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Dear Students,

Welcome to SGH Warsaw School of Economics, the leading school of economics and business in Poland, attracting most talented students in the country as well as Polish and international business community.

With its privileged location in the heart of one of the most dynamic and exciting cities in Central Europe, SGH offers you easy access to the intellectual and cultural assets of Polish society and trends in Polish business education. We are convinced you will meet within these walls some of the brightest, most dedicated students and teachers who will help you explore and understand the uniqueness of Poland where Europe takes on a different meaning. By participating in one of our exchange or degree programmes you will have an exceptional opportunity not only to acquire solid academic and practical knowledge, but also to experience cross-cultural dialogue in practice.

This handbook will provide you with information pertaining to admission and studying at SGH, as well as living in Warsaw and Poland. We recommend that you take the time to look carefully through its pages, as here you can find answers to most of your questions along with practical advice on virtually every aspect of the study-abroad experience.

Finally, we would like to emphasise how happy and honoured we feel that you have chosen our university, giving us the pleasure to host you in Warsaw. We hope that your stay will prove to be not only a fruitful academic experience, but also an unforgettable personal adventure.

International Centre Team & Student Union
Immerse yourself in the atmospheric Hanseatic town of Toruń, explore the magnificent austere castles of the Teutonic Knights, let yourself be surprised by the legendary Gdańsk shipyard, the cradle of Solidarność, relax in the shadows of the Wawel royal complex in Kraków, explore the Jewish heritage of Lublin, enjoy the unique architectural charm of Wrocław and breathe the mountain air in Zakopane.

Or enjoy the breathtaking and unspoiled natural beauty and see the largest surviving herd of European bison in the pristine Białowieża Forest, sunbathe on the sandy beaches of the Baltic coast, sail through the tranquil lake region of Mazury or take a hike through wild meadows and pristine forests of Bieszczady mountains.

After a century of wars, communist regime and struggle for freedom, Poland has become a paragon success story in the new Europe. Now a member of the EU and NATO, the country has entered the new millennium transformed into a well-established modern democracy, becoming a gateway to the East.

The ever-present dialogue between modernity and tradition, bright future and turbulent past as well as city and countryside makes for a unique and exciting experience for anyone daring to discover the true heart of Europe.
The capital city of Warsaw, one of the most dynamically growing in Europe, is the bustling cultural, political and economic heart of the country. This thriving metropolis, marked by its share of dramatic events, will fascinate you with its distinct atmosphere.

Destroyed almost entirely during World War II, Warsaw was so painstakingly rebuilt by its citizens that its Old Town has become a UNESCO World Heritage Site of Culture. Nowadays, historical monuments and churches, witnesses of the city’s turbulent past, merge with modern architecture, as gleaming corporate skyscrapers come to dominate Warsaw’s ever-shifting cityscape.

Walking through the Old Town, strolling around park alleys of Łazienki and Wilanów or admiring the river view from the roof garden of BUW library are just some of the many attractions offered by Poland’s capital. Dozens of museums, theatre and opera productions, art galleries and film festivals fill Warsaw’s cultural calendar year-round. The city boasts numerous bars, cafes and concert venues, as well as a thriving club scene that remains unparalleled by any other in the country. Undoubtedly, the Warsaw vibe is addictive.

Find out more about Warsaw:
www.um.warszawa.pl
www.warsaw-life.com
www.warsawtour.pl
www.warszawaonline.pl
Past & Present

Founded in 1906 by August Zieliński, the Warsaw School of Economics is the oldest and most renowned economics and business university in Poland. During World War I, with the consent of the occupying German authorities, the School’s course offer was acknowledged as *Handelshochschule*, i.e. the Higher School of Commerce. However, it was not until Poland regained independence that the School became a separate legal entity; on July 30, 1919 authorities approved its statute by granting it full university rights. The outbreak of World War II did not interrupt the School’s activity, as it continued to operate in conspiracy.

After the war, the School was nationalised and transformed in 1949 into the Central School of Planning and Statistics under the pressure of the new communist regime. Proclaimed the first socialist university in Poland, the School aimed to educate official personnel to answer the needs of a centrally planned and managed economy. In spite of numerous limitations and obligations, SGH managed to maintain an independent teaching programme and developed the so-called “schools of sciences”.

In 1991 in the wake of general transformation of the state and with the period of socialist Polish People’s Republic coming to an end, the School returned to its previous name of the Warsaw School of Economics – *Szkoła Główna Handlowa w Warszawie*. New authorities commenced the transformation of the School to comply with market economy requirements. The reform of the educational process led to individualisation of the study programme, giving students the opportunity to choose courses and shape their study paths themselves.
Today, SGH Warsaw School of Economics is considered to be the country’s leading economics and business university, topping all national rankings and building up its European position by internationalising the curricula and creating countless possibilities for both professional and personal development, mainly as a result of thorough reforms conducted in the early 1990s. While the School is one of the major Polish research centres in the fields of business and management, economic policy, finance, banking and the EU, its faculty is strongly involved in local financial and business environment, shaping the country’s economic future.

Selected international programmes operating at SGH include:

• CEMS Master in International Management,
• Partnership in International Management,
• Erasmus+,
• Erasmus+ Joint Master Programme - European Master in Law and Economics (EMLE),
• Erasmus Mundus Action 2: SAT,
• Master Double Degree Programme with partnet institutions: University of Economics Prague, Czech Republic (International Business); EBS Universität für Wirtschaft und Recht, Germany (Management); European University Viadrina, Germany (Management, International Business, Finance & Accounting); Johannes Gutenberg University of Mainz, Germany (Management, Finance & Accounting);
• Technische Universität Berlin, Germany (Innovation Management and Entrepreneurship); Toulouse Business School, France (Management, International Business); Universidade NOVA de Lisboa, Portugal (Management); University of Cologne, Germany (Finance & Accounting); University of Duisburg-Essen, Germany (Finance & Accounting);
• SGH Sommerschule supported by DAAD,
• Summer University Warsaw,
• Council on International Education Exchange,
• Canadian Executive Master of Business Administration (CEMBA),
• Visegrad Fund.

