

The logo for SGH (Szkoła Główna Handlowa w Warszawie) is displayed in a bold, teal, sans-serif font. The background of the entire slide is a vibrant, multi-colored space scene with a central globe overlaid with a white network of nodes and lines, suggesting global connectivity and technology.

SGH

Szkoła Główna
Handlowa
w Warszawie

STUDENT EXCHANGE PROGRAMS: ERASMUS+, PIM, BILATERAL AGREEMENTS 2025/2026

EXCHANGE – WHAT IS IT?

- ✓ Semester studies at the university with which SGH has an agreement for student exchange
- ✓ Does not lead to obtaining a partner university diploma
- ✓ Recognition of courses completed abroad as equivalent or supplementary to study program at home university
- ✓ Student has rights and obligations of both home and host universities (eg. right to a social or rector's scholarship if applicable). However student is obliged to pay fees at home university (if applicable)
- ✓ On the basis of the cooperation agreement, student fees at the host university are waived.
- ✓ The exchange program may have its own budget allowing the granting of scholarships for the duration of the mobility.

EXCHANGE – HOW TO PLAN IT?

- ✓ It is worth planning an exchange semester and taking courses at SGH, especially compulsory but also major ones
- ✓ Mobility during the last semester of the bachelor's degree may affect the date of defense of the bachelor's thesis, delay the defense (due to the exchange settlement deadline - obtaining Transcript of records)
- ✓ There is no consent to carry out an exchange in the case of a failed subject in the semester before exchange semester
- ✓ You can take the exams at SGH earlier if the semester at the partner university starts earlier (significant in the case of exchange in the summer semester which can start even in January)
- ✓ During the exchange in the summer semester (the last semester of studies), the seminar takes place at SGH and the diploma thesis defense takes place at SGH.
- ✓ The seminar (and the number of ECTS for it) does not exempt you from completing at least 24 ECTS during the exchange. ECTS credits collected during exchange do not generate paid surplus
- ✓ It is worth getting acquainted with the start (and end) dates of semesters at partner universities - in many universities/countries the organization of the academic year differs from the dates in Poland. The winter semester may start in mid-August (e.g. Scandinavian universities) and the summer semester from January (e.g. France, some universities in Spain, etc.)

EXCHANGE PROGRAMS

| Program | Undergraduate | Graduate | PhD |
|---|---------------|----------|--------------------------------|
| Erasmus+ | ✓ | ✓ | ✓ (limited number of slots) |
| Bilateral agreements | ✓ | ✓ | – |
| PIM – Partnership in International Management | ✓ | ✓ | – |
| CIVICA Engage | ✓ | – | – |

- Main selection is always for the next academic year (fall or spring semester or whole year)
- Planned beginning of the selection process – **January 2025** (dates will be determined soon)
- Additional selection is only for the spring semester of the next academic year (in May). Decision will be made depending on the funds available

ERASMUS+ PROGRAMME

- ✓ all study levels (1st, 2nd and 3rd)
- ✓ from 2 to 12 months for studies
- ✓ from 2 to 12 months for traineeships
- ✓ mobilities on each level of studies (max length of all mobilities within a certain level cannot exceed 12 months)



Erasmus+

Erasmus+ KA131 (Program Countries) GRANT RATES



| Group of countries | Grant amount / month (studies) | Grant amount / month (traineeships) |
|--|--------------------------------|-------------------------------------|
| <u>Grupa 1</u> – Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, the Netherlands Norway, Sweden, UK* (only for studies) | 670 EUR | 820 EUR |
| <u>Grupa 2</u> –, Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain | 670 EUR | 820 EUR |
| <u>Grupa 3</u> – Bulgaria, Croatia, Hungary, Lithuania, North Macedonia, Romania, Serbia, Turkey | 600 EUR | 750 EUR |

+ Travel top-up / Green travel top-up (for travel by sustainable means of transport (i.e. train, bus))

100-499 km: 180 EUR (210 EUR for green travel)

500-1999 km: 275 EUR (320 EUR for green travel)

2000-2999 km: 360 EUR (410 EUR for green travel)

3000-3999 km: 530 EUR (610 EUR for green travel)

Erasmus+ KA131

Additional support



Additional financial support for students with fewer opportunities, i.e.

