

SELECTION RULES FOR EXCHANGE PROGRAMS FOR STUDENTS AND DOCTORAL STUDENTS OF SGH WARSAW SCHOOL OF ECONOMICS

I. INTRODUCTION AND GENERAL RULES OF QUALIFICATION

1. The following regulations define selection rules for:
 - a) full-time and part-time students of undergraduate and graduate studies;
 - b) students of Doctoral School,applying for Erasmus+ (including 1-semester mobilities within the CIVICA Engage Track) and other exchange and educational programs offered and coordinated by the International Centre (CWM) at SGH Warsaw School of Economics (SGH) which are not described in separate rules of selection (e.g. CEMS MIM or double diploma programs).
2. The rules specified in these Regulations may be supplemented with additional requirements as a result of:
 - a) the specific nature of a given exchange program, or
 - b) the specific requirements of a given host institution or company.
3. Students qualified for mobility within the framework of didactic programs (e.g. CEMS, double degree programs), for which the qualification is based on separate regulations, have the possibility to obtain the Erasmus+ KA131 grant (mobility with Program Countries) without participating in the main and additional selection for exchange programs based on the provisions of these Regulations.
4. Selection for study abroad programs in the exchange program framework for the subsequent academic year is held twice each year:
 - a) Main selection – in January, during which students may apply to study abroad for one semester (Spring or Fall term), or 2 semesters of the next academic year;
 - b) Additional selection – in May during which students can only apply to study abroad in the Spring semester of the next academic year. The additional selection is organised when there is a substantial number of vacated placements in partner universities.
5. The selection process is conducted by a Selection Commission (Commission), nominated for the given academic year by the Director of CWM, consisting of 1 to 3 CWM staff members responsible for the preparation and orderly conduct of the selection process.
6. Candidates eligible for participation in the selection process must be enrolled in:
 - a) 1st or 2nd year of full-time or part-time undergraduate studies
 - b) 1st year of full-time or part-time graduate studies
 - c) Doctoral School.
7. Students and doctoral students may choose their host institutions from the offers available to their study level following their language competencies.
8. Under the Erasmus+ program, a student / doctoral student may benefit from funding at any level of studies, provided that the total period of mobility at a given level does not exceed 12 months (studies + internships). Detailed regulations are included in the rules for awarding individual scholarships. Priority in selection will be given to students / doctoral students who have not previously benefited from the Erasmus+ program at a given level of study. Erasmus+ studies and internships cannot be carried out simultaneously.

The funding rules for ERASMUS+ mobilities are in Annex 2 of the Regulations.
9. A student / doctoral student may not implement mobility in the exchange program in the country of which he or she is a citizen.
10. Within one mobility coordinated by SGH Warsaw School of Economics, a student / doctoral student may receive funding from one source only (e.g. Erasmus + scholarship or other). Double financing of the same mobility abroad is not allowed.

11. In the case of students simultaneously studying at SGH at more than one level or more than one major of studies, students have to declare the level of studies or major within which they are applying for exchange. When logging into "International Programs On-line Application System" – students can submit only one application.
12. In a given selection process for exchange programs, a student / doctoral student may not be assigned to more than one partner university.
13. A student qualified for one international program in an academic year may not take part in qualification for other international programs (double degree, QEM, Polish-German Academic Forum, etc.).
If more than one selection for exchange programs is in progress at any given time, the student will be excluded from the selection that ends later.
14. The exchange at the partner university may not last longer than two semesters during the same academic year.
15. Students of the third year of undergraduate and second-year graduate studies going on exchange in their last semester of studies must take into account a possible postponement of their diploma defense date, resulting from the need to academically settle their stay abroad and – thus – a delay in enrolment for studies, respectively, to the 2nd or 3rd level degree. SGH does not guarantee that it will be possible to obtain from partner universities the documentation required to settle the exchange by the deadlines consistent with the timetable for thesis defence and recruitment for second and third-level studies.

II. BASIC ELEMENTS AND CRITERIA FOR EVALUATING CANDIDATES TAKING PART IN THE SELECTION PROCESS

1. Students of full-time and part-time undergraduate and graduate studies

a) Grades

The basis for calculating the GPA (Grade Point Average) is (depending on the level and semester of studies and the method of recruitment to the study program): either a weighted average or the result of the recruitment process, and if none of these elements is available – the arithmetic means of points awarded for this criterion by other students of a given level of studies, taking part in the selection, who fulfill its formal criteria. The eligible candidates should obtain a GPA of at least 3.6 or the result of the recruitment process not lower than:

- 308 points in the recruitment process for the 1st level of studies
- 50% of the maximum possible score in the recruitment process for 2nd level of studies.

b) Knowledge of the language of instruction at the host university

Students / doctoral students are required to confirm their competence in the language of instruction at the host university at a minimum level of B2 on the ESOKJ/CEFR scale (unless the host university requires a higher level) in the form of:

- a certificate of completion of the foreign language course at SGH,
- a commercial certificate confirming knowledge of the language and listed in Annex no. 1 of these regulations,
- a diploma of completion from a secondary school in which the foreign language was the language of instruction,
- a diploma from a university in which this foreign language was the language of instruction.

