

**SELECTION RULES FOR THE UNDERGRADUATE STUDENTS
AT SGH WARSAW SCHOOL OF ECONOMICS
TO PARTICIPATE IN THE "EUROPEAN WEEK"
ORGANISED AS PART OF THE CIVICA ENGAGE TRACK**
[in force for the European Week 2025 selection]

I. GENERAL INFORMATION

1. These Regulations set out the eligibility rules for SGH undergraduate students to participate in the "European Week" carried out within the "CIVICA Engage Track" of the Erasmus+ project CIVICA – The European University of Social Sciences.
2. "European Week" will run once per academic year between 2023 and 2026 and will be funded by Erasmus+.
3. By qualifying to participate in the European Week, the student is accepting a commitment to complete the other components of the CIVICA Engage Track. It is not possible to participate in the European Week without completing the remaining required components of the CIVICA Engage Track.
4. The CIVICA Engage Track includes the following components:
 - a. the completion at student's home university (SGH) or at another CIVICA partner university of at least one course designated as a CIVICA Engage Course (see Appendix 1 for a list of CIVICA partner universities offering CIVICA subjects recognised under the track);
 - b. participation in a week's stay abroad at a CIVICA partner university organising European Week in a given academic year (the university organising European Week in a given year will be announced in the selection announcement);
 - c. preparing a presentation (Showcase Assignment): The Showcase Assignment should take the form of a public speech addressed to an external audience, presenting the student's reflections on an important challenge for Europe, falling within the framework of the selected CIVICA Engage course.

Detailed information on the various elements of the CIVICA Engage Track can be found on the website at <https://www.sgh.waw.pl/civica-engage-track>.

5. Once all components of the track have been completed, the student will receive a certificate of completion of the CIVICA Engage Track.
6. The costs of travel to the European Week are covered by the SGH International Centre (CWM) with funds from the CIVICA Erasmus+ project. The EW organiser will provide catering and accommodation for the participants.

II. GENERAL PRINCIPLES OF ELIGIBILITY

1. The selection process is conducted by the Selection Committee appointed by the Vice-Rector for International Relations for a given academic year, hereinafter referred to as the Committee, consisting of the WP3 coordinator of CIVICA Engage Track, the manager of the CIVICA Erasmus+ project at SGH, and a staff member responsible for the preparation and proper conduct of the selection.

The WP3 coordinator may invite lecturers involved in teaching CIVICA Engage courses at SGH to the Committee.
2. At the time of selection for the European Week, the candidate must have completed the first year of full-time undergraduate studies at SGH Warsaw School of Economics.

For students in the 5th and 6th semesters of study, eligibility is conditional on the candidate making a commitment to complete the remaining elements of the CIVICA Engage Track by the end of the spring semester of the 2024/25 academic year (completion of one of the CIVICA Engage courses at SGH or a CIVICA partner university by the time of qualification for European Week 2025 or enrolment in such course(s) no later than in the spring semester of the 2024/25 academic year and preparation of the Showcase Assignment in the spring semester of 2024/25). Students in lower semesters of study qualified for European Week 2025 will be required to complete the remaining elements of the CIVICA Engage Track no later than during their sixth semester of study.

3. Selection for the European Week takes place according to the established schedule. Additional selection is organised in case of availability of places after the first selection stage.
4. The maximum number of students allowed to participate in the European Week in any given academic year is 10.

III. BASIC ELEMENTS AND EVALUATION CRITERIA

1. The cumulative (weighted) average (GPA) of the applicant's previous studies (at the end of the last semester for which the Undergraduate Studies Office' system has this average calculated). To be considered for selection, the candidate must have a minimum average grade of 3.60.
2. Proficiency in English at a level of not less than B2 on the ESOKJ/CEFR scale evidenced by:
 - a commercial certificate, as listed in Appendix 2 of the Rules of Eligibility for students to participate in the European Week,
 - the result of the CNJO SGH competence test,
 - certificate of completion of the English language course at SGH,
 - a diploma from a secondary school in which English was the language of instruction,
 - a diploma from a university where English was the language of instruction.

Providing proof of English language proficiency is a prerequisite for selection.

3. Motivation and substantive preparation to participate in the event (as presented in the motivation letter in English - max. 1 page).

IV. METHOD OF CALCULATING QUALIFYING POINTS

A total of up to 100 points can be obtained in the selection process according to the criteria shown in Table 1. The final grade is the sum of the points obtained for each criterion.