- in a difficult financial situation
- students with a recognized degree of disability

Students in a difficult financial situation:

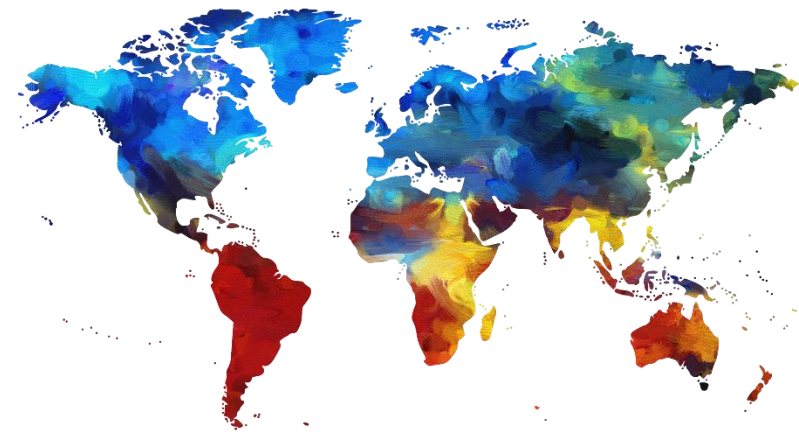
Co-financing will be provided to SGH students who receive a social scholarship at the time of closing the selection process.

A supplement of EUR 250/month to the monthly scholarship rate.

Students with a recognized degree of disability:

- may apply for additional funds for real costs incurred (the application for additional funds is submitted by the participant to the university coordinator of the Erasmus+ program).
- the costs should be adjusted to the real needs related to the type of disability and will be settled as real costs, i.e. requiring documentation in the form of financial evidence.

BILATERAL AGREEMENTS



- Student exchange between SGH and partner universities, mainly non-EU (so called bilateral agreements)
- In accordance to the agreements, universities exchange students for 1 semester mobilities on the basis of the exchange balance

Financial conditions

- Fee waiver at host university
- Cost of travel, accommodation, insurance, books, living etc. → covered by the student
- No grants (possibility of applying for ASEM DUO Scholarship to Singapore, South Korea; JASSO Scholarship to Japan and Swiss Government Scholarship to Switzerland)

