

SENATE of the
SGH WARSAW SCHOOL OF ECONOMICS
in Warsaw
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Resolution no. 741
of the Senate of the SGH Warsaw School of Economics
of 24 June 2020

on the terms and conditions and the mode of recruitment for the 1st year of full-time
and part-time first and second cycle degree studies
at the SGH Warsaw School of Economics in the academic year 2021/2022

Pursuant to Article 70 par. 1 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended; hereinafter “the Act”) and par. 102 subpar. 1 point 1 of the Statutes of the SGH Warsaw School of Economics constituting appendix to the Resolution no. 499 of the Senate of the SGH Warsaw School of Economics of 29 May 2019, as amended, it is decided as follows:

SECTION 1

General terms and conditions of recruitment

Chapter 1

Preliminary provisions

§ 1

This resolution regulates the terms and conditions, the mode and term of starting and ending recruitment for the first year of first and second cycle degree studies conducted in the form of full-time and part-time studies at the SGH Warsaw School of Economics (hereinafter “the SGH Warsaw School of Economics”), starting in the winter semester 2021 and the summer semester 2022.

§ 2

1. The terms used in the Resolution mean the following:

- 1) baccalaureate exam (hereinafter “New Baccalaureate”) – baccalaureate exam, which has been passed since 2005 in high schools and since 2006 in secondary technical schools operating on the grounds of the Polish law;

- 2) high school final exam (hereinafter “Old BaccaLaureate”) – baccaLaureate exam, which had been passed until 2004 in high schools and until 2005 in secondary technical schools operating on the grounds of the Polish law;
 - 3) International BaccaLaureate – exam, passing of which is confirmed with the IB (International BaccaLaureate) diploma issued by the International BaccaLaureate Organization in Geneva;
 - 4) European BaccaLaureate – exam, passing of which is confirmed with the EB (European BaccaLaureate) diploma issued by the European Schools in compliance with the Convention defining the Statute of the European Schools drawn up in Luxembourg on 21 June 1994 (Journal of Laws of 2005, No. 3, item 10);
 - 5) IRS (Internet Recruitment System) – electronic system of recruiting candidates available on the website of the SGH Warsaw School of Economics;
 - 6) personal recruitment account – a fragment of the IRS where information related to the candidate’s recruitment process, including their personal data and information regarding the course of the recruitment proceedings, is collected, stored and shared;
 - 7) IRS form - a part of the IRS where the candidate selects the level of studies they wish to be recruited for;
 - 8) CEFR level – the level of linguistic competence pursuant to the provisions of the Common European Framework of Reference for Languages CEFR (published, among others, on the website of the SGH Warsaw School of Economics);
 - 9) URC – University Recruitment Committee.
2. Whenever the following terms are mentioned in the Resolution:
- 1) forms of studies without further specification should be understood as free of charge full-time studies, paid full-time studies, afternoon part-time studies, weekend part-time studies;
 - 2) faculties without further specification should be understood as faculties conducted in Polish and in foreign languages;
 - 3) a baccaLaureate certificate without further specification should be understood as a baccaLaureate certificate obtained in the mode of the New BaccaLaureate, a baccaLaureate certificate obtained in the mode of the Old BaccaLaureate, an IB diploma, an EB diploma and other certificates or other document obtained abroad and authorising to apply for admission.

3. The term of starting and ending the recruitment referred to in Article 70 par. 1 of the Act is understood as the date of starting and ending the recruitment via the IRS form, respectively.

§ 3

1. The Resolution applies to admission of persons with Polish citizenship.
2. Admission of persons without Polish citizenship is done on the grounds of separate provisions, in particular Article 323 par. 1 of the Act and relevant Rector's orders.

§ 4

1. The Rector stipulates the admission limit under an order.
2. The admission limit for particular faculties of full-time second cycle degree studies conducted in Polish is divided as follows:
 - 1) 50% for graduates of the first cycle degree studies of the SGH Warsaw School of Economics;
 - 2) 50% for candidates from the general recruitment.
3. If filling the admission limit with the preservation of the parity referred to in par. 2 is impossible, candidates from the general recruitment have the priority of selection.
4. Exceeding the limits referred to in par. 1 and non-observance of the parity referred to in par. 2 are allowed under a decision of the URC in the case specified in par. 36 subpar. 3, or under a decision made by the Rector.

§ 5

1. A faculty or a form of studies are activated provided that at least the number of candidates specified in the Rector's order are qualified for admission.
2. The Rector can decide on lowering the number of qualified candidates that conditions activation of the faculty or a given form of studies.

§ 6

1. The recruitment for first and second cycle degree studies is conducted for studies starting in the winter semester.
2. The Rector can order an additional recruitment for second cycle degree studies in Polish starting in the summer semester.