Did you know that...

• SGH is awarded top “5 Palms” by Eduniversal ranking for being a universal business school with major international impact since 2008;
• the School has been continuously ranked #1 among economics and business schools in the country in all Polish higher education surveys;
• 11 out of 21 Polish Ministers of Finance after the economic transition of 1989 were SGH alumni;
• SGH alumni and current lecturers include professor Leszek Balcerowicz, main architect of the Polish economic transformation after 1989 and professor Danuta Hübner, first Polish commissioner in the European Commission;
International Relations

In a world where forces of internationalisation and globalisation are becoming increasingly important, SGH with its long tradition of openness to the exchange of knowledge and extensive educational and research experience with institutions abroad, is progressively strengthening its international character. The School is reinforcing existing partnerships through new projects and formulas, such as Erasmus Mundus European Master in Law and Economics, Erasmus Mundus Action 2 mobility projects and double-degree programmes. It is also developing new means of bilateral cooperation, aimed at both students and faculty mobility. SGH is a member of CEMS and PIM, internationally recognized as brand marks of excellence in the fields of business administration and management, educating the future business leaders.

SGH’s academic faculty contribute to over a hundred research projects conducted in cooperation with international institutions, participate in numerous international conferences and publish in leading specialised Polish and international periodicals. Its international experience allows for the School’s constant improvement of the quality and relevance of the imparted knowledge, giving students “fresh” up-to-date views on the globalising world around them.

SGH’s international reputation and excellence in teaching attracts over 400 international non-degree students from more than 40 different countries every academic year, creating a very exciting and multicultural environment for students and staff alike. With on-campus accommodation guaranteed to all students who apply early, attractive course offer, great sports facilities and extensive library resources, students can enrich their knowledge, learn about Poland and enjoy one of the most rewarding experiences in their academic life in the heart of a vibrant metropolis. The School provides excellent counseling, medical and immigration support, extensive cultural programme and a wide choice of social activities.
International non-degree students can participate in events and package trips to popular tourist destinations around Poland as well as learn Polish during a semester-long language courses tailored to their needs.

Choosing to study at the Warsaw School of Economics makes for a memorable, life-changing experience and will definitely give students an edge over others in an increasingly competitive job market.

International Centre

International Centre at SGH strives to encourage vision and quality in the School’s international activity by disseminating information on international opportunities, providing assistance to international students on-campus and developing an international outlook among students and staff alike.

The Centre initiates agreements with institutions of higher education, maintains contact with all current partners, providing them with information and support. The Centre offers counseling for both SGH students wishing to study abroad and incoming international students.

Our staff is responsible for application and recruitment process for incoming students, offering them information on admission requirements and procedures, guiding them through the arrival preparation process as well as organising their welcome at SGH. International students are assisted by the Centre throughout their stay in Warsaw in all academic and practical matters.

The following members of IC staff are responsible for providing assistance to international students:

- Elżbieta Fonberg-Stokłuska – Head of IC
  estokl@sgh.waw.pl, +48 22 564 9840
- Grzegorz Augustyniak – Deputy Head, CEMS Academic Coordinator
  august@sgh.waw.pl, +48 22 564 9842
- Marta Sent-Pawłowska – Incoming Students Officer
  incoming@sgh.waw.pl, +48 22 564 9843
- Monika Komorek – Incoming Students Officer
  incoming@sgh.waw.pl
- Marta Ferenc – International Programmes Officer
  mferenc@sgh.waw.pl, +48 22 564 87 21
- Małgorzata Chromy – International Programmes Officer
  mchromy@sgh.waw.pl, +48 22 564 9841
- Anna Bielig – Polish-German Academic Forum Coordinator
  akademikerforum@sgh.waw.pl, +48 22 564 9386
- Małgorzata Nowicka – CIEE Programme
  MNowicka@ciee.org, +48 22 564 9845
- Katarzyna Torchalska-Kasiak – International PhD Students Officer,
  ktorch@sgh.waw.pl, +48 22 564 9217.

The office, located in the SGH building A at 24 Rakowiecka street, is open every day between 8.30 AM and 4 PM.

Non-Degree Students

Exchange Students

The extensive network of partner universities, through the framework of Erasmus + Programme, CEMS MIM, PIM, CEEPUS, Visegrad Fund and bilateral agreements, gives you the unique possibility of studying abroad at the Warsaw School of Economics as an exchange student. Contact your home International Office to find out whether your institution is involved in an exchange programme with SGH and what the conditions for your coming to Warsaw are.

The list of partner institutions can also be found at: http://administracja.sgh.waw.pl/en/dpm/international_cooperation/partner_universities/

Application Process

1. Your home coordinator nominates you in the SGH on-line system (https://serwis.sgh.waw.pl/crpm-recruitment/), observing the deadlines and instructions received from SGH’s International Centre, and provides SGH with your basic data, indicating both your study level and your exchange period.

2. A personal login and password, granting you access to the system, is sent to you via e-mail.

3. Complete the application form with further personal and academic information. Pay close attention to the information provided by your coordinator. Should there be any doubts or mistakes, contact him/her immediately.
Please respect the application deadlines!

• April 19th – for the Winter semester and the full academic year,
• October 19th – for the Spring semester.

4. Print out 2 copies of the application form and have them signed and stamped by your home International Office. Since confirmation from the sending institution is crucial for the recruitment process, application forms without the required signatures will not be reviewed.

5. Send both signed application forms with 2 passport-size photographs to the International Centre by the following dates:
• April 30th – for the Winter semester and the full academic year,
• October 30th – for the Spring semester.

6. Within 2 months of the deadline your home International Office will receive the Letter of Acceptance. Information regarding pre-arrival preparation, housing, academic calendar, course enrolment and Orientation Week will be emailed to students’ addresses as provided in the application form in due time prior to their arrival.