Accommodation

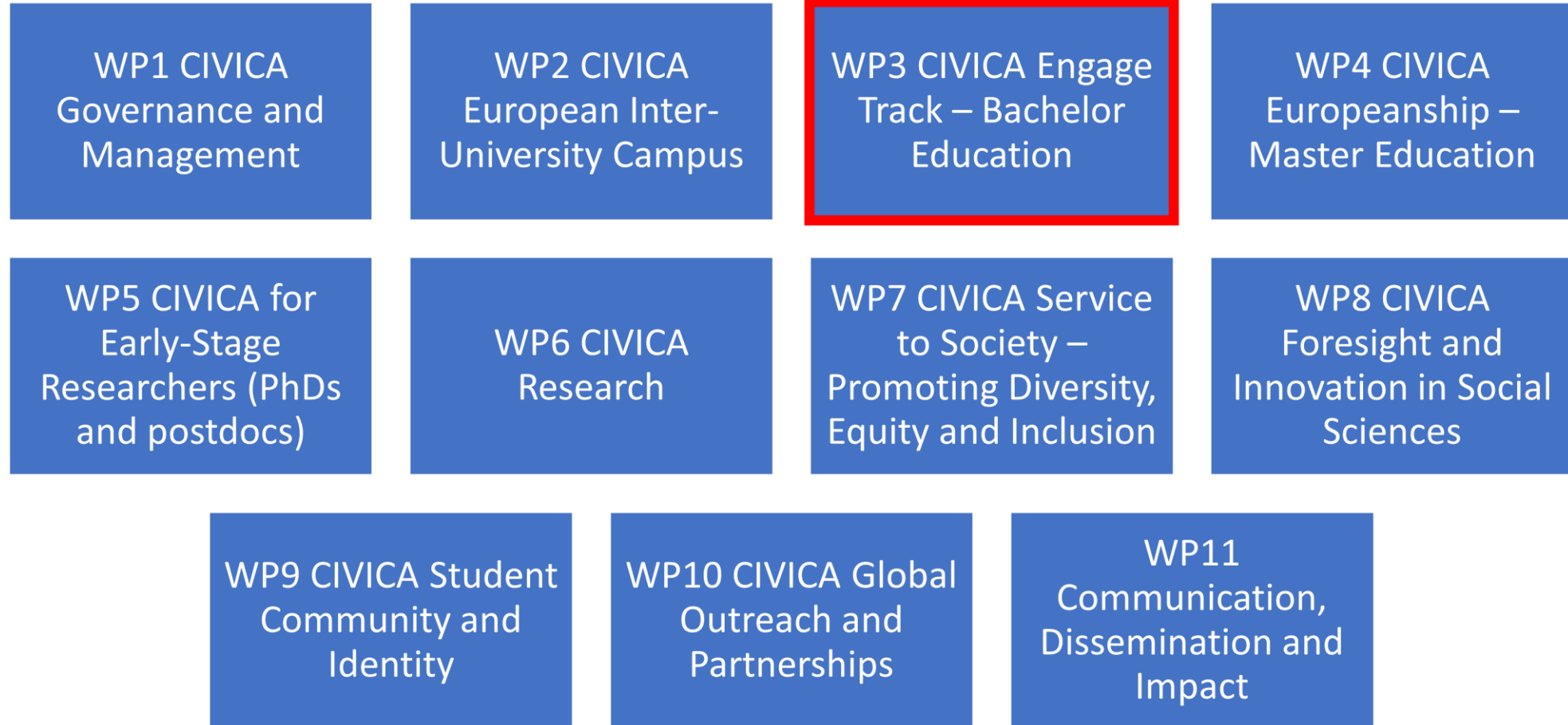
- Only some universities guarantee placement in paid dorms, in most cases students need to rent apartments



Partnership in International Management – PIM

- Network of 68 leading business schools that is one of the most important networks of such type
- SGH is a PIM member since 2001 r. and so far, is the only Polish business school in the partnership

CIVICA European University – cooperation areas



CIVICA Engage Track - universities

CIVICA Engage Track is offered by the following alliance partner universities [underlined will be available in selection process]:

- Bocconi University, Italy
- IE University, Spain
- Sciences Po, France
- Stockholm School of Economics, Sweden
- The London School of Economics and Political Science, United Kingdom
- Central European University, Austria
- SGH Warsaw School of Economics, Poland

CIVICA Engage Track

- Selection for the semester to carry out „Engage course at partner University” is done jointly with the main selection for exchange programs

ENGAGE TRACK COORDINATOR @ SGH:
Dr Małgorzata Znoykowicz-Wierzbicka
Deputy Director of the International
Centre

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Components of the CIVICA Engage Track

Choose at least **two** of these three options:



You can take one Engage Course per term.
The European Week usually takes place in June.

SELECTION RULES

who can apply for exchange

In selection can participate full-time and part-time students of:

- 1 or 2 year of Bachelor level
- 1 year of Master level
- and students who are on the Dean's leave during selection process

Students can go on exchange on:

- 2 or 3 year of bachelor studies
- 2 year of master studies

You can ONLY apply for placements which are available at your actual level of studies and in accordance to your language competence.

