you a friendly face, an informal contact and personalized source of help, to whom you may always refer if you have queries, doubts, concerns or just want to share your experiences and feelings connected with coming to SGH and the new country.

Depending on the needs and expectations that you might have towards your Buddy, their responsibilities usually involve the following:

- maintaining a regular contact with you as an incoming student,
- assisting you in pre-arrival, travel arrangements, as well as accommodation search,
- airport pickup,
- giving introduction to the University, explaining how things work across SGH,
- helping with any practical everyday matters, especially during your very first weeks in Poland.

If you feel that you need a Buddy, register for the Buddy Programme - you will get a registration link from Incoming Students Officers in a month of being accepted for exchange studies at SGH.

**We truly believe that your contacts established within the Buddy Programme will become lifetime friendships!**

Note that ESN also runs other programs that exchange students are welcome to join upon arrival at SGH. The programmes are as follows:

- Social Erasmus, <https://facebook.com/socialerasmus/>
- Tandem Language Courses, <https://facebook.com/tandemcourses/>
- ESN Travel, <http://facebook.com/esnsghttravel/>
- Down to Business project, <http://facebook.com/esn.d2b/>
- ESN Sport, <https://www.facebook.com/Warsaw-International-Sports-181439152616823/>

Contact ESN Buddy section to have up-to-date information about the Programmes: [buddy.sgh@gmail.com](mailto:buddy.sgh@gmail.com)

## Learn about entry conditions and legalization of stay

if you are an **EU/EEA** citizen you may enter Poland with a valid passport/national ID. There are no other formal requirements for **stays not exceeding 3 months**. However, as your exchange semester at SGH lasts at least 4 months, once already in Poland, you are obliged to obtain a **temporary residence permit** at Mazovian Voivodeship Office (<https://mazowieckie.pl/en>).

If you are a third-country national you may enter Poland based on a valid passport as well as one of the following documents:

- uniform short-stay Schengen visa (C),
- Polish long-stay national visa (D) - recommended option,
- Polish residence permit,
- residence permit or national long-stay visa issued by another Schengen state.

**Long-term National D-type visa** is for stays longer than 90 days and lasting up to 1 year during one or more visits within a half-year period calculated from the date of first entry. Its holder is entitled to travel around the Schengen area for up to 90 days in a half-year period.

**Short-term Schengen C-type visa** - allows to stay in the Schengen territory for up to 90 days in 180 days period. According to the purpose of the travel C category visa can be obtained in a form of: Single-entry visa, Double-entry visa and Multiple-entry visa.

Refer to the **Polish Consulate** relevant for your place of residence for up-to-date visa requirements that may vary depending on the purpose of travel, type of a visa issued by the particular consulate etc.

The documents listed below are usually required for the visa application:

- application form,
- valid passport,
- biometric photo,
- health insurance,
- visa fee,
- supporting documents confirm the purpose of your stay such as for e.g. Letter of Acceptance issued by SGH,
- confirming of accommodation,
- proof of possessing sufficient financial funds to cover your stay in Poland, which include costs of the return ticket.

**Temporary residence permit for non-EU/EEA nationals** - foreigners may apply at Voivodeship Office relevant for the place of residence (for e.g. Mazovian Voivodeship Office), but once already in Poland if they intend to extend their stay in Poland beyond visa validity period. The residence card entitles its holder to work and run business in Poland without work permit provided that it was issued based on full-time studying.

**IMPORTANT!** Extension of a visa on a basis of temporary residence permit is **only possible in exceptional cases** when new facts and special circumstances arise after entering Poland. Hence, all students – including those from **visa-free countries** of which nationals are exempted from getting a visa for stays in Poland shorter than 90 days – are highly recommended to obtain a visa for the whole period of their studies before they arrive in Poland. Note that a semester at SGH usually lasts around 18 weeks.