§ 7

1. A person, who has a baccalaureate certificate or a baccalaureate certificate and a certification on the baccalaureate exam results from particular subjects referred to in the educational system provisions, can be admitted at the first cycle degree studies.
2. A person, who has a diploma of graduating studies, can be admitted at the second cycle degree studies.
3. Candidates for studies in English are obliged to document their linguistic competences with one of the documents presented in the appendix hereto.

§ 8

1. Admission for the first cycle degree studies is done:
 - 1) at particular forms of studies conducted in Polish and the faculty is selected during the first year of studies in the mode specified in the Rules and Regulations of studies; or
 - 2) at faculties in English, in the form of full-time studies: Global Business, Finance and Governance, International Economics, Management, Quantitative Methods in Economics and Information Systems.
2. Admission for the second cycle degree studies is done at the faculties conducted:
 - 1) in Polish: data analysis – big data; e-business; economy; economic analysis of the law; finance and accounting; global business, finance and governance; HR business partner; quantitative methods in economy and information systems; management; international economic relations; governance; enterprise's finance management; project management or
 - 2) in English: Advanced Analytics – Big Data; Finance and Accounting; Global Business, Finance and Governance; International Business.

SECTION II

Recruitment proceedings

Chapter 1

Bodies conducting the recruitment proceedings

§ 9

The admission proceedings are conducted by the URC and the Rector.

§ 10

1. The URC's tasks include conducting the qualification proceedings.
2. The Rector's tasks include consideration of appeals against the URC's decisions.

§ 11

1. The Committee passes resolutions by a simple majority of votes. In the case of an equal number of votes the vote of the President is decisive. The URC's meetings are recorded and minutes are signed by the URC's members participating in the meeting.
2. Any crossing outs and amendments introduced to the minutes should be described and confirmed with a signature of the URC's president.
3. Decisions on admission are substantively prepared by the Committee. Decisions on admission are signed by the President of the URC. The Committee can authorise the Deputy President to sign decisions on its behalf.

§ 12

Whenever competences of the President of the URC are mentioned herein they should also be understood as competences of the Deputy President of the URC managing the Committee's works during absence of the President or performing other activities on behalf of the President.

Chapter 2

Common provisions for the first and second cycle degree studies' recruitment

§ 13

Recruitment proceedings comprises the following stages:

- 1) registration of candidates in the IRS;
- 2) qualification proceedings including, among others: submitting by the candidate documents and verification thereof leading to the determination and announcement of the list of persons qualified for admission;
- 3) issuance of a decision on admission and announcement of lists of admitted and non-admitted persons.

§ 14

1. Registration of candidates for studies starting in the winter semester:
 - 1) first cycle degree studies – start on 8 June 2021 and end 5 days after announcement of the baccalaureate exam results by the relevant authority and if

this day falls on a public holiday, the term of closing the registration falls on the first consecutive business day;

- 2) second cycle degree studies – start on 8 June 2021 and end on 23 June 2021.
2. Recruitment for second cycle degree studies starting in the summer semester starts on 8 December 2021 and ends on 11 January 2022.
3. Registration in the IRS, referred in subpar. 1 and 2, starts at 12:00 a.m. (noon).
4. The Rector shall stipulate the detailed schedule of qualification proceedings including submission of documents, separately for the recruitment for studies starting in the winter semester and in the summer semester, for particular forms of studies and faculties in a form of orders, until 15 March and 29 October 2021, respectively.
5. The IRS is closed at 4:00 p.m. of the standard time in the territory of the Republic of Poland, on the last day of the period of relevant recruitment.

§ 15

1. Registration of the candidate, also including the laureate and finalist of the central level Olympics, is conducted solely in an electronic form via the IRS and is a condition for starting relevant qualification proceedings.
2. During the recruitment proceedings the IRS is available for candidates from any computer connected to the Internet, in principle, twenty four hours a day.
3. Upon the candidate's motion the Promotion and Recruitment Department shall provide them, within its working hours, with the access to a computer station allowing registration within the premises of the SGH Warsaw School of Economics.

§ 16

1. In order to register, the candidate is obliged to:
 - 1) set up a personal recruitment account, as well as fill in and confirm the IRS recruitment form including, in particular:
 - a) provide personal data,
 - b) enter results or grades from the baccalaureate certificate (does not concern registration for the second cycle degree studies),
 - c) enter data from the diploma: professional title, diploma number, data of issuing the diploma, country of issuing the diploma, the name of the graduated university, city/town and the faculty (does not apply to the registration for the first cycle degree studies),

- d) select a form of studies or a faculty,
 - e) attach a JPG file with parameters compliant with the IRS's technical requirements, with a photograph compliant with the requirements for the ID photograph;
- 2) pay a recruitment fee to the individual bank account with the number specified on their personal recruitment account.
2. Failure to fulfil any obligation specified in subpar. 1 results in the ineffectiveness of registration and thus, omission in the recruitment process.
 3. The candidate can select all available forms of studies or faculties, however, they can be admitted only at one form of studies or one faculty.
 4. In the case specified in subpar. 3, the candidate is obliged to put the selections in order from the most to the least preferred (a preference list).
 5. Until closing the IRS, the candidate has the right to supplement and change data entered into the IRS. Changing the candidate's personal data (citizenship, PESEL (Personal Identification Number), date of birth and gender) is possible provided that the candidate has not selected the level of studies. Otherwise, one should deregister from the IRS recruitment form, change the aforementioned data and re-select proper recruitment form of the SGH Warsaw School of Economics.