SELECTION RULES

| Assessment factor | Number of selection points |
|--|-----------------------------------|
| GPA Recruitment process | 0 – 40 |
| Language proficiency | 0 – 40 |
| Student activity (not obligatory) | 0 – 20 |
| Total possible number of selection points | max. 100 |

SELECTION RULES

Recruitment process / GPA

| | |
|---|---|
| Recruitment process – bachelor studies | 1st semester students - secondary school leaving exams – a minimum of 308 points |
| Recruitment process – master studies (1) | 1st semester students - students of the 1st semester of master studies (EXCEPT SGH bachelor alums who have been accepted on the basis of their GPA from bachelor level) => result of the recruitment process to SGH (at least 50% of the maximum number of points) will be calculated |
| Recruitment process – master studies (2) | 1st semester students of master studies, SGH bachelor alums who have been accepted on the basis of their GPA from the bachelor level => GPA from bachelor level (after 5 semesters of studies) will be calculated |
| Semester of calculating GPA | Last semester taken into account in the main selection is the spring semester 2023/2024 (Fall semester 2024/2025 is not taken into account!) |

SELECTION

calculation of selection points

| Assessment factor | Situation | Minimum level |
|-------------------|--|--|
| GPA | after spring semester 2023/2024 | Min. 3.60: $(\text{obtained GPA} - 3.40) \times 25$ |
| | Students accepted to master studies on the basis of their GPA | the basis for calculation is the GPA from the first 5 semesters of undergraduate studies at SGH, min. 3.60: $(\text{obtained GPA} - 3.40) \times 25$ |
| | 1st semester students of fulltime <u>master studies</u> | outcome of the SGH recruitment process (no lower than 50% of the maximum possible score) is converted into GPA as follows $(\text{obtained score} - 50\%) \times 0.8$ |
| | 1st semester students of <u>bachelor studies</u> | SGH admission process results for the 1st year of full-time and part-time undergraduate studies on the basis of the secondary school leaving exams are calculated as follows: $(\text{number of points} - 308) \times 0.32$ |
| | No recruitment process (eg. weekend studies, studies in English) | students will receive the number of points equal to the arithmetic mean of points received for this criterion by other students of a given study level participating in the selection process who fulfil formal criteria |

SELECTION RULES

Language proficiency

The minimum accepted level of language proficiency is **B2** (partner University may require a higher level)

Students may receive points for language proficiency on the basis of a:

- **commercial language certificate** (e.g. CEA, TOEFL, IELTS, DELE, DELF, DSD II) - list of recognised certificates attached to the rules of selection
- **CNJO certificate for the language course** at SGH with final exam grade and proficiency level indicated in the ESOP/CEF scale (the minimum is a B2)
- **CNJO competence test**, min. level - B2 (min. 75 points) on the ESOP/CEF scale; test for the upcoming selection should be done not earlier than in Dec.2022

SELECTION RULES

Language proficiency

Proof of language proficiency at a specific level is also recognized as:

(B2) → in case of graduating from secondary school abroad or in Poland with foreign language of instruction and obtaining relevant confirmation about the language waiver when applying for studies in a given country (incl. International Baccalaureate: IB and European Baccalaureate: EB)

(C1) → in case of graduating from a higher education institution in a foreign language (both in Poland and abroad), incl.:

diploma of graduating from higher education studies in philology or applied linguistics

diploma of graduating from higher education studies in foreign language (on the basis of diploma and diploma supplement)

BILINGUAL SECONDARY SCHOOL FINAL EXAM IS NOT RECOGNISED

SELECTION RULES

Student activity

Applicants receive points for student activity which is assessed by the SGH Student Council in accordance to the Rules of Student Activity Assessment

www.samorzadsgh.pl

Master's students who have not completed the first cycle of studies at SGH may also apply for points for student activities – contact with the SGH Student Government.