#### Useful links:

- <https://secure.e-konsulat.gov.pl>  
Polish e-Consulate
- <https://udsc.gov.pl>  
Polish Foreigner's Office
- <https://cudzoziemcy.gov.pl>  
online registration forms (residence permits)
- <https://www.msz.gov.pl>  
Ministry of Foreign Affairs Republic of Poland

# Find accommodation

## Sabinki Hall of Residence

- 80 places in twin rooms available for exchange students in dormitory Sabinki.
- Priority have students from non-European universities and CEMS MIM programme. The remaining places are assigned on first-come-first-served basis.
- Accommodation fees: ca. 2000 PLN/full one-semester rent + ca. 550 PLN of returnable deposit – all paid upfront. The rent is not returned if a student moves out from the dorm before the semester ends.

## Off-campus

Warsaw, being a big metropolitan city, offers numerous possibilities of off-campus accommodation available at various types of standard and wide range of prices, which should suit every student's budget and expectations. Generally, in Poland there are two kinds of rental contracts:

- **private agreements:** informal contracts based on which landlords sub-rent an apartment,
- **official rental contracts:** formal contracts covered by tenancy law, and thereby remain the safest and most recommended option.

A rental contract must at least include information such as:

- personal data of landlord and tenant,
- rental period and the notice period (normally in Poland it is 3 months),
- payment deadlines,
- payment method (a bank transfer is highly recommended as it serves as an official payment proof),
- cost of lease and utilities (utilities are not always included in the rental cost),
- amount of deposit (usually equivalent to one or two months of rent) and its form of return (it should be returned at the day of rent ending, or taken as a payment of the last month's rent),
- inventory list attached.

### Tips for house hunters:

- Learn about the **average market** prices for a flat of your interest.
- **Verify in detail a flat offer:** check via Google Map if the apartment actually exists
- **Never pay anything upfront** for uninspected apartment
- Pay attention to **every detail** when viewing an apartment.
- A **standard rental period** in Poland covers **twelve months**, and by the Polish law cannot be usually terminated earlier once signed. Make sure that that your rental contract covers the exact duration of your stay in Warsaw.
- Finally, make sure you **understand all of the tenancy documentation before you sign anything**; if not, ask for an English version.

### Below are sample prices for an average standard flat in Warsaw city-center

Studio apartment	PLN 1,800 – PLN 2,200
2-room apartment	PLN 2,500 – PLN 3,200
3-4-room apartment	PLN 3,500 – PLN 6,000

When already in Poland REGISTER your **temporary residence address** in Poland.

If you are an **EU/EFTA/Swiss** citizen staying in Poland for **more than 90 days**, you must register your **temporary residence address in Poland** (in Polish: zameldowanie/meldunek) no later than on the **30th day** of your arrival in Poland.

**Other foreigners** are **obliged to register their temporary residence** address in Poland no later than on the **4th day** of their stay in Poland, if it exceeds 30 days.

In order to register, you must visit any Warsaw City Council District Office (Urząd Miasta). Registration is free of charge, although getting an official confirmation of the registered address will cost you 17 PLN and is not given on the spot.

For the registration, you are required to file the following documents:

- registration form,
- original copy of rental contract,
- passport and visa (if you do not come from the EU or Iceland, Liechtenstein, Norway and Switzerland),
- valid travel document and confirmation of your permanent stay in the EU or in Poland (if you come from the EU or Iceland, Liechtenstein, Norway and Switzerland).

## Health insurance and health care system in Poland

As an exchange student you must hold appropriate health insurance valid for the entire mobility period at SGH, and are obliged to present its proof upon arrival at SGH at the latest.

If you are an **EU/EFTA citizen** you must provide at least a copy of a valid **European Health Insurance Card** (EHIC). Upon presenting the card you may access state-provided healthcare for free, or in some cases at a reduced cost, on the same basis as a resident of Poland. Generally, with EHIC you will receive services that are necessary according to the doctor's opinion, so that you do not have to return to your home country to undergo treatment. This usually includes free of charge emergency treatment and treatment in the case of sudden illnesses, as well as treatment of chronic and pre-existing medical conditions, but not scheduled

treatment being a purpose of your stay in Poland.