§ 17

1. The candidate chooses a foreign language they wish to learn at the SGH Warsaw School of Economics via the IRS from among the following: English, French, Spanish, German, Russian and Italian, as well as declares the current level of relevant linguistic competence within the range of B1–C2 CEFR for the language taught at bachelor studies, A2–C2 CEFR for the second language taught at bachelor full-time studies or B2–C2 CEFR for the language taught at master studies.
2. The full-time first cycle degree studies candidate indicates two foreign languages they should know at a level allowing learning selected languages at least at B2 CEFR level in the case of the first language and B1 CEFR level in the case of the second language.
3. The part-time first cycle degree studies candidate indicates one foreign language that they should know at a level allowing learning the selected language at least at B2 CEFR level.
4. In the case the candidate applies for admission on the grounds of the New Baccaureate or the International Baccaureate, selection of languages is limited

to those confirmed with the baccalaureate exam result, unless the number of languages given in the certificate is lower than the number required to study at a given form of studies; then, the candidate supplements the language declaration in compliance with par. 1.

5. The part-time second cycle degree studies candidate indicates one foreign language that they should know at a level allowing learning the selected language at least at B2+ CEFR level.
6. Selection of the foreign language in the IRS is binding for the candidate for the whole period of studies.

§ 18

1. The recruitment fee should be paid not later than on the last day of registration.
2. The recruitment fee is not reimbursable, unless it has been paid past the deadline or the candidate has resigned, in a written form or via the IRS, from participation in the recruitment before closing the IRS. The fee is reimbursed upon the candidate's motion to the bank account indicated in the motion.
3. Upon the written application of the candidate being the pupil of a children's home or a total orphan, they are released from the obligation to pay the recruitment fee provided that they prove fulfilling the conditions of such a release.

§ 19

1. The SGH Warsaw School of Economics is not liable for the lack of the possibility to register or change entries made in the IRS as a result of the Internet breakdowns independent from the SGH Warsaw School of Economics or periodical overload of the SGH Warsaw School of Economics' servers. In such circumstances the candidate appears in person at the Promotion and Recruitment Department before termination of the recruitment period.
2. The SGH Warsaw School of Economics is not liable for the results of the non-completion of the fields of the personal recruitment account or entry of wrong data therein.
3. The candidate is obliged to keep in secret the access password to the personal recruitment account. The SGH Warsaw School of Economics is not liable for the consequences of sharing such a password by the candidate with third parties, in particular, for changes of his or her data in the IRS, authorised with their access password, non-compliant with their will and for thus disclosing the candidate's personal data.

§ 20

1. The URC communicates with the candidate via the personal recruitment account. The URC informs the candidate, in particular, about:
 - 1) qualification proceedings' results;
 - 2) including the candidate in the list of persons qualified for admission, the term and place of submitting documents;
 - 3) admission or non-admission.
2. The information posted on the candidate's personal account is deemed as served effectively.
3. The SGH Warsaw School of Economics is not liable for the consequences of not reading by the candidate the information posted on their personal recruitment account.

Chapter 3

The principles of qualification proceedings at the first cycle degree studies

§ 21

1. The grounds for admission for the full-time first cycle degree studies in Polish constitute the baccalaureate exam results or the high school final exam results and the entrepreneurship knowledge test results.
2. The grounds for admission for the part-time first cycle degree studies in Polish constitute the baccalaureate exam results or the high school final exam results.
3. Admission for full-time first cycle degree studies' faculties conducted in English is done on the grounds of a verification of submitted documents. In the case the number of candidates is higher than the number of places, admission is decided on the grounds of the order of applications specified by date and hour or selection (with accuracy to a second) of the level of studies in the IRS.

§ 22

The qualification proceedings consists in giving the candidate qualification points depending on grades:

- 1) from four subjects in the baccalaureate certificate selected by the candidate, one out of the subjects compilation presented below, whereas, a subject selected in one item cannot be selected again in the other;

Item	Subject
1.	Mathematics or Physics
2.	Geography, History, Citizenship Education, Economy, IT or Physics
3.	First foreign language from among the following: English, French, Spanish, German, Russian or Italian
4.	Second foreign language from among the ones enumerated in item 3

2) in the case of full-time studies in Polish – also from the entrepreneurship knowledge test.

§ 23

1. In case the total number of qualification points from baccalaureate subjects is not a natural number, $\frac{1}{2}$ (one half) is added thereto and the candidate is given a number of points constituting the integer part of the received total.
2. The total number of qualification points given to a candidate from baccalaureate subjects cannot exceed 333 (three hundred thirty three).

