

APPENDIX No. 2

To the CEMS MIM Selection Rules & Regulations
for the 2025/2026 academic year (2025 Selection)

THE LIST OF REQUIRED APPLICATION DOCUMENTS AND GUIDELINES FOR ONLINE REGISTRATION

Before filing in the application form and other documents,
please read carefully the Selection Process Regulations available online. www.sgh.waw.pl/cems/
(Last update: 13 June 2024)

Dear Candidates:

We are in the process of adopting the SGH part of the Application to our ICRecruitment Application.
That is why, at the moment the instruction is valid only for CEMS part of the application.
Detailed instruction on how to register in the SGH system will be announced in September 2024.

The application forms (via MS Forms in SGH Cloud & via CEMS Common Application Form) are submitted online and available at:

- CWM Application Online via MS Forms: <https://forms.office.com/e/G0RbHrC5Vy>
- CEMS Online Common Application Form: <http://www.cems.org/selection/>.

Along with the CEMS Common Application form, all candidates must upload the following documents:

- **Mothertongue Declaration Form(s) (Appendix 7)**
- CV in English in a pre-defined format (max. 2 pages) **(Appendix 5) saved with a proper name**
- 2-minute self-presentation video prepared and uploaded according to **Appendix 6** (in the application you just upload a document with a link and password (if required)).
- **Photocopies/Scans** of language competence certificates and other relevant confirmations of your proficiency as indicated in the online application.
- **2nd or 3rd semester students must submit in addition:**
Statement/Commitment stating that the student is currently on one-year leave (3rd semester students) or is/will be on leave for one semester (2nd semester students) in the academic year 2023/2024.
- **Incomplete applications will not be accepted for evaluation.**
- **No paper copies or other documents are required – the application process is completely ONLINE!**

NOTICE TO THE STUDENTS: Do not use WSE as a school abbreviation. It is incorrect. Our acronym is **SGH**, while WSE stands for Warsaw Stock Exchange. It is also the abbreviation for some schools of economics in Poland. Remember, the full name of SGH in English is **SGH Warsaw School of Economics**.

THE NEXT PAGES INTRODUCE YOU TO OUR ONLINE APPLICATIONS FOR SGH AND CEMS

PLEASE HAVE THEM IN FRONT OF YOU WHEN FILLING IN THE APPLICATIONS TO AVOID MISTAKES AND TO FILL THEM IN THE FORMAT REQUIRED BY US

IT IS EXTREMELY IMPORTANT TO MAKE IT CORRECT!

LET'S BEGIN!!!

1. SGH ONLINE APPLICATION VIA MS-FORMS (SGH Cloud)

- Click on the following link:

<https://forms.office.com/r/nvEinKZGqy>

CEMS MIM

APPLICATION FORM for Admission to The CEMS MIM Programme at SGH for 2024/2025 Academic Year

Dear CEMS MIM Candidate!

This is **one of two mandatory forms** for all candidates for admission to the CEMS MIM Programme at SGH for 2024/2025 a.y. **The other one is the CEMS Common Online Application Form** available at: www.cems.org/selection (click on the REGISTER button next to Poland: SGH Warsaw School of Economics)

The form is available on the dates of: **27 October - 4 November 2024** (end of the day).

In this form, you shall confirm the disclaimers (data processing and the accuracy of information provided in the form) and other required fields. The data you are going to provide will be uploaded to our selection system which will collect the academic data required to check whether you are eligible for the selection and to calculate your selection points.

CAUTION:
WE ACCEPT EXCLUSIVELY APPLICATIONS OF FULL-TIME STUDENTS OF MASTER'S STUDIES OF ANY MAJOR (IN POLISH OR ENGLISH).
 Students or BA or part-time studies are **not eligible for admission!**

You fill system, you are not uploading any files!

All the required files (scans) like:

- 1) English proficiency certificates (or accepted equivalents) - **Extended deadline for submission of the test result is: 2 November 2024** - for filling the selection application, please send the internet result to: cems@sggw.edu.pl
- 2) Foreign Language 2 certificates (or accepted equivalents)
- 3) Mother Tongue Declarations Form(s)
- 4) CV
- 5) A link (with a password, if required) to your 2-minute self-presentation video on YT or VIMEO;
- 6) Your degree diploma and/or transcript of records (from the most recent studies) - for students who were admitted

You will see the welcome message and two separate pages of MANDATORY information on your personal data processing (Q1 and Q2) Please confirm reading both pages. It will also inform you, that once you send the form, your surname, name and email will be recorded.