Before you receive treatment make sure that a unit is **contracted with the Polish National Health Fund** ([www.nfz.gov.pl](http://www.nfz.gov.pl)), the only institution in Poland assuring public healthcare, and thus labeled with the below NFZ logo:



Terms and conditions of accessing state-run healthcare system in Poland on the basis of EHIC may vary depending on your home country, which issues EHIC. Refer to relevant institution responsible for issuing EHIC in your home country to learn to what extent free healthcare is covered with your EHIC in Poland.

**IMPORTANT! The EHIC is NOT equivalent to travel insurance.** It does not cover any private medical healthcare or costs, mountain rescue, treatment on cruises, repatriation, lost or stolen property and third party liability. Hence, we **highly recommend** that you have **both the EHIC and a valid private travel insurance policy.**

If you are a **non-EU/EEA citizen** you must at least sign up for **a private healthcare insurance plan required for the visa application**, before you depart for Poland. A basic insurance policy must cover both repatriation and emergency medical expenses.

As a **non-EU national** you are strongly advised to take out an **insurance plan with extended coverage**, which includes civil liability, urgent earlier return, lost or stolen property, consultations with a general practitioner or specialists and dentalcare.

Also, as private insurance plan requires **covering upfront all cost of treatment**, reimbursed afterwards by your health insurance company, we **highly recommend you to apply for voluntary public health insurance** at the Polish National Health Fund (NFZ: [www.nfz.gov.pl](http://www.nfz.gov.pl)), department at ul. Chałubińskiego, Warsaw.



Monthly contribution for NFZ insurance is equivalent to only ca. **10 EUR** and entitles its holder to access free public healthcare system on the same basis as Polish citizens. The insurance document is issued to you on the spot, after submitting all the documents and settling the required payment. For the application procedure following documents are required: an application form, a copy of your passport, a copy of your SGH student ID, a copy of your decision on admission (Polish version and English version).

Finally, it is also recommended to take out an additional **insurance package called: KL+NNW** by private insurance providers, which stands for insurance for medical expenses and personal accident insurance (insurance against personal injury including incapacity for employment, insurance against death resulting from an accident and insurance against disability resulting from an accident or sickness).

**IMPORTANT!** SGH is not responsible for any medical payments provided to its exchange students. However, the University runs a **medical point**, located on campus, where you can receive **free of charge** first-aid and routine treatment. Also, if you need **psychological assistance**, you may benefit at no cost from psychological health services provided by SGH, and on-campus. These services include counseling, for issues related to stress, anxiety and emotional distress, attention related problems, cultural adaptation difficulties, relationship difficulties (school related, family related, or other), motivational issues, or other – difficult to cope on your own. Refer to Incoming Students Officers for more detailed information about medical/psychological services by SGH.

- **Compulsory vaccinations** – none
- **Recommended vaccinations:** diphtheria, tetanus and polio, viral Hepatitis A, measles, tick-borne encephalitis in case of visits in spring or summer terms

## Plan your finances – living costs



Currency in Poland is zloty. Approximate rate (as of January 2019) is:

- 1\$ = 3,75 PLN
- 1€ = 4,29 PLN

For most up-to-date exchange rate, check the website of Narodowy Bank Polski: <https://www.nbp.pl/>

Although Warsaw is the most expensive city in Poland, it is still one of the cheapest in Europe. Living costs may vary as they greatly depend on one's needs, habits and lifestyle. Generally, it is said that a student **needs at least 2000 PLN per month** (ca. 500 EUR) to cover basic costs of living (accommodation, food, transportation, study materials). If you are non-EU/EEA citizen, by the Polish immigration law, you must possess sufficient means to cover the living costs.