§ 24

The candidate who cannot select a subject within the items enumerated in par. 22 point 1 due to the lack of a grade in the baccalaureate certificate receives zero points for this part.

§ 25

Points from the entrepreneurship knowledge test, the course and qualification proceedings

1. Grades from the entrepreneurship knowledge test are expressed between 0 and 100 points.
2. The entrepreneurship knowledge test is conducted in the form of a coded test.
3. Results from the entrepreneurship knowledge test are determined with the use of computer reading devices under supervision of at least three members of the URC.
4. Upon the written request of the candidate the form of the entrepreneurship knowledge test, which they have filled in, is made available for verification at a place indicated by the President of the URC, after announcement of the recruitment proceedings' results, but not later than until 30 September of the year in which the recruitment ended.

5. The candidate can view the form only in the assistance of at least one member of the URC. The assisting committee member is appointed by the President of the URC.
6. The URC stipulates the principles of conducting the entrepreneurship knowledge test with a participation of candidates being persons with disabilities.
7. The URC stipulates the principles binding for candidates during the entrepreneurship knowledge test, including the rules of using devices and educational and technical aids. The URC informs about the aforementioned principles via the IRS and verbally, directly before the start of the test.
8. In case the candidate infringes the principles referred to in subpar. 7, the President of the URC decides on the candidate's disqualification and removal from participation in recruitment proceedings.

§ 26

Points for persons who passed the New Bacculaureate

1. Candidates, who passed the New Bacculaureate, receive qualification points on the grounds of the results of the bacculaureate exam's written part from:
 - 1) subjects specified in par. 22 point 1 items 1-2 and passed at the higher level,
 - 2) from the first foreign language (par. 22 point 1 item 3) passed at the higher or bilingual level, and
 - 3) from the second foreign language (par. 22 point 1 item 4) passed at the standard, higher or bilingual level.
2. Results of the bacculaureate exam from subjects enumerated in par. 22 point 1 items 1-3 are calculated in compliance with the principle that one percentage point is equal to one qualification point, with a reservation of subpar. 4.
3. Results of the bacculaureate exam from the subject enumerated in par. 22 point 1 item 4 are calculated in compliance with the principle that one percentage point is equal to 1/3 (one third) of the qualification point, with a reservation of subpar. 4.
4. The candidate, who passed a bacculaureate exam from the first foreign language at the bilingual level, is given per each percentage point obtained at the bacculaureate exam 4/3 (four thirds) of the qualification points, not more than 100 qualification points and in the case of the second foreign language passed at the bilingual level, per each percentage point obtained at the bacculaureate exam 4/9 (four ninth) of the qualification point is given, not more than 33 $\frac{1}{3}$ (thirty three and one third) of qualification points.

5. The candidate, who passed the baccaureate exam from the subject enumerated in par. 22 point 1 items 1 and 2 at the bilingual level, is additionally given $\frac{1}{3}$ (one third) of the qualification point per one percentage point.

§ 27

Points for persons who passed the Old Baccaureate

1. Candidates, who passed the Old Baccaureate, receive qualification points on the grounds of the total value of grades obtained in the oral or written part of the high school final exam from subjects enumerated in par. 22 point 1 items 1-3 and $\frac{1}{3}$ (one third) of the value of the grade from second foreign language obtained in the oral or written part of the high school final exam, with a reservation that in case the candidate obtained a grade both, in oral and in written part of the exam in any of the aforementioned subjects, only the higher grade is taken into consideration.
2. The candidate, who was exempt in the high school final exam from passing exams from subjects enumerated in par. 22 point 1 items 1-3, receives the number of qualification points equal to the value of the maximum grade from the subject covered with the exemption. If the subject covered with the exam exemption is the second foreign language, the candidate obtains the number of qualification points corresponding to $\frac{1}{3}$ (one third) of the maximum value of the grade.
3. The total value of grades from the high school final exam referred to in subpar. 1, is calculated into qualification points by multiplying it with $16\frac{2}{3}$ (sixteen and two thirds).

§ 28

Points for persons with the International Baccaureate

1. Candidates, who passed the International Baccaureate, receive qualification points on the grounds of results from the subjects enumerated in par. 22 point 1 passed at the standard level (SL) or higher level (HL), with a reservation of subpar. 3.
2. Grade from the subject enumerated in par. 22 point 1 item 1 can be reported to one of the following subjects conducted within the curriculum of the International Baccaureate: Mathematical Studies, Mathematics and Further Mathematics (binding until 2020) or Mathematics: Analysis and Approaches and Mathematics: Applications and Interpretation (binding as of 2021) or Physics.
3. Grade from the subject enumerated in par. 22 point 1 item 2 can be reported to one of the following subjects conducted within the curriculum of the International

Baccalaureate: Business Management, Computer Science, Economics, Geography, History or Physics.