Non-EU students applying for campus accommodation will also be sent an intention letter for visa purposes upon request.

As application deadlines cannot be postponed, it is extremely important that SGH receives your documents in due time. Incomplete or late applications may cause delays in processing as well as admission refusal by SGH Warsaw School of Economics.

In case of withdrawal from the exchange programme, students are requested to notify their home coordinator as well as SGH’s International Centre as soon as possible.

Free-Mover Programme

Through the free-mover programme SGH Warsaw School of Economics gives students from non-partner universities the possibility to study in Warsaw for a short period on a non-degree basis. Upon payment you can be temporarily (for one or two semesters) registered at SGH at Bachelor or Master level without your enrollment being subject to a reciprocal agreement with a partner institution.

Terms of Admission

Students who wish to apply as free-movers and study abroad at SGH should meet all pre-requisites set for their admission to the programme:

• You should be enrolled at least in the second year of a Bachelor degree programme at your home institution upon applying to SGH;
• You should have a good (both written and oral) command of English language confirmed by a certificate (i.e. First Certificate in English, Certificate in Advanced English, TOEFL or other on B2 level).

Applicants with recent full University degrees issued by institutions with curricula taught exclusively in English as well as English native speakers will be granted a waiver.

If you meet the above-listed pre-requisites, you are eligible for admission as a free-mover at SGH and we will be pleased to receive your application.

Application process

1. Register online at https://serwis.sgh.waw.pl/crpm-recruitment:
   - enter your personal data, indicate your study level and choose your exchange period;
2. A personal login and password granting you access to the system will be sent to you via e-mail
3. Complete the application form with the remaining personal and academic information

Please respect the application deadlines!

• April 19th – for the Winter semester and the full academic year,
• October 19th – for the Spring semester.

4. Print out and sign 2 copies of the application form.

5. Send both application forms with 2 passport-size photographs and all required attachments to the International Centre by the following dates:
• April 30th – for the Winter semester and the full academic year,
• October 30th – for the Spring semester.

Required attachments include:
• CV/Resume in English,
• Letter from your home university certifying your student status,
• Official transcript of records for the last two semesters of studies,
• English proficiency certificate for non-native English speakers.
Degree Students

International students wishing to obtain a degree from the Warsaw School of Economics can apply for one of the four tuition fee-based study programmes offered exclusively in English:

- two-year Master programme in Global Business, Finance and Governance; International Tourism, Hotel Industry and Leisure Services; International Business; Finance and Accounting,
- four-year PhD programme in Economics and Management (part-time).

For detailed information on admission requirements, recruitment process and study programme, please contact the Admission Office at admission@sgh.waw.pl or visit their homepage available at http://www.sgh.waw.pl/en/studyatsgh/why-sgh/

Course Offer

Since the implementation of the Bologna Declaration in 2006, SGH has been adjusting its course offer to comply with the demands of the three-cycle study system. At present, the School offers nearly 300 courses taught in English on both BA and MA levels, including compulsory core courses of different majors as well as a wide choice of specialised classes covering a large spectrum of topics, ranging from economics and management to sociology and international relations.

Although some courses are more advanced than others, all are designed to increase the students’ academic knowledge and develop practical skills. While teaching methods and educational devices may vary from one course to another, all promote constructive discussion and help increase students’ analytical skills. Since all courses are also open to regular SGH students, they generate positive exchange of ideas and provide a framework for constructive multicultural teamwork.

Each spring, SGH Warsaw School of Economics prepares a comprehensive curricula offer for the forthcoming academic year that caters to students’ needs and the changing demands of the job market. In July a detailed course offer is published on-line in the form of a guidebook.

The score requirements are:

- First Certificate in English – minimum grade B,
- Certificate in Advanced English – Pass,
- TOEFL – 176 – 235,
- IELTS 6.0

As deadlines cannot be postponed, it is extremely important that we receive your documents in due time. Incomplete or late applications will not be considered.

The School reserves the right not to return any of the application documents.

The admission committee’s decision, based on the evaluation of your educational background and motivation, will be sent to you via e-mail within one month of the application deadline. The information package including a Letter of Acceptance, the necessary information pertaining to your pre-arrival preparation, as well as the academic calendar and Orientation Week schedule, will be sent to the email address provided in the application form one month before the event starts.

Tuition Fees

Tuition fees for the free-mover programme at SGH in the academic year 2016/17 are as follows:

- EU/EEA citizens – 200 PLN for 1 ECTS (courses taught in Polish), 250 PLN for 1 ECTS (courses taught in foreign language),
- Non EU/EEA citizens – 65 EUR for 1 ECTS (courses taught in Polish), 80 EUR (courses taught in Polish).

Non EU/EEA students of Polish origin are entitled to claim 30% discount.

All tuition fees are subject to annual revision and change.

Please remember that 21 ECTS is the required minimum number of ECTS credits per semester for free-movers studying at SGH.

SGH Warsaw School of Economics does not grant financial support in any form to international students. Therefore, you are advised to secure your source of funding before leaving for Poland.

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On-Line Enrolment – Virtual Dziekanat System

Just like regular SGH students, exchange and free-mover students follow the compulsory on-line enrolment process via the Virtual Dean’s Office (VDO), accessed with a personal SGH student number and password at https://dziekanat.sgh.waw.pl/wd_nowy/index.php?jzyk=ang. SGH’s flexible attitude towards individual study programme allows students to choose freely from courses offered within their study level (undergraduate or graduate), provided they fulfill the prerequisites specified for each course.

Registration is conducted separately for each semester, starting in May and November for Winter and Spring semesters respectively.

The entire enrolment process consists of 3 stages:

1st stage – initial course selection based on the course offer provided in the SGH booklet
a. May – for the winter semester,
b. November – for the spring semester;

2nd stage – registration for open courses and changes to initial course selection resulting from timetable overlaps and waiting-list ranks; class schedules are published
a. June–July – for the Winter semester,
b. January–February – for the Spring semester;

3rd stage – final adjustments to course choice carried out within 3 days following the first two weeks of each semester
a. September–October – for the Winter semester,
b. February – for the Spring semester.