INFORMATION ON YOUR PERSONAL DATA PROCESSING

1. GDPR/RODO INFORMATION

According to Art. 13, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), OJ 2016 L 119/1 Warsaw School of Economics informs that:

- 1. Controller**
 The controller of personal data is SGH Warsaw School of Economics with its seat in Warsaw, al. Niepodległości 162, hereinafter referred to as SGH.
- 2. Data Protection Officer**
 You may contact the Data Protection Officer designated by SGH via e-mail at jod@sggw.edu.pl.
- 3. The purposes and legal basis of processing of personal data**
 Your personal data will be processed for the purposes of conducting the selection procedure for student exchange programs and - if you qualify - for the process of organizing your mobility abroad.
 The legal basis for processing personal data is:
 - point (c) of Art. 6 (1) GDPR (necessity for compliance with a legal obligation), point (e) of Art. (1) GDPR (a necessity for the performance of a task carried out in the public interest) and The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws (Dz.U.) of 2018 item 1668 as amended);
 - point (b) of Art. 6 (1) GDPR (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract).
- 4. The recipients or categories of recipients of the personal data**
 Your personal data will not be shared with other entities, except for:
 - entities authorized under the law;
 - entities which process personal data on the basis of contracts;
 - partner university where you live;
 - institutions supervising exchange programs and imposing reporting obligations - Foundation for the Development of the Education System (FRSE)
- 5. Transfer of personal data to third countries**

Please tick on the field next to **YES**, I have read the statement and click **DALEJ (NEXT)** to the second part of the information on data processing.

TO BE CONTINUED IN THE NEXT Q

YES, I have read the statement

2. 6. Obligation to provide personal data and consequences of failure to provide such data
Providing personal data is necessary for the purposes of participating in the application process. Failure to provide personal data will make it impossible for you to participate in the application process.

7. The period for which the personal data will be processed
Your personal data will be processed for a period of 6 months from the end of the process related to the selection, and if you qualify for mobility abroad, processed in accordance with the course of study, and then will be archived and stored for 50 years.

8. The rights of the data subject
You have the right to access and rectify your data and restrict the processing thereof. You have the right to object, on grounds relating to your particular situation, to the processing of personal data based on point (e) of Article 6 (1) GDPR.
No automated decision-making will be conducted based on your personal data.

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

YES, I have read the statement

DALEJ

Strona 1 z 7

Please tick on the field next to **YES, I have read the statement** and click **DALEJ (NEXT)** to personal data page

SECTION 1: Please fill in your personal data

Forms APPLICATION FORM for Admission to The CEMS MIM Programme at SGH for 2024/2025 Academic Year - Zapoznaj się

Pytania Odpowiedzi Podgląd Styl Zbiór odpowiedzi Prezentuj

PERSONAL DATA

Please enter your student ID number, your major of studies (of the first year of MA studies) which will be assigned to the CEMS MIM Programme (you have to complete and graduate from this programme to obtain your CEMS Diploma) and the way you were admitted to SGH.

3. PLEASE ENTER YOUR STUDENT ID NUMBER *

Wprowadź odpowiedź

4. YOUR MAJOR OF FULL-TIME MA STUDIES (EN - in English; PL in Polish) *

Wybierz odpowiedź

5. I WAS ADMITTED TO THE DECLARED MA PROGRAMME ON THE BASIS OF: *

GPA from my SGH Bachelor's studies (minimum 3.80)

Test of Knowledge in Economy and Foreign Languages (minimum 58 points)

As a foreigner (diploma grade or GPA equivalent to 4.0/good grade at SGH)

Polish Certificate of Maturity/IB diploma and the final diploma grade (minimum score of 210 points) - Applies to students admitted in 2020 only.