The chart below presents the average student's spending per month

<b>Accommodation</b>	<ul style="list-style-type: none"> <li>■ Rent in a shared flat: from EUR 200</li> <li>■ A studio apartment: from EUR 420</li> <li>■ Rent in a student residence hall: EUR 500 per semester paid upfront (ca. 2000 PLN of rent + 550 PLN of returnable deposit)</li> </ul>
<b>Food</b>	EUR 100–150
<b>Transportation</b>	Long-term city pass for all means of transport in Warsaw: <ul style="list-style-type: none"> <li>■ 30-day ticket: full fare - EUR 26 (110 PLN), reduced student fare EUR 13 (55 PLN)</li> <li>■ 90-day ticket: full fare (280 PLN), reduced student fare (140 PLN)</li> </ul>
<b>Phone/Internet</b>	EUR 30–30
<b>Study materials</b>	EUR 30–50
<b>Leisure, entertainment</b>	EUR 50–100; cinema ticket EUR 3–7; cinema, theatre, concert ticket EUR 7–23; night club admission ticket EUR 2.50–30, 0.5 l beer EUR 3
<b>Lunch in a mid-range restaurant</b>	from EUR 7
<b>Coffee to go</b>	from EUR 2

If you are a citizen of non-EU country, you can get a refund on VAT once you return to the home- country. Purchase of goods in the TAX FREE system can only be done in TAX-FREE labeled shops.

## Take part in Orientation Week

To give you a kick-start on your study-abroad period at SGH, the staff of the International Centre, supported by the team of Erasmus Student Network, offers one-week introductory period, which includes 3-day obligatory welcome programme starting on Wednesday.

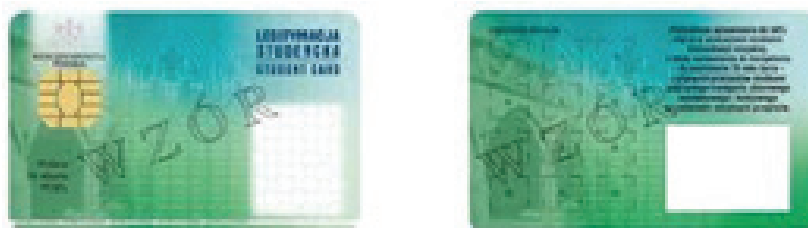
Both, in late September and mid-February, the week before classes start, exchange and free-mover students are all expected to attend our welcome sessions and events aimed at introducing them to the University, Polish culture, and the city of Warsaw. Your participation in the programme remains a unique experience and possibility to make first contacts with other exchange students.

Daytime activities, covering official meetings with SGH representatives, cross-cultural workshops and city tours are all **compulsory**, as they provide crucial knowledge on Poland and SGH – information that is essential and impossible to give to each student on individual basis. A detailed plan of the Orientation Week will be emailed to you around 2 weeks before the semester starts.

Simultaneously, in every evening, the ESN plans a number of events such as karaoke night, city games, or dress-up parties, designed to let students interact and integrate by meeting as many new people as possible. Those activities are not compulsory, however we strongly encourage you to participate in them to fully enjoy the study-abroad experience.

## Pick up your student ID card

Once enrolled for non-degree study programme at SGH, you become a fully-fledged student of the University. During the very first day of Orientation Week, after registering your arrival at SGH Incoming Students Office (ISO), you will receive your SGH student ID card (Student Electronic Card, ELS), being the sole document confirming your student status.



In order to receive the card you must:

- provide your **digital up-to-date and official photograph**, which must comply with certain School's requirements. By default, students are obliged to upload their photo when applying online for exchange program,
- **pay the required fee** to your student bank account number, which ends with your student number (details after you log in to the Virtual Dean's Office). Paying in currency other than PLN is automatically rejected by SGH bank account.

Student ID card serves as SGH library card and gives access to Central Printing System at the University. In addition, with the card both BA and MA students are eligible for **50% discount for public transportation** within Warsaw, regardless their age (a long-term city ticket can be encoded on your student ID card at any ticket selling point by ZTM: <https://www.ztm.waw.pl/>). Also, student ID card holders who are **under 26** may travel on PKP Intercity trains, on every national route, at a discount of 51%.