Detailed instructions on how to use the VDO along with SGH student number and password will be sent to all students prior to the 1st stage of enrolment.

SGH aims to allow all non-degree students to participate in courses of their choice, nonetheless some classes set limits to the number of participants; thus, you might not have the possibility to attend them. We try very hard to prevent this, nevertheless, we advise to draw up an acceptable alternative course list before departing for Poland since all modifications must be made in the 3 days when the system reopens. Your entire course selection, in the form of the Learning Agreement, must be approved and signed by your home institution prior to your arrival to SGH. To learn more about the enrolment process, its requirements and regulations, please visit http://administracja.sgh.waw.pl/en/dpm/international_exchange/incoming_students/exchange/Pages/Courses.aspx

Please note that in the new three-cycle study system it is impossible to combine Bachelor and Master courses.

SGH reserves the right to cancel or alter courses when necessary as well as to refuse admitting a student for a course if their English proficiency proves to be insufficient.

Workload and ECTS

As a result of the Bologna process, since 2006 SGH has implemented the European Credit Transfer System (ECTS), which employs both the credit system that bases on the amount of workload required for each course as well as its transfer scale. One ECTS credit is equivalent to 30 hours of studying (including lecture, readings, assignments etc.). Therefore, a regular SGH course of 30 contact hours (one two-hour lecture per week) is equal to 3 ECTS points. A full academic year consists of 60 ECTS credits, with 30 ECTS credit workload for each semester. International non-degree students should take a full-load – i.e. 30 ECTS per semester, unless their sending institution explicitly exempts them from this requirement, however no less than 21 ECTS points.

International non-degree students are allowed to register for more than 30 ECTS credits. However, we would advise against taking on a large workload, as many courses require extensive reading and time-consuming library work.

Exams and Grades

Lecturers at SGH use different forms of examination, both oral and written, to assess students’ comprehension of course material as well as their overall performance. In some courses, grades are awarded on the basis of written papers and assignments while in others continuous assessment is used, based on class attendance as well as active participation throughout the semester.
Each semester is followed by an examination period lasting 2 weeks in each semester. It is very important to realise that written examinations – just like oral ones – are held on specific dates and may take place even on the last day of the examination period, a fact which should be taken into account when planning your return journey.

Please be aware that enrolment for courses entails obligations, and once registered, you are expected to participate in the course and take the exam. All grades are available on-line on the VDO within one month of the examination period.

Transcript of Records

Exams taken by students at SGH are registered at the respective Dean’s Office once exam protocols have been handed in by course instructors. Should you not receive your result along with other students, or have any queries about the result, please contact the course instructor and the responsible officer in the Dean’s Office directly.

The Dean’s Office, having collected all grades for an individual exchange or free-mover student, checks the student’s status with the International Centre. If all required documents are complete and your SGH student card was returned upon departure, an official Transcript of Records documenting your academic performance during the study period at SGH will be sent to your home International Office. You will receive an original signed by the Dean of Bachelor or Master Study Programme together with a certified copy.

Expected dates of receipt of Transcript of Records are:

- March-April – for the Winter semester,
- July-August – for the Spring semester and the full academic year.
The academic year at SGH Warsaw School of Economics, as in other Polish universities, is divided into two semesters of 15 weeks each. Winter semester starts in the beginning of October and lasts until the beginning of February with a two-week Christmas break. Spring semester starts in mid-February and ends at the end of June, with a one-week Easter break. Both Winter and Spring semesters are immediately followed by an examination period. While winter break lasts only two weeks, the spring one offers almost three months of uninterrupted holidays (July-September).

Like other institutions in Poland, SGH Warsaw School of Economics is closed on the following national and bank holidays:

- January 1st – New Year’s Day,
- January 6th – Epiphany,
- Easter Monday – Monday following movable Easter Sunday,
- May 1st – International Labour Day,
- May 3rd – Constitution Day,
- Corpus Christi – 9th Thursday after Easter,
- August 15th – Assumption of the Blessed Virgin Mary,
- November 1st – All Saints’ Day,
- November 11th – Independence Day,
- December 25th – Christmas Day,
- December 26th – second day of Christmas.

To see our academic calendar, please visit International Centre website:
OSESEK – building W,
BUFFET – library building B,
BREAK CAFE in building C,
NIESPODZIANKA – first floor, building A.

There are also coffee and snack machines situated on different floors of all SGH on-campus buildings.

SGH’s vicinity boasts a considerable selection of restaurants and small cafeterias offering various food; from traditional Polish cuisine to Asian and fusion. Furthermore, a few grocery stores and one supermarket operate near the School’s premises.

Centre of Foreign Languages

As an international non-degree student at SGH Warsaw School of Economics, you have a unique opportunity to enrol in any of the language courses offered, choosing between English, German, Russian, French, Italian or Spanish. Upon starting your semester, visit the Centre of Foreign Languages and take the compulsory placement test. The Centre will prepare a timetable according to your proficiency level (minimal required level: B2), giving you the chance to enrol in a class that suits you best. Please note that language classes up to intermediate level are held in Polish.

SGH, believing in the importance of language command in the process of social adjustment to the new surroundings, has designed an exclusive Polish course for its non-degree students. Offered at two different proficiency levels, it gives students a great opportunity to learn our language in a multicultural environment as well as to acquaint them with Polish tradition and culture. If you decide to use this opportunity and study Polish, register for your course through the Virtual Dean’s Office.

Buddy Programme

Over the years, SGH Warsaw School of Economics in cooperation with the Erasmus Student Network has built an extensive buddy system wherein each non-degree student is assigned a Polish buddy who assists them throughout the entire mobility period. Buddies are regular SGH students who volunteer to help our foreign newcomers.