Personal Data

- Please enter your SGH 5 or 6-digit student ID number (numer albumu)
- Please select your major of study (please select the correct one: with a proper language of instruction (PL/EN). If you are currently enrolled in more than one major, please select the one that will be linked to your CEMS MIM programme!
- Please select the way you were admitted to your declared MA programme:
 - GPA from SGH Bachelor's studies
 - Test of Knowledge in Economy and Foreign Languages
 - As a foreigner (you will have to upload your diploma and/or transcript of records in the CEMS Application)
 - In 2020 based on your Polish Certificate of Maturity/IB and your diploma grade

Once you complete the section, please click on **DALEJ (NEXT)**

SECTION 3: English Proficiency Certificate

Please choose among:

- **Commercial certificate**, if you possess one of the required certificates
- **University degree** of a programme in English (provided it is from CEMS or EQUIS/AACSB Accredited university or a university in the English-speaking country), or
- **Awaiting results**, if you are taking the required test or already awaiting the result.

Depending on the selected option you will be automatically directed to:

- Commercial certificate
- University degree), or
- Awaiting result questions

Commercial certificate

Please choose the commercial certificate (it's level/grade must meet the minimum requirement) and click on DALEJ (NEXT)

University Degree

Please enter the full name and the country of the eligible university you graduated from after completing the studies in English as the language of instruction.

Click on DALEJ (NEXT)

Awaiting results

If you choose this option, please choose the test(s) you are about to take (no later than in October) or have already taken and await the test result. You may choose more than one test if you have taken more.

Click on DALEJ (NEXT)

SECTION 4 – The second/third Foreign Language proficiency confirmation

You may get selection points for proficiency in the second language (that is other than your mother tongue) or the third language (that may be your mother tongue).

Example 1, you are a Polish citizen who has the CEMS-approved certificate in Italian. In such a case you may claim Italian as your FL2 and Polish as your FL3 as your mother tongue.

Example 2: You are a dual citizen of Germany and Norway. If both of them are your mother tongues you may choose German as FL2 and Norwegian as FL3 (or vice versa) and claim it as your mother tongue.

Remember, that this claim must be justified (education) and you have to fill in the Mother tongue Declaration Form for each language that you claim as your mother tongue (including Polish). These documents, however, you are uploading in the CEMS application – not here.

Be aware, that certain combinations of languages are not allowed (it means you may not claim them as FL2 and FL 3):

Language combinations currently banned

Bosnian / Croatian / Serbian / Montenegrin / Slovenian
Danish / Faroese
Danish / Norwegian / Swedish
Dutch / Flemish / Frisian / Afrikaans
Kazak / Russian
Slovak / Czech
Spanish / Catalan
Ukrainian / Belarusian / Russian
Luxembourgisher / German
Galician /Spanish

FL2 proficiency

If you have proficiency in FL2, please choose **one of the languages from the list** or choose **Other Language (FL2)** to enter the one that you know and have proficiency proof.

Once you choose the language you will be directed to the next question to select from the list your proof of proficiency: mother tongue, university degree, secondary education, accredited cultural institute language course (at B1 level and 60 contact hours minimum), CNJO Certificate, CNJO language competence test or one of the accepted commercial certificates.

If none of the options applies to you, please choose **I have no proof of proficiency in FL2**

Once you complete that part, you will proceed to the question **on your FL3 proficiency**.

If you are proficient in any other language (or wish to add your mother tongue) please choose a proper option or simply choose **I have no proof of proficiency in FL3**

After completing that part please click on **DALEJ (NEXT)** and proceed to **SECTION 5**

SECTION 5 CEMS SCHOOL PREFERENCES FOR MANDATORY TERM ABROAD

You have to select at least ONE school to have your application accepted.

Please select schools according to your preference, where **University 1** is the most preferred and **University 32** is the least preferred (you may choose fewer schools). Please ignore schools which you are not interested in, it means the school you will not accept if assigned (for instance, due to the high cost of travel/living, you will not be able to bear).

Once you choose your first (mandatory) preference, you shall choose the second university. Once you do so, the form will open the next preference until you choose **None** or simply make a choice of all 32 preferences.