Students/doctoral students who do not possess one of the above-mentioned proofs of proficiency in the foreign language have the opportunity to take part in a competence language test organized by the SGH Centre of Foreign Languages (CNJO). The minimum number of points scored on the competence test for the declared language, which is the language of instruction at the selected partner university, is B2 proficiency level on the ESOKJ/CEFR scale. Students interested in taking the competence test can enroll at the CNJO at times specified by the CNJO.

Test results must be obtained within the last 2 calendar years preceding the year in which the selection is carried out. The validity of the language competence tests is 2 years which means

that the results considered in the selection process must be obtained no earlier than in the academic calendar that is calculated with the formula: $(x-3)$, where x = the calendar year in which the selection is done. There is no time limit on the validity of commercial language certificates.

The Commission may also award points for certificates other than those listed, if – because of their verification – they will be included in Annex no 1. In all cases, the required minimum level of proficiency is B2 on the ESOKJ/CEFR scale.

If the host university requires a specific commercial certificate, the student is required to include it in the application. Otherwise, the selection of such a host university will not be taken into account in the process of allocating the place to a partner university.

c) Organisational activity

Applicants can receive points for organizational activities as assessed by the Student Council based on the Regulations for Evaluation of Science Clubs and Organizational Projects, which is available on the website of the SGH Student Council.

2. Doctoral students

1) Doctoral students of SGH Doctoral School applying for mobility abroad as part of international exchange programs for studies and internships coordinated by SGH International Center (CWM) submit the following documents to the Office of the Doctoral School of SGH Warsaw School of Economics:

- a) an application addressed to the Deputy Dean for Internationalization of the Doctoral School, in which the following are indicated:
 - an exchange program under which an exchange/internship abroad is to be carried out;
 - name and contact details of the selected partner university with which SGH has signed an agreement covering the exchange at the doctoral level, with an indication of the doctoral school/doctoral program conducted at this institution, in which the exchange program/internship abroad will be carried out;
 - justification for the choice of the specified partner university and a doctoral school/doctoral program at this university in the context of the educational program and the issues of the doctoral dissertation implemented at SGH Doctoral School;
 - the name and surname of the scientific supervisor of the research internship at the host university together with a short justification;
 - the dates during which the exchange/internship is to take place.
- b) a detailed plan of research activities accepted and signed by the supervisor of the doctoral dissertation and/or in the field of implementation of the education program at level 8EQF, referring to the tasks indicated in the Individual Research Plan of the Doctoral Student and indicating the effects of the internship (e.g. implementation and analysis of the results of empirical research, preparation of a doctoral chapter, preparation of an article that is part of the doctoral dissertation, etc.).
- c) a document confirming knowledge of the language of instruction at the partner university following the annex to the Selection rules for exchange programs for students and doctoral students of SGH Warsaw School of Economics,
- d) a CV in English.

2) In the case of a doctoral student applying for study mobility, the doctoral student shall submit the application documents in accordance with the qualification schedule for doctoral students available on the qualification page for exchange programs.

If a doctoral student applies for an Erasmus+ placement (internship), recruitment is carried out on a first-come, first-served basis until funds are exhausted. Information on how to organise an internship placement can be found on the Erasmus+ placements page.

3) The documents referred to in point 1 should be submitted no later than 30 days before the deadline for submitting documents, specified by SGH International Center in the “Schedule of selection for exchange programs for doctoral students of the Doctoral School” for a given academic year; the documents should be submitted in the form of a scan of the original

application, signed by the Doctoral Student and sent from his/her SGH e-mail address to the Office of the Doctoral School of the Warsaw School of Economics: bsd@sgh.waw.pl.