Upon being accepted to exchange/free-mover programme at SGH, you will receive your buddy’s contact information. It is vital to contact your buddy and provide them with the details of your arrival (time and place). Any special needs or questions should be included.

Buddies will help you with all issues connected to your arrival in Warsaw: they will pick you up from the airport, assist you with checking into dormitories as well as give you information on practical matters and share loads of tips on how to survive in the new surroundings. Throughout the semester, your buddy will be happy to assist you in all kind of matters. We advise that you allot yourself some time to get acquainted with your buddy and maintain contact with him/her during your stay at SGH.

Should you encounter any problems with contacting your buddy, please inform the Incoming Students Officer, who is responsible for coordination of the ESN Buddy section.

Computer Services

SGH offers all students free access to computer facilities. Your personal login, provided by the International Centre, grants access to all computer labs located on the ground floor and the 3rd floor in the main building G. The unlimited password-free Wi-Fi connection is available in the dormitories, as well as in buildings C and G.
Orientation Week is the time of compulsory registration of all non-degree students. Should you for any reason not be able to participate, please inform the responsible International Centre officer in advance and arrange for an individual meeting.

Sports
There are two gyms, a fitness room, a swimming pool and a sauna available for students on-campus. If you wish, you may sign up for either a Physical Education class or varsity team activities, neither of which is compulsory. PE classes include: soccer, basketball, volleyball, calisthenics, aerobics, swimming and dancing. 90-minute lessons are held once a week. The available varsity team activities include: boxing, skiing, aerobics, rock climbing, tennis, table tennis, track and field sports, sailing, soccer, swimming, volleyball and basketball.

Each semester, a schedule of all sports activities is posted in front of the Centre of Physical Education and Sports in the main building G along with the list of participants. Classes, worth 1 ECTS credit point, are assessed on the basis of attendance.

Student ID Card
SGH student card is the sole proof of your student status in Poland and allows you to enter the campus and use School library resources or sports facilities. Often students are asked to present their IDs before taking exams; therefore, we advise you to carry it at all times. It entitles its bearer to public transportation and train discounts as well as movie, theater or museum student tickets offers.

During Orientation Week, all exchange and free-mover students who have submitted the required documents will be provided with their personal SGH student card subject to the payment of 17 PLN. The payment method will be communicated to you by e-mail.
Since it is compulsory to return the SGH student card upon departure, its loss has to be reported to the Incoming Students Officer and a duplicate, for an additional payment of 25.50 PLN, must be ordered through the Incoming Students Officer.

Student Organisations

SGH is well-known for its long-standing tradition of student associations and the important role they play in shaping the School in its various aspects. The Student Union, an elective body representing SGH’s student community in the School’s Senate which participates in the process of drawing up study regulations, provides students with housing and financial aid as well as organizes a wide range of cultural events.

Along with over 20 local associations and 100 students’ science clubs, all the most important international organisations are present at SGH. AEGEE, AIESEC and ESN give students an opportunity to experience teamwork in practice, to participate in projects and event management, often serving as a first step to a career in the business environment.

Students’ Union

Located on the entresol above the entrance to building G, the office of the union is where you will receive competent advice from student representatives.

Zielona Linia (Green Hotline)

The newest initiative of the SGH Students’ Union addresses the problems virtually all students face, including financial difficulties or problems with communicating with our instructors. Often students need assistance with finding information on the website or just have no clue how to solve their problems. If you need help in any of these matters, contact us at zielonalinia@esgieha.pl.

ESN

ESN is a European-wide student organisation. Its goal is to support and enhance the student exchange experience. The network consists of over 12,000 members (29,000 with the foreign buddies) from over 424 local sections in 36 countries in Higher Education Institutions, including universities, universities of technology and colleges. ESN is organised on a local, national and international level. Its motto is “Students helping students”.

Although ESN SGH runs projects for local students, like many other organisations, its main focus are international students coming conducting their exchange study abroad programme at SGH Warsaw School of Economics.

Most importantly, ESN coordinates the Buddy Programme, a project which purpose is to help international students adapt to life in Warsaw.

Buddies are also responsible for helping with formalities – less important like shopping or more serious ones like an appointment to see a doctor or legalizing students’ stay in Poland. Moreover, Buddies should serve an information source on SGH’s course offer, studying at SGH, attractions in Warsaw and in Poland. Throughout the semester, Buddies are invited to participate in events, parties and other attractions organized by ESN SGH.

The organization consists of several sections:

Buddy Section

The section is responsible for the general care of foreign students and organising such activities for them as Orientation Week, International Dinner (presentation of dishes from all over the world), international Christmas or Easter meetings, speed dating, excursions to cinemas, theaters, opera and museums. In this way, foreign students become familiar with Polish culture and traditions.

Contact: buddy.sgh@gmail.com

Travel Section

The main tasks of this section is to organise weekend trips to various Polish cities. Throughout the semester, the section offers a number of trips to the most popular and interesting destinations, giving foreign students an opportunity to learn about Polish history and culture.
Sport Section
A group of sport enthusiasts whose goal is to organise sport events for international students. This section is responsible for one of ESN’s biggest projects – ESNOLYMPICS (sport event similar to the Olympics Games, in which schools from all over Europe can participate).

SocialErasmus
An initiative created to encourage students to act on behalf of local community, enable them to learn about the social environment outside of university walls. This includes visits to schools (called European Lessons), orphanages, hospitals and cultural activities.

Tandem Courses
This is an opportunity for students to develop and practice their language skills one-on-one with a native speaker. Students pair up to share knowledge of their mother tongue in an informal setting.
In order to do so, you are asked to submit the following documents:

- A valid passport,
- Visa application form,
- Letter of Acceptance from SGH,
- Proof of health insurance coverage for the entire period of your stay in Poland,
- Two recent photographs,
- Other supporting documents.