**By the Polish law once your study programme in Poland is over, you must return your student ID card to the host University.**

If you hold a **valid ISIC** (International Student Identity Card, <https://www.isic.org>), and are **under 26** years old, you are eligible for 50% reduced fare for public transport in Warsaw by ZTM. Additionally, if you have **Polish citizenship**, you are entitled for 51% discount for a train ticket by the Polish State Railways (PKP).

# About Poland and Warsaw

Warsaw, the capital of Poland, despite its tragic history – 95% of the city was totally demolished during WWII and then reconstructed by Varsovians – has nowadays become a vibrant, modern city with almost 2 million population, still intensively developing and changing, which offers multiple attractions and possibilities to its citizens and visitors. Also, for many years, the city has been ranked very high in terms of safety.

Find out more **about Warsaw:**

- [www.um.warszawa.pl](http://www.um.warszawa.pl)
- [www.warsawtour.pl](http://www.warsawtour.pl)
- [www.warsawrising.eu](http://www.warsawrising.eu)

For general information **about Poland**, visit the below website:

- [www.poland.travel/en](http://www.poland.travel/en)

## Travel and transportation

Travelling around Warsaw is managed by an extensive network of municipal transport by ZTM. There are 2 operating underground lines (M1 and M2), dense network of bus and tram lines and several lines of commuter rail. All means of municipal transport, including city and suburban lines, as well as the underground operate on the same ticket.

**You as a student may encode a long-term ticket on your student ID card. With the card you are eligible for 50% reduced fare for public transportation within the city limits (1 zone only).**

Regular daytime transport runs between 5 AM and 11 PM, depending on the line, while underground closes around midnight from Monday to Thursday and on Sunday, but on Friday and Saturday it is open till 3 AM. City night buses run from 11.15 PM till 4.30 AM, every 30 or 60 minutes, and most of them depart from bus terminus next to main railway station Warszawa Centralna.

SGH Warsaw School of Economics is located next to M1 metro line – station POLE MOKOTOWSKIE. You may reach the university from Chopin Airport by:

- **Taxi** – use only licensed taxi services (see the list of taxi companies operating at the airport at: <https://www.lotnisko-chopina.pl/en/taxi.html>). The taxi fare from the airport to the city center is approx. 40 PLN.
- **Bus** – lines **175** and **188** start their route at the airport, while 188 line bus will take you directly to SGH building at bus stop METRO POLE MOKOTOWSKIE. If you choose line 175, you will have to change it at bus stop POMNIK LOTNIKA for bus **167**. Night bus **N32** runs 11:15 PM - 04:49 AM from the Airport to M1 metro line – station: ŚWIĘTOKRZYSKA, also it stops at CENTRAL RAILWAY STATION.
- **SKM city Train, both lines S2, S3** (Fast Urban Railway) - will take you to the city center in 25 minutes. Change for the subway M1 line from METRO CENTRUM stop to reach POLE MOKOTOWSKIE station.
- **Train** – Warsaw's main railway station WARSZAWA CENTRALNA is located in the heart of the city centre, and all international trains stop there. Means of reaching SGH are: **M1 metro line** from station WARSZAWA CENTRALNA to POLE MOKOTOWSKIE, optionally trams: **17, 33**, or bus **174**, (direction of MOKOTÓW/SŁUŻEW).

- **Underground** – M1 line (direction: KABATY) get off at station POLE MOKOTOWSKIE, in case of M2 Metro Line you must change it for M1 at STATION ŚWIĘTOKRZYSKA and follow the aforementioned direction.



Free application for public transport journey planner available for iOS and Android:

[www.warszawa.jakdojade.pl](http://www.warszawa.jakdojade.pl)

For all the public **transportation schedule** and **ticket tariff**, go to the official ZTM webpage: [www.ztm.waw.pl](http://www.ztm.waw.pl)



If you are keen on biking, try **city bike system – Veturilo**.

It offers over 370 bike stations located all over the city offering more than 5300 bicycles.