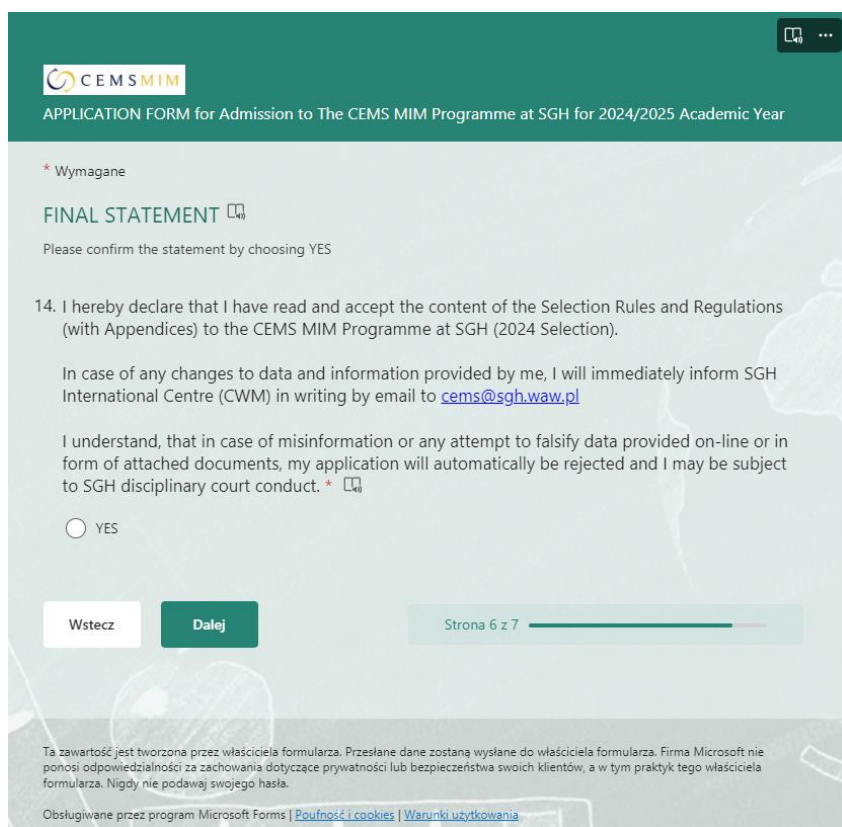
When selecting the universities, please make sure that you are not selecting the given university twice or more and make sure that the same preferences are also entered in the CEMS Common Application Form. **In case of differences, the CEMS web preference will be considered final!**

IMPORTANT NOTICE:

The candidates may request to make changes in the preference list after the application process by deleting or changing the sequence of selected schools. Adding schools is not allowed.

The latest moment to submit a request to the Selection Committee for above-mentioned changes is before publishing the final results of the 1st Stage of the selection process. Request submitted after publishing the results will be rejected to assure the transparency of the selection process.

Once you have that process completed, please choose **DALEJ (Next)** and proceed to **SECTION 6**

SECTION 6: THE FINAL STATEMENT

CEMS MIM
APPLICATION FORM for Admission to The CEMS MIM Programme at SGH for 2024/2025 Academic Year

* Wymagane

FINAL STATEMENT

Please confirm the statement by choosing YES

14. I hereby declare that I have read and accept the content of the Selection Rules and Regulations (with Appendices) to the CEMS MIM Programme at SGH (2024 Selection).

In case of any changes to data and information provided by me, I will immediately inform SGH International Centre (CWM) in writing by email to cems@sgh.waw.pl

I understand, that in case of misinformation or any attempt to falsify data provided on-line or in form of attached documents, my application will automatically be rejected and I may be subject to SGH disciplinary court conduct. *

YES

Wstecz Dalej

Strona 6 z 7

Ta zawartość jest tworzona przez właściciela formularza. Przesłane dane zostaną wysłane do właściciela formularza. Firma Microsoft nie ponosi odpowiedzialności za zachowania dotyczące prywatności lub bezpieczeństwa swoich klientów, a w tym praktyk tego właściciela formularza. Nigdy nie podawaj swojego hasła.

Obsługiwane przez program Microsoft Forms | [Poufność i cookies](#) | [Warunki użytkowania](#)

Please read and then choose YES to confirm your final statement and commitment.