Max. 20 points

SELECTION STAGES

ON-LINE REGISTRATION January 2025 (planned from 9th January)

Filling out the online application form in the system

- fill out personal data
- upload to the system scans of language proficiency certificates. (except competence test)
- choose the list of universities according to your preferences (max. 16 choices)

APPLICATION ASSESSMENT

- announcing the points for all the factors
- delivery and assessment of appeals (if applicable)

ASSIGNMENT OF PLACES

ACCEPTANCE OF THE ASSIGNMENT – online

- acceptance or rejection of the assigned placement
- resignation from the accepted placement without consequences – 2 weeks after announcing confirmed assignments

SELECTION

stages

The online application will be open for two weeks from the moment of opening the system - planned start: January 9th

After closing the system, it will not be possible to apply or edit the data entered.

Before completing the application, accept the declaration of having read the selection rules and the GDPR statement

Data to be completed in the system

- basic personal data
- level, semester and field of study from which the student is applying for mobility (if he/she is pursuing at least two programmes)
- knowledge of languages:
 - choosing a foreign language (English, French, German, Spanish, Italian)
 - providing the level of knowledge of the selected language - min. B2
- scans of documents confirming knowledge of languages, if other than the result of the competence test
- information on participation in the exchange program in previous years
- information whether the student is currently on dean's leave
 - If so - a scan of the document confirming the approval of the Dean's leave
- preferred universities - 16 choices (choice of universities in the system available according to the selected level of study and language)

IMPORTANT TIPS

CHOOSE AS MANY UNIVERSITIES AS POSSIBLE

to increase the chance of getting an assignment

You can choose universities within different programs

We ask you for a reasonable choice of universities, as changing the order or preference will be impossible at any stage of selection.

GET FAMILIAR with information about countries and available universities before you choose them in the application = no possibility of changing your choices after the closing of the online stage

GET FAMILIAR with the academic offer of the University you're interested in and **CHECK** if they match your study program at SGH.

IMPORTANT TIPS

DON'T WAIT until the last moment to fill in the application online!

UPLOAD SCAN(S) of your commercial language certificate(s), SGH language exam certificate, diploma of graduation from secondary school / studies in foreign language / Dean's leave confirmation

LACK OF SCAN of above mentioned document(s) and/or **LACK OF DECLARATION** of these documents = **exclusion from selection**; not subject for appeal

IMPORTANT TIPS

In case of having proofs of proficiency in 2 or more languages, the highest score required by partner University is taken into account (points don't add up).

You can **ONLY** apply for placements which are available at your actual level of studies and in accordance to your language competence.

REMEMBER – placements will be divided between semesters.

List of universities – how to „read” the table?

Level of studies within which placements are available

Subject Area (discipline) within which the agreement is signed, not the study program at SGH

When the partner universities require specific language certificates and levels

| Country | Partner University | Erasmus Code | Student Mobilities | | | No. of students x no. of semesters | SUBJECT AREA | Language 1 | Language 2 | Language requirement – level | Additional requirements – LANGUAGE | Comments – division of semester places and additional info |
|---------|---|--------------|--------------------|----------|-----------|------------------------------------|-----------------------------|------------|--------------------------|---|--|--|
| | | | Level | | | | | OR | | | | |
| | | | UG / 1st | PG / 2nd | PHD / 3rd | | | | (unless stated in notes) | | | |
| Denmark | Copenhagen Business School | DK KOBENHA05 | 0 | 1 [fall] | 0 | 2 x 1 semester | Business and Administration | English | | B2+ | IELTS academic test passed with a result of at least 6.5; Cambridge CPE passed; Cambridge CAE passed; TOEFL iBT passed with a result of at least 91; TOEFL PBT passed with a result of at least 577; CBS does do not accept TOEFL ITP. | |
| Germany | Friedrich–Alexander–Universität Erlangen–Nürnberg | D ERLANGE01 | 3 | 3 | 0 | 6 x 1 semester | Business and Administration | German | English | English B2 but students also have to know German on at least A2 level | | max. 2 Bachelor + 2 Master for Fall term 2017 |