4. Grades obtained from the subjects enumerated in par. 22 point 1 items 1 and 2 are calculated into qualification points in compliance with the table:

IB SL	Qualification points	IB HL	Qualification points
7	100	7	133
6	90	6	120
5	75	5	100
4	60	4	80
3	45	3	60
2	30	2	40

5. Grades obtained from the subjects enumerated in par. 22 point 1 items 3 and 4 are calculated into qualification points in compliance with the table, whereas, the number of qualification points given for the second foreign language are divided by 3 (three):

IB Ab initio or B SL	Qualification points	IB A1 (HL or SL), A2 (HL or SL) or B HL	Qualification points
7	100	7	100
6	90	6	
5	75	5	
4	60	4	
3	45	3	
2	30	2	

§ 29

Points for persons with other baccalaureate certificates

1. Candidates, who passed the European Bacculaureate or present other bacculaureate certificate obtained abroad, receive qualification points on the grounds of grades obtained on the EB diploma or other foreign bacculaureate certificate.
2. Grades from particular subjects enumerated in par. 22 point 1 items 1-3 and expressed in percentage scale are treated as qualification points, i.e. in compliance with the principle that one percentage point is equal to one qualification point. Per each percentage point of the grade from the second foreign language 1/3 (one third) of a qualification point is given.
3. If the grades are not expressed in percentage scale, but in point scale instead, the URC shall calculate them accordingly.
4. In the case the bacculaureate certificate presents solely the general exam result, the candidate is qualified on the grounds of this result and receives the number of qualification points calculated with the use of the principle stipulated in subpar. 2 or 3, provided that the candidate passed in high school at least two year course in Mathematics or Physics. Otherwise, the candidate receives zero points for these subjects.

§ 30

Points for special educational and sports achievements

1. Laureates and finalists of subject central level Olympics specified under the Resolution of the Senate of the SGH Warsaw School of Economics on the principles of recognising achievements of laureates and finalists of Olympics, receive, respectively, a maximum number of points possible to be received in the qualification proceedings (433 qualification points) or a maximum number of points possible to be received from bacculaureate subjects (333 qualification points).
2. A finalist of subject central level Olympics, who does not take the entrepreneurship knowledge test, receives 0 points for this part.

§ 31

1. Laureates and finalists of the Entrepreneurship Olympics receive the maximum number of points possible to be received in the qualification proceedings (433 qualification points).
2. Laureates of the Economic Knowledge Olympics, who took six first places, receive in the qualification proceedings the maximum number of points to be received in the qualification proceedings (433 qualification points). Other laureates and finalists of

the Economic Knowledge Olympics receive the maximum number of points possible to be received in the qualification proceedings from bacalaureate subjects (333 qualification points). Par. 30 subpar. 2 applies respectively.

§ 32

1. For the enumerated below sports achievements in the discipline subject to the Polish Sports Association (in accordance with the list of the Minister of Sport and Tourism) the candidate receives an additional number of points in the qualification proceedings, whereas, the total number of points cannot exceed 433. In case the candidate meets the criteria of more than one of the following, only the achievement with highest number of points is taken into consideration:
 - 1) 100 points – participation in Olympic or Paralympic Games;
 - 2) 50 points – participation in World Championships, European Championships or European Games in junior or senior category;
 - 3) 40 points – participation in the highest class tournament in the national hierarchy of league tournaments in a given age category, in sports team games in at least one season in the last two years;
 - 4) 30 points – winning a medal in Polish championships in a junior or senior category in the last two years;
 - 5) 30 points – participation in the second level tournament in the national hierarchy of league tournaments in a given age category, in sports team games in at least one season in the last two years, if the hierarchy of league of a given discipline covers at least three levels of tournaments;
 - 6) 20 points – membership in national representation in junior or senior category in the last two years;
 - 7) 20 points – membership in the best six sports team games in national finals of Polish championships in junior or senior category in the last two years;
 - 8) 20 points – participation in the third level tournament in the national hierarchy of league tournaments in a given age category, in sports team games in at least one season in the last two years, if the hierarchy of league of a given discipline covers at least five levels of tournaments.
2. All achievements should be documented with a certification (an original copy) issued by the relevant Polish sports association.

The principles of qualification proceedings at the second cycle degree studies

§ 33

1. Admission for the full-time second cycle degree studies in Polish is done in the following mode:
 - 1) recruitment of graduates of the first cycle degree studies of the SGH Warsaw School of Economics;
 - 2) general recruitment.
2. The candidate can join the recruitment only in one of the modes enumerated in subpar. 1.
3. Admission for the part-time second cycle degree studies in Polish and the full-time second cycle degree studies in English is done on the grounds of registration in the IRS and verification of submitted documents. In case the number of candidates is higher than the number of places, admission is decided on the grounds of the order of applications specified by date and hour or selection (with accuracy to a second) of the level of studies in the IRS.