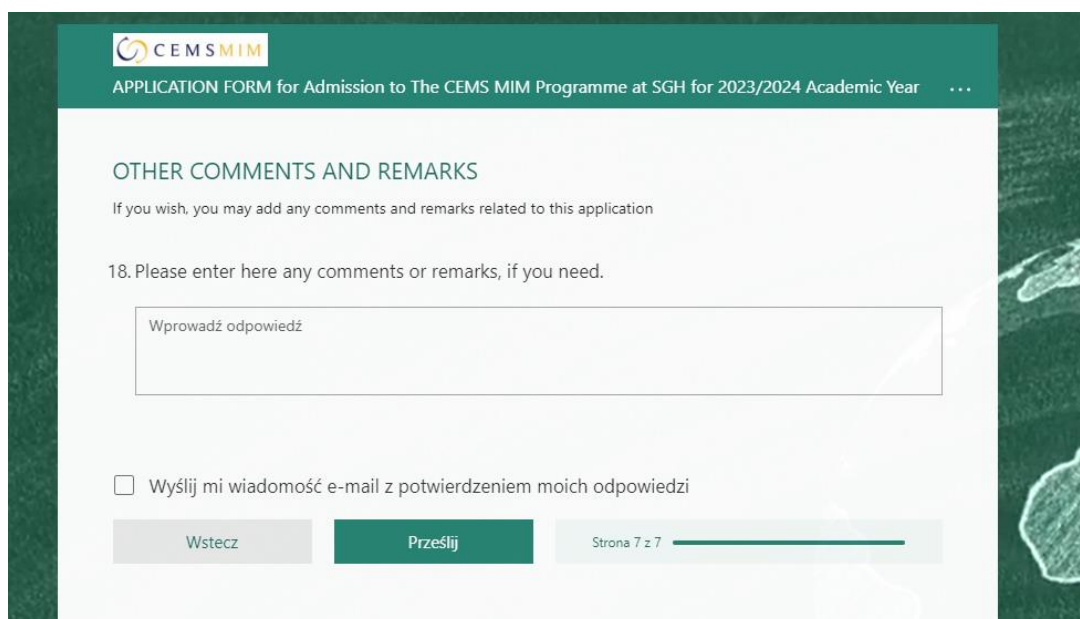
Once you confirm the statement please click on **DALEJ (Next)** and proceed to **SECTION 7**

SECTION 7: OTHER COMMENTS AND REMARKS

Please enter any comments or remarks you wish (optional)

If you wish to get an email with confirmation of your answers, please tick a box:

Wyślij mi wiadomość e-mail z potwierdzeniem moich odpowiedzi



CEMS MIM
APPLICATION FORM for Admission to The CEMS MIM Programme at SGH for 2023/2024 Academic Year

OTHER COMMENTS AND REMARKS

If you wish, you may add any comments and remarks related to this application

18. Please enter here any comments or remarks, if you need.

Wprowadź odpowiedź

Wyślij mi wiadomość e-mail z potwierdzeniem moich odpowiedzi

Wstecz Prześlij Strona 7 z 7

Once you have completed the form, please click on PRZEŚLIJ (SEND)

That action completes your application process via MS-FORMS at SGH. You will get a confirmation of the fact, you have applied by email and (if you selected that option) your replies.

REVISITING THE APPLICATION

If you decide to make any changes to your application, unfortunately, you have to REPEAT your application and send it again. If you submit more than one application from your account, we will consider your latest completed and sent application. That is why, please do not hurry and do not start your application just before the deadline

If you have a problem with the form, please send a message to cems@sgh.waw.pl within the deadline for online application.

**ONCE YOU HAVE COMPLETED REGISTRATION ONLINE IN MS-FORMS
PLEASE PROCEED TO CEMS ONLINE APPLICATION!
SEE THE NEXT PAGE FOR DETAILED INSTRUCTIONS**

2. CEMS SELECTION APPLICATION

All candidates must also register their candidatures in the CEMS MIM Selection Application (CEMS Common Online Application Form) in the following way:

- Please get to the application website available at: <http://www.cems.org/selection/> and make initial registration to get your password that is valid within 24 hours after that registration. To do so, please find our country (Poland) on the list, and click the active link “register”.