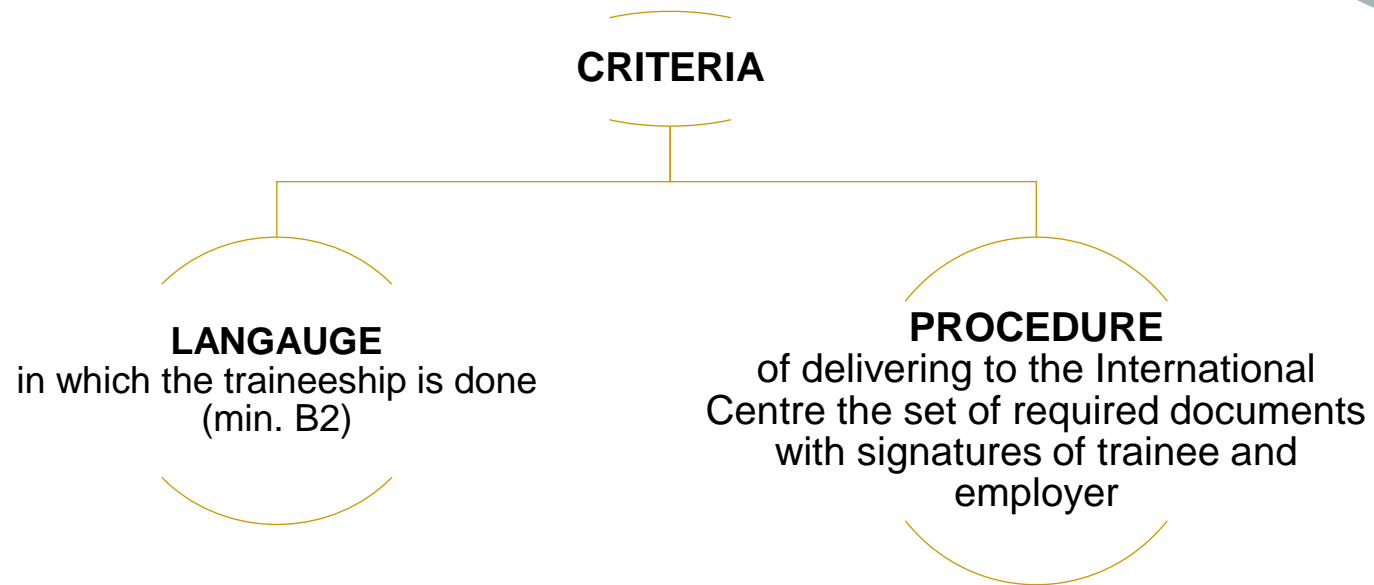
Number of available placements and length of stay

Required proficiency of 1 out of 2 languages (unless there are additional requirements of the host University (-> check columns with additional info))

Placements can be divided between semesters

ERASMUS+ Traineeships

- ✓ Applications for Erasmus+ traineeships are continuously accepted
- ✓ Traineeships are available for both students and for recent SGH graduates
- ✓ More info on the International Centre website



ERASMUS+ Traineeships stages

Finding the company

Delivering all application documents to the International Centre

Traineeships abroad

Recognition of the traineeships

* Attention! SGH does not provide recent graduates going for Erasmus+ internships with liability and accident insurance. Graduates are bound to obtain accident and liability insurance on their own and to deliver copies of these documents (with originals for inspection) to the International Centre together with other documents.



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→ **ERASMUS+ KA131**

→ **CEMS with ERASMUS+ SCHOLARSHIP**

→ **ERASMUS+ TRAINEESHIPS**

→ **PIM & BILATERAL AGREEMENTS**

→ **CEMS MIM without scholarship**

→ **FREEMOVERS**

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Thank you and
good luck in
selections