- 4) Based on the documents referred to in p. 1, the Deputy Dean for Internationalization of the Doctoral School decides to accept or reject a doctoral student's participation in the selection for mobility abroad.
- 5) If more than one candidate applies for one place available in the selection, the decision on priority in the allocation of a given place is made by the Deputy Dean for Internationalization of the Doctoral School based on internally adopted and announced criteria.
- 6) If the Deputy Dean for Internationalization of the Doctoral School agrees to the participation of a doctoral student of the SGH Doctoral School in the qualification for a foreign trip referred to in point 3, the doctoral student submits the documents required by the "Selection rules for exchange programs for students and doctoral students of SGH Warsaw School of Economics" in the manner specified in the Regulations.
- 7) The decision to qualify a doctoral student of the Doctoral School for exchange is made by the Vice-Rector for International Relations. The final decision on admission of a doctoral student is made by the partner university to which the student is applying.

III. METHOD OF CALCULATING CREDIT FOR DIFFERENT CRITERIA OF EVALUATION

During the selection process, a student can obtain a total of 100 points according to the criteria presented in Table 1. The final grade is the sum of the points obtained for each criterion.

Table 1. Evaluation criteria and scoring rules

Criteria of evaluation		Max no of points
1.	Grades	40
2.	Foreign language proficiency	40
3.	Organisational activity	20
Total:		100

1) Grades

For this element, the candidate may receive up to 40 recruitment points, which are calculated as follows:

- a) SGH admission process results for the 1st year of full-time and part-time undergraduate studies based on the secondary school leaving exams are calculated as follows: $(\text{no. of points} - 308) \times 0.32$;
- b) in the case of a GPA of at least 3.60 the score is calculated as follows: $(\text{obtained GPA} - 3.40) \times 25$;
- c) for 1st-year students of full-time graduate studies (participating in main selection) admitted based on the GPA from undergraduate studies at SGH, the admission process results are converted into recruitment credit points according to rules described in point b), and the basis for calculation is the GPA from the first 5 semesters of undergraduate studies at SGH;
- d) for 1st-semester students of full-time and part-time graduate studies (excluding alumni of the full-time bachelor studies at SGH, who have been admitted for full-time graduate studies based on the GPA from the first 5 semesters of undergraduate studies at SGH), the outcome of the SGH recruitment process (not lower than 50% of the maximum possible score) is converted into points based on GPA as follows: $(\text{obtained score} - 50\%) \times 0.8$;
- e) in other cases, students will receive the number of points equal to the arithmetic means of points received for this criterion by other students of a given study level participating in the selection process who fulfill the formal criteria;
- f) during the main selection, the GPA considered is from the Spring semester of the previous academic year, whereas in the case of the additional selection – the GPA considered is taken from all semesters up to the Fall semester of the given academic year.

2) Points for declared languages accepted in the selection process

- a) For this element, candidates may receive up to 40 selection points according to Annex no 1.
- b) Where a student has proof of knowledge of more than one language, the points awarded for the language required by the partner university will be taken into account.
- c) The basis for the calculation of points is the best score from among the valid competency tests or recognized certificates in the declared language recognized in the selection process. The list of recognized languages and certificates is included in Annex No. 1 to the Regulations.
- d) Students exempt from the test are those who graduated from a foreign language high school or institution of higher education. The waiver applies solely to the language in question and results in the student's obtaining:
 - i. B2 level in case of graduating from a secondary school in Poland and abroad with a foreign language of instruction and after obtaining relevant confirmation about the language waiver when applying for studies to each country (including International Baccalaureate – IB and European Baccalaureate – EB);
 - ii. C1 level in case of graduating from a higher education institution in a foreign language (both in Poland and abroad), including diploma of graduating from higher education studies in philology or applied linguistics; diploma of graduating from higher education studies in a foreign language (based on a diploma and diploma supplement).
- e) Holding the citizenship of the country whose language is recognized in the qualification does not constitute an exemption from the obligation to document the knowledge of this language. The student is required to present documents confirming graduation from secondary school or higher education institution in the language from which he/she wishes to be exempted. The language whose knowledge is confirmed should be the language of instruction at least at one of the partner universities selected by the student in the selection.

3) Organizational activity – assessed by the Student Council

For this element, the candidate may receive up to 20 selection points calculated as follows:

- a) Number of points = Number of points for the activities granted by the Student Council.
- b) If a candidate has more than 20 points in the Student Council's database for this activity, the result is reduced to the maximum number of selection points that can be obtained for this element (i.e. 20).