As visa prolongation in Poland is possible only once and solely in cases of force majeure or situations impossible to foresee while applying for the visa in the consulate, students coming for a period of study longer than 3 months are obliged to apply for a visa valid for the maximal period of one calendar year.

It is vital to remember that the process of obtaining a visa takes over a month. Therefore, it is advisable to make all the necessary arrangements well in advance.

For any further information on visa requirements please contact Polish Embassy or Consulate suitable for your country.

All foreign students must obtain temporary resident certificate (meldunek); Polish law states that international students from non-EU/EEA have 4 (four) days after their arrival in Poland to fulfill this obligation. In order to do so, pick up an appropriate application form from the dorm administration, and a document confirming you have accommodation for a period longer than 3 months. In addition, valid visa or residence card is required. The temporary residence certificate (meldunek) should be obtained at district office (in Polish language: urząd miasta/gminy) relevant to student’s place of residence. For tenants of “Sabinki” or “Grosik” dormitories, the district office (Urząd Dzielnicy) is located at:

Rakowiecka St. 25/27
Tel. 22 56 51 516 or 22 56 51 545
E-mail: wom@mokotow.waw.pl

For any further details on visa requirements please visit Mazovian Voivodeship Office website at https://mazowieckie.pl/en/for-foreigners-1/518,For-Foreigners.html

Documents, submitted in Polish, required for registration from EU/EEA citizens:

- a valid identity document,
- European Health Insurance Card,
- confirmation of possession of adequate financial means (a minimum of 150 Euro per month),
- confirmation of temporary registration by local government offices of the place of residence,
- official letter of confirmation from SGH,
- application form with 5 passport photos.

For further information on terms and conditions please visit Mazovian Voivodeship Office website at https://mazowieckie.pl/en/for-foreigners-1/518,For-Foreigners.html

For any further information on visa requirements please contact Polish Embassy or Consulate suitable for your country.

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By train

There are three large railway stations for international and domestic connections in Warsaw: Western Warsaw – Warszawa Zachodnia, Central Warsaw – Warszawa Centralna, and Eastern Warsaw – Warszawa Wschodnia. Warsaw’s main train station, located in the heart of the city centre, is Warszawa Centralna. All international trains stop here. In the underground and above-ground levels of the station you will find a pharmacy, a post office, money exchange office, ATMs, numerous shops and newsstands, fast-food bars, bookstores and an internet cafe. The Warsaw Tourist Service Point is located in the Main Hall – Hala Główna, and next to it you will find the Railway Information Office and PKP InterCity Service Centre with English-speaking staff. The train station additionally serves as a city bus terminus.

Means of reaching SGH from the airport:

a. Taxi Avoid cabbies waiting in the arrivals hall as they are famous for overcharging. Rather, try to take one of the taxis standing in front of the departures hall or call one up. Getting to SGH’s main building should cost no more than 35–40 PLN. The list of taxi companies operating at the airport can be found at www.lotnisko-chopina.pl

b. Bus Buses 175 and 188 start their route at the airport. Take either and change at bus stop POMNIK LOTNIKA for bus 167. The second bus will take you directly to SGH main building at bus stop METRO POLE MOKOTOWSKIE. Tickets are available at the kiosk in the arrivals hall or can be purchased in ticket machines located in buses.

c. Train SKM (Fast Urban Railway) or Koleje Mazowieckie -KM (Masovian Railways) will take you from Terminal 1 to the city center in about 25 minutes. Take the subway from the city center METRO CENTRUM stop to METRO POLE MOKOTOWSKIE to reach SGH campus area.

Means of reaching SGH from the train station: 174, 700 or trams 17, 33, 41 in the direction of Mokotów/Służew to the stop METRO POLE MOKOTOWSKIE.

b. Underground Walk to CENTRUM underground station and take the train in the direction of Kabaty. Get off at METRO POLE MOKOTOWSKIE station.

By car

Poland is making a significant progress in constructing its highways, but on your way to Warsaw you may still expect traditional single-file traffic roads. You will have to pay a toll for most of the motorways.
When in Warsaw, pay close attention to road signs and traffic lights which are famous for being confusing even to native Poles. As spot checks by the police are common, have your registration and insurance documents with you at all times, along with your passport and driving licence.

Getting around Warsaw by car requires patience and permanent vigilance for trams or road signs. The city abounds in one-way streets and lacks in parking spaces, especially in the centre. Using public transport instead is highly recommended.

Warsaw City Transport

Travelling around Warsaw is facilitated by an extensive network of public transportation. Warsaw has two operating underground lines: Kabaty–Młociny and Rondo Daszyńskiego–Dworzec Wileński. Numerous trams and buses are available.

Regular daytime transport runs roughly between 5 AM and 11 PM, depending on the line, while the underground closes after midnight on weekdays and at 3 AM on weekends. The underground is the fastest means of transport with trains departing approximately every 3–6 minutes. City night buses run from 11.15 PM until 4.30 AM every 30 or 60 minutes, departing from the bus terminus in front of the main train station Warszawa Centralna.

All means of municipal transport, including city and suburban lines as well as the underground operate on the same ticket. Students are advised to purchase a 50% fare 90-day zone 1 ticket – Warszawska Karta Miejska – Warsaw City Card. This can be done in one of the many newsagents or in a ticket machine at all underground station and various bus stops around the city.

SGH student ID card has been designed so that it can serve as the Warsaw City Card. It can be recharged at any kiosk, underground station, or Post Office.

A comprehensive website facilitating the use of public transport in Warsaw can be found at http://warszawa.jakdojade.pl/?locale=en – just type the departure address and desired destination, specify the time and let the system do the logistics for you!