Table 1. Evaluation criteria and scoring rules

	Evaluation criteria	Maximum number of qualifying points
1	Grades	40
2	English language proficiency	40
3	Motivation and substantive preparation to participate in the event.	20
Total		100

1. **Grades**

A candidate may be awarded up to 40 points for this component, calculated according to the following formula: (average obtained - 3.40) x 25.

2. **English language proficiency**

- a. A student may receive up to 40 qualifying points for this element in accordance with the conversion table in Annex 1 of the Regulations.
- b. Points are calculated on the basis of the best score from among valid English competence tests or recognised certificates recognised in the qualification process. The list of recognised language certificates is attached as Appendix 1 to the Regulations.
- c. From the academic year 2024/2025, the maximum possible level a student can achieve for a language competence test is level C2 corresponding to 40 qualification points.
- d. Individuals who have completed secondary or tertiary education in a foreign language may have their language competence recognised and obtain:
 - i. 8 points (B2 level), if they have completed secondary school in Poland or abroad with a foreign language of instruction (including International Baccalaureate - IB and European Baccalaureate - EB);
 - ii. 24 points (C1 level), in the case of graduation from a higher education institution in a foreign language of instruction (in Poland or abroad, including: a diploma of higher philological studies or in applied linguistics in a foreign language; a document certifying graduation from a higher education institution in another field of study issued by a university where the studies were conducted in a foreign language).

Possession of citizenship of a country whose language is recognised in the qualification is not tantamount to exemption from the obligation to document knowledge of that language. Students are required to provide evidence of having completed secondary or tertiary education in the language they wish to confirm in the qualification.

3. **Motivation and substantive preparation to participate in the event**

For this element, the candidate may receive up to 20 selection points awarded to him/her by the Commission's decision. The motivation letter should not be longer than 1 page.

4. **Interview in English**

In case of inconclusive results of the qualification process resulting from the ranking list of candidates based on the evaluation criteria mentioned above, the Selection Committee may invite selected candidates to an additional on-line interview to determine the final list of students qualified for the European Week 2025.

V. **APPLICATION PROCEDURE FOR STUDENTS**

1. **Submission of the application**

The student fills in the application form made available on the International Centre's website, in which he/she attaches a scan of the grade transcript (with calculated cumulative average) issued by the Dean's Office of Undergraduate Studies, a scan of the certificate (or other document) confirming knowledge of English and the letter of motivation (cover letter) in PDF format.

2. **The application is assessed by the Commission.**

3. **Incomplete applications shall not be considered by the Selection Committee.**

4. **The member of staff responsible for the preparation and proper conduct of the selection process informs the student via SGH email of the date of the possible additional interview and whether or not a place in the European Week has been granted.**

5. **The student shall confirm via SGH email his/her participation in the European Week or of his/her withdrawal within three days of receiving the decision. Failure to confirm means resignation from participation in the European Week. The possibility to participate in the European Week will be offered to the next person classified on the ranking list.**

6. A student who cancels participation in the European Week for reasons other than fortuitous will not be eligible to apply for participation in the European Week in the following academic year. Fortuitous reasons include, but are not limited to: illness preventing the trip, death or illness of an immediate family member or sudden deterioration of the student's financial situation, duly documented.
7. The student has the right to appeal against the decision of the Selection Committee to the Vice-Rector for International Relations within 3 days of receiving the decision. The appeal addressed to the Vice-Rector for International Relations should be sent by email to: mchromy@sgh.waw.pl. The decision of the Vice-Rector for International Relations is final.

VI. PROTECTION OF PERSONAL DATA

1. Personal data of candidates and participants of European Week will be processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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.EU.L.2016.119.1 and OJ.EU.L.2018.127.2), hereinafter: GDPR.
2. The information on the processing of personal data set out in Article 13 of the GDPR is attached as Annex 3 to the Regulations and is also included on the application form for applicants to read when providing their personal data.

VII. PROVISIONS AND FINAL REMARKS

1. Failure to meet the deadlines set by the International Centre will be treated as a resignation and the student will not be able to apply for participation in the European Week in the following academic year.
2. In cases not described in the Regulations or in ambiguous situations, the final decision is made by the SGH Vice-Rector for International Relations.
3. These Regulations, once approved by the Vice-Rector for International Relations, are effective as of the date of publication on the website <https://www.sgh.waw.pl/civica-engage-track>.