IV. STUDENT APPLICATION PROCEDURE IN THE ONLINE SYSTEM "REKRUTACJA"

1. Submission of the application

- a) The student submits the online application through the "Selection System for International Programs" (online application).
The online application is completed only by students of the first and second levels of studies. Doctoral students submit documents following the principles described in Chapter II point 2 of these Regulations.
- b) The application form may be modified by the student until the deadline specified in the selection schedule (the system remembers and takes into account the most recent version of the application).
- c) Candidates cannot indicate in their preferences the partner universities in the country of which they have citizenship.
- f) The following data will be imported into the system:
 - i. from the USOS system – information necessary to calculate points for GPA;
 - ii. from the CNJO – competence test results;
 - iii. from the Student Council's database – points for organisational activity.
- g) Points awarded for factors entered into the system by the candidate (such as language certificates or diplomas of high school/studies in a foreign language) will only be considered if the candidate both selects the relevant option in the online application and uploads scans

of appropriate documents to the "Selection System for International Programs" (as PDF or JPG files).

Lack of one of these two elements will result in non-recognition of these qualifications and thus lack of awarded points. Failure to upload the required qualifications to the system as well as failure to document their possession following the above-mentioned rules does not constitute grounds for appealing the decision of the Selection Committee.

2. Application assessment

- a) After the deadline, during the assignment period of available placements, the system checks whether the student has already participated in an exchange program in previous years or if he/she has already been qualified in the current year for an international exchange or educational program (CEMS MIM, double diploma program, QEM) which can result in the exclusion of the candidate from the selection process based on Chapter I, paragraphs 7, 9-11, 13-14. However, participation in scholarship programs that are not coordinated by SGH does not affect the score nor disqualify the student. In justified cases, the Commission may introduce an amendment to the system and/or exclude a student from the selection process.
- b) The online system applies automatic scoring according to the criteria specified in the rules.

3. Assignment of place at partner university

- a) In the application, students declare a maximum of 16 universities (from those listed for their study level where the language requirements are fulfilled) in order of preference.

A first-cycle student interested in participating in the CIVICA Engage Track and taking CIVICA courses at partner universities offering this track declares in the system the universities marked as "CIVICA Engage". Detailed information along with the rules for implementing the CIVICA Engage Track are included in Annex 3 to the Regulations.

- b) In the selection, student can choose universities from different exchange programs (Erasmus+, bilateral or CIVICA with Erasmus+ funding).
- c) In the course of assigning available placements, the system verifies if the student is eligible to study at the given university according to the accepted criteria.
- d) Students' ID numbers are sorted according to the number of points received. The system then checks for available placements, corresponding to the specified order of preference. If the student's preferred university is available, he/she is assigned to it, and no further steps of checking the availability at other universities are implemented.
- e) When two or more students have the same number of points and the same university preferences, the system will assign placement to them based on the following criteria:
 1. points for grades,
 2. points for proficiency of the language recognized in the selection process,
 3. points for the student's organizational activity.
- f) If there are no places available, the student remains on the list with the description "without assignment".

4. Acceptance to programs and universities and additional selection

- a) Confirmation or cancellation of program participation at the assigned university must be done online by the student in the period specified in the selection schedule for students of undergraduate and graduate students. Doctoral students confirm the assignment by e-mail by the date specified in the selection schedule for doctoral students.
- b) Lack of confirmation in the exchange program at the assigned university means that the student resigns from the program with no consequences. Students who resign from the assigned place after the deadline defined in the selection's schedule for reasons other than force majeure will not be able to apply for any selections organized by the International Centre nor take part in mobility in the course of the next academic year. Force majeure includes illness that makes going abroad impossible, death or sickness of an immediate family member, or a sudden deterioration of the student's/doctoral student's financial situation, all documented accordingly.

- c) Places not assigned in the main selection will be offered in the additional selection process, provided mobility in the Spring term is possible at a given university.
- d) Once the list of selected students has been approved by the Commission designated CWM employees will nominate the students for going abroad.
- e) It is the host university that makes the final decision whether or not to admit the candidate to the university. The host university also decides during which semester the student may be allowed to enroll (and may therefore reject the student's / doctoral student's semester preference).
- f) Due to the necessity of the equal distribution of places at partner universities between both semesters, the priority of choice as to the semester for mobility is given to students for whom the Fall semester will be the last semester of study; followed by students who obtained the highest scores in the qualification process.
- g) Obtaining a place at the host university ends the selection process. Final lists of students selected for participation in the exchange program will be shared with relevant Dean's Offices; in the case of doctoral students, the list of participants will be sent to the Dean of Doctoral School.

V. SELECTION APPEALS COMMISSION

1. Selection Appeals Commission consists of at least three persons:

- a) a representative of the faculty,
- b) an employee of CWM
- c) a representative of SGH's Students Union

appointed by the Vice-Rector for International Relations on request of the Director of CWM provided none of them had participated in the works of the Selection Committee.