§ 34

Recruitment of graduates of the first cycle degree studies of the SGH Warsaw School of Economics at the full-time studies

1. The following persons undergoing recruitment for the first time in this mode can be admitted to the qualification proceedings within the recruitment of graduates of first cycle degree studies at the SGH Warsaw School Economics:
 - 1) students of the SGH Warsaw School of Economics, who have obtained at least 150 (one hundred fifty) ECTS points and, simultaneously, obtained an average of grades from subjects passed in the course of the completed semesters of studies at a level of at least 3.5;
 - 2) graduates of the first cycle degree studies at the SGH Warsaw School of Economics, who have obtained an average of grades from studies at the level of at least 3.5 and obtained a professional title of bachelor at the SGH Warsaw School of Economics between 1 October 2020 and 23 June 2021.
2. Candidates referred to in subpar. 1 are qualified at full-time studies on the grounds of the average of grades from completed semesters or studies, respectively. The average of grades is determined by the Deanery of the Bachelor's Degree Programme with accuracy of 1/100 (one hundredth) in compliance with the

principles stipulated in the Rules and Regulations of the first and second cycle degree studies at the SGH Warsaw School of Economics.

3. Candidates qualified for admission, referred to in subpar. 1, submit or present the documents specified in par. 43, including the diploma of graduating the first cycle degree studies at the SGH Warsaw School of Economics, the average from which constituted grounds for qualification.

§ 35

Qualification proceedings in the mode of the general recruitment

1. Grounds for candidates' qualification at the full-time studies in the mode of the general recruitment comprise the result from the qualification test on the economy knowledge and on the linguistic competence in economic specialisation indicated by the candidate in the IRS.
2. The qualification test consists of three modules:
 - 1) linguistic-general;
 - 2) quantitative;
 - 3) qualitative.
3. The candidate obligatorily takes the linguistic-general module and:
 - 1) the quantitative module, if they indicated the faculty of data analysis – big data, economy or qualitative methods in economy and information systems as one of the preferences referred to in par. 16 subpar. 3, or
 - 2) the qualitative module, if they indicated the faculty other than the one specified in subpar. 3 point 1 as one of the preferences referred to in par. 16 subpar. 3.
4. The candidate who has not selected any of the faculties referred to in subpar. 3 point 1 or point 2, cannot take the quantitative or the qualitative module, respectively.
5. The qualification test is conducted in a form of a coded test. Each module can be given 50 (fifty) points at maximum. The total number of points to obtain amounts to 100 (one hundred), whereas, in the recruitment for the following faculties: data analysis – big data, economy or quantitative methods in economy and information systems, the total number of points from the linguistic-general module and the quantitative module is taken into consideration, and in the recruitment for the remaining faculties at full-time studies in Polish, the total number of points from the linguistic-general module and the qualitative module is taken into consideration.

6. Test cards filled in by candidates are read with the use of computer reading devices (OCR) under supervision of at least three members of the URC.
7. Upon the written request of the candidate the test card, which they have filled in, is made available for verification at a place indicated by the President of the URC, after announcement of the recruitment proceedings' results, but not later than until:
 - 1) 30 September of the year in which the recruitment for the winter semester ended;
 - 2) 30 April of the year in which the recruitment for the summer semester ended.
8. The candidate can view the test card only in the assistance of at least one member of the URC. The assisting committee member is appointed by the President of the URC.
9. The URC specifies the principles of conducting the qualification test with the participation of candidates being persons with disabilities.
10. The list of persons qualified for admission for the full-time studies can include only the candidates who have obtained at least 40% (forty percent) of the maximum number of points from the qualification test, including at least 30% (thirty percent) of points from each module required for qualification at a given faculty.
11. The URC stipulates the principles binding for candidates during the qualification test, including the rules of using devices and educational and technical aids. The URC informs about the aforementioned principles via the IRS and verbally, directly before the start of the test.
12. In the case the candidate infringes the principles referred to in subpar. 11, the President of the URC decides on the candidate's disqualification and removal from participation in recruitment proceedings.

Chapter 5

Lists of persons qualified and not qualified for admission at the first and second cycle degree studies

§ 36

1. Lists of persons qualified for admission shall be drawn up by the URC separately for each form and mode of studies, as well as faculty at first and second cycle degree studies with a consideration of candidates' preference referred to in par. 16 subpar. 3 as well as limits and parities referred to in par. 4 subpar. 1 and 2.
2. Candidates are listed as qualified for admission in order of results obtained in the qualification proceedings from the highest to the lowest.