Annex 1:**List of CIVICA partner universities offering subjects recognised under the CIVICA Engage Track**

1. Bocconi University, Italy
2. Central European University, Austria and Hungary
3. IE University, Spain
4. SNSPA, Romania
5. Sciences Po, France
6. Stockholm School of Economics, Sweden
7. SGH Warsaw School of Economics, Poland
8. The London School of Economics and Political Science, United Kingdom

Annex 2:

CONVERSION TABLE OF LEADING COMMERCIAL LANGUAGE TESTS TO RESULTS OF SGH CNJO COMPETENCE LANGUAGE TEST AND CEFR SCALE

(valid for the selection to the European Week 2025 only)

CERTIFICATE	TEST RESULT			PROFICIENCY LEVEL IN CEFR SCALE	CONVERSION INTO SELECTION POINTS
	IBT	CBT	PBT/ITP		
TOEFL	72 - 83	200 - 220	533 - 560	B2	8 pts
	84 - 94	223 - 237	563 - 583	B2+	16 pts
	95 - 99	240 - 247	587 - 597	C1	24 pts
	100 - 105	250 - 260	600 - 620		
	106 - 117	263 - 287	623 - 663	C1 +	32 pts
	118 - 120	290 - 300	667 - 677	C2	40 pts
IELTS (Academic)	5.5 - 6.0			B2	8 pts
	6.5			B2+	16 pts
	7.0 - 7.5			C1	24 pts
	8.0			C1 +	32 pts
	8.5 - 9.0			C2	40 pts
FCE	C			B2	8 pts
	B			B2+	16 pts
	A			C1	24 pts
CAE	B2 Certificate			B2	8 pts
	C			C1	24 pts
	B			C1 +	32 pts
	A			C2	40 pts
CPE	Level C1 Certificate			C1	24 pts
	C			C2	40 pts
	B			C2	40 pts
	A			C2+	40 pts
BEC	Preliminary (Pass w/distinction)			B2	8 pts
	Vantage (C), Higher (Level B2)			B2	8 pts
	Vantage (B)			B2+	16 pts
	Higher (C), Vantage (A)			C1	24 pts
	Higher (B)			C1 +	32 pts
	Higher (A)			C2	40 pts
GCSE	A - level (issued in Singapore)			C1	24 pts
TOEIC (L/R+S/W)	785 - 1095 - 1200			B2	8 pts
	865 - 1205 - 1300			B2+	16 pts
	945 - 1305 - 1345			C1	24 pts
	970 - 1350 - 1385			C1 +	32 pts
	990	1390		C2	40 pts
LCCI	Level 2 (Credit, Distinction)			B2	8 pts
	Level 3 (Pass)			B2+	16 pts
	Level 3 (Credit, Distinction)			C1	24 pts
	Level 4 (Pass)			C1 +	32 pts
	Level 4 (Credit, Distinction)			C2	40 pts
SGH language competence test	score: 60 - 69			B1	0 pts
	score: 70 - 75			B1 +	0 pts
	score: 76 - 82			B2	8 pts
	score: 83 - 87			B2+	16 pts
	score: 88 - 92			C1	24 pts
	score: 93 - 97			C1 +	32 pts
	score: 98 - 100			C2	40 pts
CNJO certificate (tutorials)				B2	8 pts
				B2+	16 pts
				C1	24 pts
				C1 +	32 pts
				C2	40 pts
TELC BULATS ¹ [academic], Linguaskill ² onDaF [all parts], onSET [all parts], other certificates				B2	8 pts
				C1	24 pts
				C2	40 pts

¹ Reading and Listening + Speaking + Writing; zrealizowany przed 2019

² all parts, average score

Annex 3:

INFORMATION ON PROCESSING OF PERSONAL DATA

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 SGH 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 iod@sgh.waw.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 the „European Week” and – if you qualify – for the process of organizing your mobility abroad.

The legal basis for processing of personal data is:

- point (c) of Art. 6 (1) GDPR (necessity for compliance with a legal obligation), point (e) of Art. (1) GDPR (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 2024 item 1571 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 for entrusting the processing of personal data;
- partner university organizing the 2025 European Week - The National University of Political Studies and Public Administration (SNSPA) in Bucharest;
- institutions supervising exchange programs and imposing reporting obligations – European Commission and institutions authorised by EC.

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 data will be processed during the application process, then for the duration of storing of financial and accounting documentation, processing for archiving and reporting purposes in accordance to applicable law as well as rules of exchange programs. 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 data subject

You have the right to access, rectify your data, erase data in cases provided for by law and restrict the processing thereof.

You have the right to object, on grounds relating to your particular situation, to 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.