People's Republic of China Tsinghua University School of Economics and Management (TSEM) Academic year: 2022/2023 Application period: 1 September - 30 December 2021 Dates of interviews / assessment center: 30-31 December 2021	
Poland SGH Warsaw School of Economics (SGH) Academic year: 2023/2024 Application period: 11 October - 8 November 2022 Dates of interviews / assessment center: 14 November - 15 December 2022 Link to selection website: https://forms.office.com/r/nvE... <input type="button" value="View conditions"/>	<input type="button" value="REGISTER"/>
Portugal Nova School of Business and Economics (NOVA) Academic year: 2024/2025 Application period: 2 January - 28 April 2023 Dates of interviews / assessment center: 2 January - 26 May 2023 <input type="button" value="View conditions"/>	

- Please enter as **Student ID** your **SGH 5 or 6-digit ID enrolment number** (“numer albumu”) – just digits – do not mess it with your email id !!!
- Do not enter Polish or other language-specific characters.** They are visible while you type them, but unfortunately, get corrupted when doing any import to an Excel file. To use such a file we have to correct your data manually!
- Please login into the system as indicated in the confirmation email and fill in all the fields in the application in the following format:
 - Name (Surname only, do not put both your Surname and First name here)** – Please enter in **CAPITAL LETTERS** eg. **KOWALSKI** instead of Kowalski or kowalski
 - First name** – Please enter your first name in standard format eg. Jan. If you have more names, you may also enter your middle name.
 - Date of birth** (according to pre-defined format)
 - Place of birth** – city (without Polish characters; for Warszawa please enter Warsaw, for Kraków, please enter Krakow as promoted by the city authorities)
 - Country of birth** (choose)
 - Nationality** (choose)
 - Current Address** (Polish format: you may replace “m.” with “/” if your house number has no slash)

- 8) **Permanent Address** (as above, if you stay outside your home address)
- 9) **Telephone/Mobile:** Please use the following format (without spaces) : +<Country code><number including area code if applied> eg. +48123456789 (mobile), +48229990909 (telephone)
- 10) **Email:** usually your private email, unless your SGH email is your primary mailbox.
- 11) **Selection year:** Please enter **2025**
- 12) **Class year:** **2025/2026**
- 13) **Graduation year:** Please enter **2026** (it is the earliest possible graduation year for you)
- 14) **Specialisation:** choose the correct one
- 15) **Bachelor degree** - the **name of the degree:** BA, BSc etc. followed by the specialisation; eg. BA in Management) – Note: all SGH degrees are BA
- 16) **Bachelor's degree – School:** School name in English (**in case of SGH:** SGH Warsaw School of Economics), **country** and the **date of issue** of your Bachelor's or Master's degree.
- 17) **Choice of schools** (please enter in the same order as in the SGH Application via MS-Forms – in case of differences, the assignment is based on the sequence entered in the CEMS system)
- 18) **GMAT** – not required, but if you have the result, you may enter it.
- 19) **English entry grade** (if you await the test result – do not enter any result or give the minimum required, it will be verified after the end of the application period):
 - a. TOEFL – enter the number of points obtained
 - b. IELTS, CAE, BEC, PTE – tick appropriate
 - c. CPE – if you have just a letter grade (no points on the certificate) enter the following values:
 - i. Grade A: 220-230
 - ii. Grade B: 213-219
 - iii. Grade C: 200-212
 - iv. C1 Certificate (Grade D): 200
 - d. Others
 - i. Tick “Mothers tongue” if English is your mother tongue (citizenship, nationality)
 - ii. Tick “University degree” if you validate your English based on a university degree completed in English (in a CEMS school, AACSB/EQUIS accredited school or an English-speaking country)
 - iii. Accredited school course (only if you have the certificate of CEMS accredited cultural institute)
- 20) **Other Languages:**
 - a. **Language 2**
 - i. Enter your mother tongue as “Language 2” if it is one of the CEMS languages, (unless it is English) and select your mother tongue in the Language Type field.
 - ii. Enter other CEMS languages, if your mother tongue is not one of the CEMS languages and select the appropriate Language Type (see point 21.)
 - b. **Language 3:** Enter your second foreign language or mother tongue, depending on your input in the Language 2 field.
 - c. **Language 4 and more:** if you possess documented proficiency in other languages, feel free to enter them.
- 21) **Language Type**
 - a. **Mothers tongue** – if the entered language is your mother tongue (based on your nationality, citizenship or place of birth). You may be asked to sign a special Statement of Honour (in that language).
 - b. **Secondary education** – choose that option only if you confirmed your proficiency based on a secondary education certificate completed abroad (outside the country of your residence/citizenship), or you have submitted an official document releasing you from taking language tests in the given language due to completing bilingual secondary school.