3. The list of persons qualified for admission for studies in a given form or at a given faculty includes all candidates who obtained the same number of qualification points, obtained the same average referred to in par. 34 subpar. 2 as the candidate taking the last place on the list.
4. Lists including information on the results obtained by candidates and lists of persons qualified for admission are published on the website of the SGH Warsaw School of Economics.
5. In the case of not activating a form of studies or a faculty due to the fact that the number of candidates qualifying for admission is lower than the number specified in par. 5, the candidate shall be informed of this matter via the IRS.
6. In case none of the faculties or forms of studies indicated by the candidate in preferences referred to in par. 16 subpar. 3 is activated due to the preliminary qualification for admission of the number of candidates that is lower than the number specified in par. 5, the qualification proceedings shall be discontinued and the candidate can apply for reimbursement of the recruitment fee.

§ 37

The candidate is informed via the IRS of the qualification proceedings' result and the deadline for submitting documents.

§ 38

1. The candidate who has been qualified for admission is entered into the list of persons admitted at the studies on the condition of delivering required documents in the specified period of time.
2. A failure to submit a set of documents on time results in non-admittance of the candidate at the studies.
3. In case the candidate, who submitted documents at studies non-compliant with his or her most important preference, confirms the will to participate in further recruitment via the IRS until 3:00 p.m. on the last day of the period of time for submitting documents, they shall be taken into consideration in the consecutive round of qualification.
4. Candidates, who have not been qualified for admission, are entered into the list of persons not qualified for admission. In order to participate in the consecutive round of qualification, the candidate included in the list of persons not qualified for admission should confirm his or her will to participate in further recruitment via the IRS until 3:00 of the last day of the period of time to submit documents.

§ 39

If, after termination of documents' verification, it turns out that the limits set in accordance with par. 4 subpar. 1 have not been met, the URC can conduct not more than two rounds of additional qualifications. In the consecutive rounds, free places are divided between persons referred to in par. 38 subpar. 3 and 4, second sentence.

§ 40

1. If, after termination of the qualification proceedings, not met limits of admissions are left, the Rector can decide to conduct supplementary recruitment.
2. Registration within the supplementary recruitment:
 - 1) at first cycle degree studies starts on 8 September 2021 and ends one day after announcing the results of the baccalaureate exam on the resit date;
 - 2) at second cycle degree studies starts on 8 September 2021 and ends not later than 10 business days before starting the academic year 2021/2022.
3. Provisions regarding the relevant recruitment apply to the supplementary recruitment respectively, whereas, not more than one additional round of recruitment is conducted.
4. Candidates, who have not been admitted at first cycle degree studies of their most important preference, and whose baccalaureate exam result from the subject constituting the grounds for qualification at the studies increased as a result of the verification of the total number of points or appeal referred to in Article 44zzz of the Act of 7 September 1991 on the Educational System (Journal of Laws of 2019, items 1481, 1818, 2197), can submit a written application to the Rector not later than until the end of the next day after announcing results of the re-sit baccalaureate exam.

Chapter 6

The principles concerning submitting documents

§ 41

1. The candidate qualified for admission is obliged to deliver required documents to the Promotion and Recruitment Department not later than until 3:00 p.m. of the standard time in the territory of the Republic of Poland, on the last day of the specified period of time.

2. Documents can be submitted in person or via plenipotentiary. Signing by the plenipotentiary the agreement on the terms and conditions of payment of fees for educational services requires the candidate's power of attorney compliant with the template posted on the website of the SGH Warsaw School of Economics.
3. The Promotion and Recruitment Department refuses to accept documents in case of their incompleteness.
4. Upon the request of the candidate or their plenipotentiary, the report on the refusal to accept documents is drawn up in two copies. This form is signed by the Promotion and Recruitment Department's employee and the candidate or their plenipotentiary as a person accepting the document.

§ 42

The candidate or their plenipotentiary submitting documents at studies are obliged to present ID or confirm identity via mIDentity.

§ 43

1. Admission for first or second cycle degree studies requires submitting by the candidate the following documents:
 - 1) an application for admission signed by the candidate or plenipotentiary;
 - 2) a copy of a document confirming foreign language command (concerns persons qualified for studies in English);
 - 3) two copies of compilations of submitted documents signed by the candidate or plenipotentiary in order to confirm the completeness of submitted documents.
2. The candidate for first cycle degree studies presents the following documents in order for the SGH Warsaw School of Economics to make a certified true copy of:
 - 1) a baccalaureate certificate or a baccalaureate certificate and certification on the baccalaureate exam results from particular subjects referred to in the Act on the Educational System provisions;
 - 2) a certificate confirming the status of a laureate or a finalist of subject central level Olympics, issued in a manner specified in the Ordinance of the Minister of National Education and Sport on the Organisation and Manner of Conducting Competitions, Tournaments and Olympics of 29 January 2002 (Journal of Laws No. 13, item 125, as amended);
 - 3) a certificate confirming the status of a laureate or a finalist of Entrepreneurship Olympics; a certificate confirming a status of a laureate or a finalist of Economic Knowledge Olympics;