2. Appeals will be accepted and considered by the Selection Appeals Commission after the 1st stage of the selection procedure, that is, once scores for evaluation components of the candidate have been assigned.

VI. THE MODE FOR CONSIDERING APPEALS BY THE SELECTION APPEALS COMMISSION

1. After the 1st stage of the selection process, the candidate may appeal the decision of the Selection Committee. The appeal must be submitted in written form in the period specified by the schedule.
2. The appeal must include reasons for its submission along with an explanation and any necessary attachments confirming its legitimacy.
3. The Selection Appeals Commission does not reconsider applications.
4. Decisions of the Selection Appeals Commission are announced within 2 days after its session and in justified cases – within 4 working days after its meeting.
5. The Selection Appeals Commission's decision can be appealed to the Vice-Rector for International Relations no later than 2 days after the announcement of the Appeals Commission's protocol. The appeal should be submitted to CWM.
6. Decisions made by the Vice-Rector for International Relations are final.
7. All appeal decisions made by the Commission are sent to all candidates via email.

VII. FINAL REGULATIONS AND REMARKS

1. A student assigned to an international university and who takes part in mobility is obliged to disseminate the results of the exchange program. Dissemination is achieved by writing an obligatory descriptive report (published on *Niezbędnik SGH*) as well as through participation in meetings and events promoting exchange programs organized by CWM after the duration of their mobility, provided that the participant of the mobility is still an SGH student.
2. If the selection process is conducted simultaneously for two (or more) programs (such as Erasmus+, PIM and exchanges in the framework of bilateral agreements as well as CIVICA

Engage Track), the assignment of universities will be held according to the order of preference declared by the candidate rather than according to particular programs.

3. When determining the preference of universities, in the case of simultaneous selections of two (or more) programs, the student should consider the fact that there may be differences in terms of the offered scholarships and other benefits. Therefore, the choice of school should not only be made about the content but also with consideration to the student's financial standing.
4. If a student has been rejected by a host institution, CWM may, at student's request, assign him/her to a different university provided that there are available placements. CWM can also assign any available place to students who have not been assigned to a particular university due to an irrecoverable error in the "International Programs On-line Application System". In both cases, candidates must meet the requirements of formal admission to the assigned university.
5. If SGH obtains funds from the Erasmus+ program for student mobility with third countries not associated with EU (Erasmus+ KA 171 – International Credit Mobility), after the selection is completed, students selected to universities participating in the project will be able to receive scholarships depending on the number of funds received. In cases when the number of qualified students is greater than the number of scholarships received, funds will be awarded to students who obtained the highest scores in the selection process.
6. If the receiving university announces that due to the epidemic situation or for other reasons it will introduce a remote mode of teaching and/or suspend the possibility of arrival, a student assigned to such a university shall be entitled (subject to the available places, taking into account the dates of nomination), the possibility of a one-time change of assignment (re-allocation) to a university in which such restrictions (at the time of decision) do not apply. However, if the newly assigned university changes the mode of teaching to remote and/or the possibility of arrival is suspended, re-allocation will no longer be possible and the student will have the choice to carry out the exchange program remotely or to resign from the assignment without the consequences described in Chapter IV, paragraph 4b.
7. Participation in the international exchange program does not release the student from the obligation of carrying out all the courses required for graduation (absolutorium) – so if all the course subjects listed in the study plan are not passed and no substitutes are obtained for the subjects completed during the exchange, the student will not be allowed to receive his/her diploma before completing all the shortcomings of his/her program.
8. These Regulations and the detailed rules for assessment of applications for programs with additional criteria of evaluation will be published on CWM's website and in the "International Programs On-line Application System".
9. In matters concerning the selection of students for international exchange and that cannot be determined by the rules described in this document, all final decisions are resolved by Vice-Rector for International Relations.
10. These regulations are approved by the Vice-Rector for International Relations after receiving the opinion of the Deans of undergraduate and graduate studies as well as of Doctoral School.
11. Changes to the regulations (following the requirements of paragraph 8) may only be introduced before the start of the main selection process in the given academic year.
12. The procedure for directing students and PhD students abroad to complete a part of their studies is specified in the Student and Doctoral Regulations in Appendix No. 1 to the Rector's Order No. 51 dated 11th of October, 2017. Students are required to read the "Selection rules for exchange programs for students and doctoral students of SGH Warsaw School of Economics" and adhere to the specified regulations.
13. Failure to meet the deadlines specified within the organization of the study abroad set out by CWM will be considered as resignation from the selection process, and the student will not be able to apply for CWM's selections in the next academic year.
14. These rules shall come into force upon signing.