- c. **University degree** – choose that option if you have a university degree completed in that language (the language of instruction of all courses except tutorials) or you are a graduate of language studies (philology, applied linguistics)
- d. **Commercial exam** – choose that option if you confirmed your proficiency based on a CEMS-accepted commercial certificate (see Appendix 1.)

NOTICE:

Choose Commercial Exam also if your proof is none of the above (e.g.SGH competence test, CNJO certificate and other certificates – these will be added to the database, once you are admitted to CEMS MIM programme by CEMS Programme Manager, based on submitted documents)

22) Document Upload:

THIS IS THE ONLY SYSTEM IN WHICH YOU ARE UPLOADING YOUR FILES. PLEASE MAKE SURE YOU HAVE ENTERED THEM ALL AND FOLLOW THE EXACT REQUIREMENTS!

Please upload:

- 1) **your CV** (using the pre-defined form – Appendix 5) converted into a PDF document. You must save it with a name: **CV_XXXXXX_YourSurname**, where XXXXXX is your 5 or 6-digit student ID number. If your student ID number is 5-digit, please enter 0 before. For example [CV_199299_Kowalski](#) or [CV_012345_Nowak](#)
- 2) **a file with your Self-Presentation Video link & password** (if necessary) that you place on YT or VIMEO converted into a PDF document saved with a name: **Video_XXXXXX_YourSurname**, where XXXXXX is your 5 or 6-digit student ID number. If your student ID number is 5-digit, please enter 0 before. For example: [Video_199299_Kowalski](#) or [Video_012345_Nowak](#)
- 3) **Mother tongue Declaration Form(s)** in pdf format for each declared mother tongue separately
- 4) **Language proficiency proofs** scanned in pdf format: commercial exams (or print screens of the online test results if certificates are not yet available), CNJO Certificates (or CNJO document confirming that you have requested the issue if the certificate with CEF proficiency level indicated), university diplomas with diploma supplement or transcripts of records that indicate the language of instruction of the degree programme.
- 5) **Students admitted to SGH as foreigners: The last graduated studies transcript of records (diploma supplement) with a scan of the diploma.**
- 6) **2nd or 3rd-semester students** must submit in addition a statement/Commitment stating that the student is currently on one-year leave (3rd-semester students) or is/will be on leave for one semester (2nd-semester students) in the academic year 2024/2025.

You do not have to submit any proof for SGH Language Competence Test you have taken before. We keep the files and the results will be uploaded into a selection system at SGH after the application period.

Remember, you are uploading documents only in the CEMS system.

Final remarks:

- Do not wait for the application online until the very last day! The system may get overloaded and your data may not be saved!
- Once you complete the process of application or make any changes to your application, please log in again and check whether the data you have entered has been saved!

- If you have doubts about whether your certificate/diploma will be accepted or regulations seem not to be clear enough for you – contact cems@sgh.waw.pl
- If you encounter any problems, please contact us at cems@sgh.waw.pl
- If you are afraid you will not be able to submit additional paper documents, please scan them and send them by email to cems@sgh.waw.pl or send to that email address a notice stating the reason for the possible delay. In case of a delay, you will be informed whether we will accept your application (not guaranteed) and under which condition(s).

REMEMBER:

**YOU HAVE TO BE REGISTERED AT BOTH SYSTEMS
SGH APPLICATION VIA MS FORMS AND CEMS APPLICATION
TO BE ACCEPTED FOR FURTHER SELECTION!!**

Warsaw, 13 June 2024

CEMS Office
SGH International Centre (CWM)