<table>
<thead>
<tr>
<th>TICKET TYPE</th>
<th>REGULAR FEE</th>
<th>50%</th>
</tr>
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<td>20-minute City Travel card (zone 1&amp;2)</td>
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<td>1,70</td>
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<tr>
<td>Single fare (or 75-minute transfer) ticket (zone 1)</td>
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<td>2,20</td>
</tr>
<tr>
<td>24h City Travel card (zone 1&amp;2)</td>
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<td>7,50</td>
</tr>
<tr>
<td>Weekend City Travel card (Fri 7PM-Mon 8AM, zone 1&amp;2)</td>
<td>24,00</td>
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<td>30-day personal Travel card</td>
<td>110,00</td>
<td>55,00</td>
</tr>
<tr>
<td>90-day personal Travel card</td>
<td>280,00</td>
<td>140,00</td>
</tr>
</tbody>
</table>
Housing

On-campus accommodation

SGH Warsaw School of Economics owns two recently renovated dormitories in the vicinity of the campus, in the middle of the green district of Mokotów. Every semester, the International Centre offers a limited number of rooms to exchange students studying at SGH for one or two semesters.

The available on-campus accommodation is a place in a shared double room, shared with another exchange student, in the Sabinki dormitory, five minutes’ walk from the main campus. Each room is equipped with basic furniture, an Internet socket and a phone plug as well as all the necessary bed clothes and linen.

There are two shared bathrooms and kitchens on every floor. The dormitory also offers a paid laundry, fitness room, TV, snooker, study room, party room, small conference room and table tennis room. Semester rent for accommodation in a shared double room is ca. 2000 PLN per person.

In Sabinki dormitory, exchange students must pay a deposit of 400 PLN.

Exchange students can apply for on-campus accommodation via https://serwisy.sgh.waw.pl/crpm-recruitment/ accessible with the same login and password as used for the application process. Deadlines for application:

- April 30th – for the Winter semester and the full academic year,
- October 30th – for the Spring semester.

Priority in room assignment is given to students from universities outside Europe. All remaining places are offered to European students on first-come, first-served basis. Thus, we advise students to apply as soon as possible.

Approximately 3 weeks of the application deadline, you will be informed by mail whether or not you have been assigned on-campus accommodation and you will be asked to confirm your decision. Once the Incoming Students Officer receives your confirmation, you will be provided with full information on relevant terms and conditions.

Please, be aware that roommate assignment aims at maximising blending of nationalities and is done randomly. Thus, in all likelihood you will be separated from any fellow students from your home university/country.

Off-campus accommodation

International students not provided with on-campus accommodation must find their own private housing. When seeking accommodation on your own, it is essential to begin well in advance as it has proven to be time-consuming and challenging, especially at the start of the academic year.

A good start is to get in touch with your buddy who can provide you with useful website addresses for apartment rental classifieds, as well as inform you about main real-estate agencies operating in Warsaw.

On many occasions buddies - if asked to do so – personally help students look for accommodation. International Centre does not have a housing office to assist you with this matter, but we supervise all buddies as well as provide them with any support they might need.

Approximately 3 weeks of the application deadline, you will be informed by mail whether or not you have been assigned on-campus accommodation and you will be asked to confirm your decision. Once the Incoming Students Officer receives your confirmation, you will be provided with full information on relevant terms and conditions.

Please, be aware that roommate assignment aims at maximising blending of nationalities and is done randomly. Thus, in all likelihood you will be separated from any fellow students from your home university/country.

Health & Insurance

Poland’s healthcare system is based on general health insurance which entitles its bearer to free health services. An insured person and members of their family are entitled to free health services if they receive these services at health care providers for which they have signed contracts with the regional branch of the National Health Fund (NFZ – an institution responsible for administering health services and refunding prescription fees).
apply for general medical care insurance at the NFZ department.

NFZ insurance costs 46,80 PLN per month and entitles you to free medical care on the same basis as Polish citizens. The following documents are required for the application procedures:

- Application form,
- Copy of your passport and relevant visa,
- Copy of your SGH student ID,
- Confirmation from SGH provided by IC.

The insurance document is issued to you on the spot upon submission of all the documents and making the necessary payment.

If you do not apply for additional insurance while in Poland, please remember to obtain an English copy of your health & liability insurance in your country of origin before departure. International Centre does not accept proof of insurance coverage issued in any language other than English.

### Medical Point at SGH

As of October 2014 SGH runs a medical point offering (out of charge) doctor’s and nurse’s assistance to its students.

### Pharmacies

In Poland most medicine, excluding antibiotics, is available over the counter at all pharmacies. Painkillers, as well as vitamins or aspirin, can also be purchased in any kiosk or supermarket.

In the vicinity of SGH pharmacies operate under the following addresses:

- al. Niepodległości 147 (Dbam o zdrowie),
- ul. Puławska 23/25 (SuperPharm),
- ul. Madalińskiego 45/47.

### Time Out

With dozens of museums, art galleries and theatres, hundreds of historic sites, various parks and a ZOO, as well as countless clubs and bars, the city caters to all tastes. Whether you like the greenery of parks or noise of the urban life, Warsaw is bound to impress you.

### Theatres and Cinemas

Warsaw is a renowned cultural centre thanks to its numerous theatrical and musical venues, including...
the prestigious National Opera, the Chamber Opera, the National Philharmonic Hall and the National Theatre, luring cultural aficionados with restored national classics or stunning contemporary productions. On the other hand, Warsaw’s young stages surprise with highly esteemed avant-garde theatre, with Teatr Rozmaitości being the pioneer of the movement. Music theatres Roma and Buffo tempt audiences with professional musical shows of Broadway repertoire while the Jewish Theatre creates a unique possibility to see actors performing in Yiddish. Warsaw is also famous for its music festivals, which include the Chopin International Piano Competition, Jazz Jamboree, Warsaw Summer Jazz Days, Stanisław Moniuszko International Vocal Competition and Beethoven Festival.

If movies are your cup of tea, spending an evening in the cinema can be an interesting choice not only for long autumn nights. With newest blockbusters in multiplex cinemas and classic, silent and independent movies repertoire in art-houses like Muranów or Kino,Lab you will definitely find something to your taste. And no need to worry about dubbing – all movies are screened in original versions (with Polish subtitles).