Check more here: [www.veturilo.waw.pl/mapa-stacji](http://www.veturilo.waw.pl/mapa-stacji)

## Facilities at SGH

SGH has compact campus located in Mokotów district and next to metro station: POLE MOKOTOWSKIE, which is 2 metro stations from strict city centre. The university provides various facilities for its staff and students, which include:

- **Centre for Foreign Languages (CNJO)** – non-degree students may enroll in any language course offered (all available on a min. B2 level), choosing between English, German, Russian, French, Italian, Spanish,
- **computer services** – as a student you have free access to computer facilities (computer labs, Central Printing System, SGH Cloud, the latest version MS Office free of charge),
- **library** – located in a historical art-deco style building, stores nearly 1.000.000 volumes of books and magazines in Polish and other languages. Much of the SGH library stock has been computerized in electronic archive called “PRO QUEST. In addition to the main library, the Centre for Foreign Languages owns a separate library holding a collection of 5,498 volumes, comprising dictionaries, lexicons, foreign press and textbooks. Audiovisual resources are available for independent study in the multimedia library,
- **medical point** (first aid- only) & **psychological assistance** providing free of charge services,
- **Sports Centre** – possibility of registering for various non-credit Physical Education classes,
- **student organizations** operating in English (ESN, ENACTUS, AISEC),
- **SGH Career and Alumni Centre** – provides information about up-to-date work placement, internship and employment offers, as well as services and counseling on recruitment process,
- several **canteens** serving affordable meals,
- **on-campus shop** with SGH souvenirs,
- support for individuals with disabilities by **Office for Students with Disabilities** (contact: [dson@sgh.waw.pl](mailto:dson@sgh.waw.pl)).

# Final checklist

Send us hard copy application package.	<input type="checkbox"/>
Set up your SGH email and check it regularly.	<input type="checkbox"/>
Discuss your study plan before you leave your home country: <ul style="list-style-type: none"><li>■ Check the course catalogue and check syllabi on the Virtual Dean's Office platform (<a href="https://dziekanat.sgh.waw.pl">https://dziekanat.sgh.waw.pl</a>).</li></ul>	<input type="checkbox"/>
Participate in the Preferences stage to express your interest in courses.	<input type="checkbox"/>
Prepare before-the-mobility Learning Agreement once preliminary schedules are published and have it signed by your home university.	<input type="checkbox"/>
Participate in the next course registration stages (at least 2 extra stages).	<input type="checkbox"/>
* remember to introduce relevant adjustments in During-the mobility LA, but only once the semester starts and course registration process is over.	<input type="checkbox"/>
Find accommodation if a place in the dorm is not available for you.	<input type="checkbox"/>
Check immigration requirements before arriving to Poland.	<input type="checkbox"/>
Check if your travel document is valid for the entire duration of your studies abroad.	<input type="checkbox"/>
Ensure you have sufficient funds to cover the entire duration of your exchange programme at SGH.	<input type="checkbox"/>
Take out appropriate health and travel insurance.	<input type="checkbox"/>
Register for the Buddy Programme.	<input type="checkbox"/>
Remember about clothing adequate for the season: <ul style="list-style-type: none"><li>■ Fall semester (October – February) - temperatures going down to minus 15 C in January and February. The period from November to December is usually quite rainy and windy.</li><li>■ Spring Semester (February – June) - the beginning of the semester is usually still cold, snowy, wet and windy. It starts to become warmer only at the end of March.</li></ul>	<input type="checkbox"/>

**Plan your exchange carefully and well in advance. In case of any doubts, get in touch.**

# SGH

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## GRAPHIC DESIGN

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## PHOTOS

Resources by Promotion and  
Admissions Office

Publication co-financed by the  
European Social Fund under the  
Operational Program Knowledge  
Education Development as a part of  
the project "Raising the competences  
of academic staff and the institution's  
potential in accepting people from  
abroad – Welcome to Poland"  
implemented under co-financed  
project no. POWR.03.03.00-00-PN14/18

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