- 4) a certificate issued by a relevant Polish sports association documenting the candidate's sports achievements;
 - 5) legalised or marked with apostille foreign baccalaureate certificate or other document recognised in the Republic of Poland and authorising to apply for admittance at a university in compliance with Article 93 of the Act on the Educational System with its certified translation into Polish or English, unless the document is drawn up in English, made by a sworn translator authorised to translate official documents in a Member State of the European Union, European Free Trade Association (EFTA) or Organisation for Economic Co-operation and Development (OECD) – in the case of candidates with foreign baccalaureate;
 - 6) the obligation of legalisation or marking with apostille does not apply to foreign baccalaureate certificates or other documents issued by the school or educational institution operating in the educational system of a Member State of the European Union, EFTA or OECD, International Baccalaureate, European Baccalaureate, as well as certificates and other documents recognised under an administrative decision referred to in Article 93 par. 3 of the Act on the Educational System.
3. The candidate for second cycle degree studies presents the following documents in order for the SGH Warsaw School of Economics to make a certified true copy of:
- 1) a diploma of graduating a university;
 - 2) legalised or marked with apostille foreign diploma of graduating university with a supplement to the diploma, if it has been issued, as well as a certified translation thereof into Polish or English, unless the document is drawn up in English, made by a sworn translator authorised to translate official documents in a Member State of the European Union, EFTA or OECD – in the case of candidates with a diploma of a foreign university;
 - 3) the obligation of legalisation or marking with apostille does not apply to foreign diplomas issued by the university operating in the educational system of a Member State of the European Union, EFTA or OECD.
4. While submitting documents the candidate is obliged to sign two copies of the agreement on the terms and conditions of payment of fees for educational services. The SGH Warsaw School of Economics shall sign the agreement not later than within thirty days as of starting classes.

5. In case the candidate is an underage person, submitting a declaration on the consent to take up studies signed by the candidate's parents or legal guardians and compliant with the template drawn up by the SGH Warsaw School of Economics is required.

Chapter 7

Determining the list of admitted persons, issuing a decision on admission and announcing recruitment proceedings' results

§ 44

1. Upon a lapse of the period of time for submitting documents by candidates, the URC draws up a final report on the qualification proceedings. The report specifies all significant elements of the qualification proceedings and is attached with the alphabetical lists of admitted and, separately, not admitted candidates.
2. The report is signed by the URC's president and members. Any crossing outs and amendments introduced to the report should be described and confirmed with a signature of the URC's president.

§ 45

1. Students are entered into the list of students upon announcement of the list of persons admitted to studies referred to in par. 46 subpar. 2.
2. Admission for studies is refused under an administrative decision. The subject of the decision is non-admittance at studies at all selected by the candidate forms of studies or faculties.

§ 46

1. The URC notifies the candidate via their personal recruitment account in the IRS of the contents of the decision and the possibility of personal receipt of the decision at the seat of the SGH Warsaw School of Economics within 2 business days.
2. Lists of persons admitted and not admitted at studies with results obtained by such persons, signed by the President, are posted at the seat of the SGH Warsaw School of Economics, at a publicly available place and posted on the website of the SGH Warsaw School of Economics.

Chapter 8

Serving the decision regarding admission and means of recourse

§ 47

If the candidate does not receive the decision on the admission in person within the period of time specified in the notification referred to in par. 46 subpar. 1, the URC serves the decision in the mode specified in the Act of 14 June 1960 – the Administrative Procedure Code (Journal of Laws of 2020, items 256, 695), hereinafter the APC.

§ 48

1. The candidate is entitled to appeal the URC's decision regarding admission to the Rector.
2. The appeal is brought within 14 (fourteen) days as of the day of receiving the decision to the Promotion and Recruitment Department. The appeal brought before serving the decision in compliance with the principles stipulated in par. 47 is ineffective and is not subject to recognition.

Chapter 9

Final Provisions

§ 49

Whenever Rector's competences regarding the course of the recruitment proceedings are referred to herein, they should also be understood as competences of the Deputy Rector appointed by the Rector.

§ 50

If the catalogue of documents required from the candidate and specified in par. 43 becomes invalid due to the amendments to legal provisions that enter into force after the date of passing this Resolution, the Rector shall specify under an order a valid catalogue of documents that candidates shall be obliged to deliver to the Promotion and Recruitment Department.

§ 51

The Rector can also specify detailed terms and conditions of candidates' registration in the IRS via an order.

§ 52

In situations not provided for in the Resolution and referring to recruitment for studies, decisions are taken by the Rector. It does not mean the possibility to specify other

modes of recruitment of candidates with Polish citizenship than the ones regulated herein.

§ 53

Texts of the Resolution and orders of the Rector concerning the recruitment proceedings are made available at the Promotion and Recruitment Department and published on the website of the SGH Warsaw School of Economics.

§ 54

To all matters not settled herein the provisions of the APC shall apply.

§ 55

The Resolution enters into force on the day of its passing.

The President of the Senate of the
SGH Warsaw School of Economics

RECTOR

Professor Marek Rocki, PhD

/signed with qualified

electronic signature/