Additionally, the city is home to the Warsaw International Film Festival in October as well as a host of other annual film events including Docs Against Gravity and WatchDoc documentary film festival.

Museums and Art Galleries

Some of the most modern and the most interactive museums in Europe await visitors in the very heart of Warsaw: the Warsaw Rising Museum, opened in a former tram power station on the 60th anniversary of the dramatic Warsaw Uprising, retells the struggle of everyday life during those horrific times; Polin Museum of History of Polish Jews takes you on an enthralling journey spanning a millennium of Jewish presence on Polish lands while biographical Fryderyk Chopin Museum offers an amazing journey through the composer’s life and his epoch. Copernicus Science Centre, presenting modern science communication through interactive exhibitions, workshops, debates is one of the largest and most inspiring institutions of its kind on the continent.

The National Museum and Royal Palace, housing Warsaw’s most valuable collections, provides insights into the upheavals of Polish history and art. Zachęta National Gallery of Art, the oldest, most prestigious and largest contemporary art gallery in Poland, showcases outstanding temporary exhibitions of the greatest international modern artists.

The city is full of treasures, hidden off the beaten track of the main tourist attractions. The Warsaw Stereoscope is one of very few in the world still in perfect working condition, Służewiec Horse Race Track is a splendid example of interwar modernism, while Koneser Vodka Distillery, a modern art centre recently bought by Google, is a valuable piece of industrial architecture.

Active Warsaw

The greenery of the city, with its splendid historic parks, royal residences, two botanical gardens and countless parks and squares, encourage visitors to relax and enjoy active sightseeing. Biking along the Vistula River, jogging in Pole Mokotowskie or canoeing through Park Skaryszewski are just few of the options of getting to know the other side of the city. Sunbathing on the beaches of Praga overlooking the Old Town or admiring abundant wildlife in Kabacki forest and blossoming orchards around Konstancin are all wonderful ideas for spending a sunny day. Enjoy ice-skating under at the Old Town or have fun sailing with friends on Zegrzyński Lake. Warsaw offers you more than you would expect.

Clubbing

The vibrant, cosmopolitan and fast-paced capital boasts every type of entertainment from Irish pubs and arty bars to ultramodern clubs and laser-illuminated industrial spaces with electronic beats. Huge diversity of the best club scene in the country will cater to all tastes. In Warsaw, house music and trance rhythms are just as popular as in London or Berlin and the best DJs come to perform throughout the year. Hip festivals, like Orange Music Festival, host performances by top international artists from fado to minimal and hip-hop. The trendiest places in the capital are situated around Trzech Krzyży Square, Mazowiecka, Wilcza and Foksal streets. The district of Praga is becoming an arty rendezvous with art galleries, underground theatres and young designers’ ateliers.

Warsaw also has a very well-developed student scene, with each university owning its official club, i.e. SGH’s Stodoła, situated a couple of minutes away from the School’s
main campus, is a well-known concert venue that hosts artists both from Poland and abroad.

For up-to-date listings of nightlife events please check www.warsawinsider.pl

Living Costs

A student at SGH will need approximately between 2,000–3,000 PLN per month. Since 2004, when Poland joined the European Union, the cost of living, especially in the capital itself, has been rising, and nowadays life in Warsaw can be easily compared to that in Berlin, Lisbon or Budapest in terms of expenses.

The aforementioned sum can be roughly divided as follows:

- Accommodation
  - Twin room in Sabinki dormitory – 2000 PLN per semester
  - Private studio apartment – 1400–2000 PLN per month
  - Room in a student flat – 800–900 PLN
- Food – 600 PLN
- Books and study materials – 150–200 PLN
- Mobile – 50–100 PLN
- Monthly transport ticket – 50 PLN
- Hygiene and laundry – 100 PLN
- Entertainment – 300–600 PLN
- Weekend trips to other Polish destinations – 350–600 PLN

FIN A L CHECKLIST

BEFORE LEAVING FOR POLAND

- Contact the Incoming Students Officer to check if all your documents have reached the International Office on time
- Make sure you have an approved copy of your Learning Agreement along with an acceptable list of alternative courses
- Make sure your passport is valid and - if you are a non-EU student - arrange for a relevant visa in a Polish embassy or consulate
- If you are an EU student, obtain your European Health Insurance Card and other required insurance.
- If you are a non-EU citizen, ensure that potential medical costs are covered by your insurance, also, you will have to register with National Health Fund in Poland.

UPON YOUR ARRIVAL AT SGH

- Participate in the activities of the Orientation Week
- Visit International Centre at SGH
- Submit all required documents, including
  - original copy of your approved Learning Agreement,
  - copy of your ID/passport,
  - copy of your EHIC or other valid insurance document,
  - payment receipt for the SGH student card.
- If you are an Erasmus student, have the Incoming Students Officer complete the Certification of Arrival and send it back to your home International Office
- Pick up your student ID card after covering necessary payment
- Make sure you know your personal course schedule and are aware of any possible changes to it
- Buy yourself a 3-month ticket for Warsaw transport (zone 1, 50% student discount)
- Register with the Immigration Department if you are an EU citizen
Important telephones:

112 – General Emergency Number
997 – Police
998 – Fire Department
999 – Ambulance
+48 22 564 9843 – Incoming Students Officer
+48 22 564 6600 – Sabinki Reception

International Centre address:
ul. Rakowiecka 24, 02-554 Warszawa

Sabinki address:
al. Niepodległości 147, 02-554 Warszawa

Grosik address:
ul. Masałskiego 33/33, 02-554 Warszawa
Survival Polish

Cześć – Hi/Bye
Dzień dobry – Good morning
Do widzenia – Goodbye
Dziękuję – Thank you
Przepraszam – Excuse me/Sorry
Proszę – Please
Na zdrowie! – Cheers!
Pomocy – Help
Tak/Nie – Yes/No
Nie rozumiem – I don't understand