

WARSAW SCHOOL OF ECONOMICS (SGH)

Fact Sheet for student exchange programme with

City University of Hong Kong

<i>Contact Information</i>		
Name of University	WARSAW SCHOOL OF ECONOMICS (SGH)	
Office dealing with students exchange matters	Centre for International Programmes Development (CRPM)	
Mailing address	ul. Rakowiecka 24 02-521 Warsaw, Poland	
Contact details of: Director	Name: Mrs. Elzbieta FONBERG-STOKLUSKA	
	Designation: Director of SGH Centre for International Programmes Development	
	Email: estokl@sgh.waw.pl	
	Telephone: +48 22 564 98 40	Fax: +48 22 564 86 16
Officer (Outgoing Students)	Name: Mrs. Agata Zuchowska-Augustyniak	
	Designation: Bilateral and Overseas Exchange Officer	
	Email: azucho@sgh.waw.pl	
	Telephone: +48 22 564 97 60	Fax: +48 22 564 86 16
Officer (Incoming Students)	Name: Ms. Katarzyna Cakala	
	Designation: Incoming Students Officer	
	Email: kcakal@sgh.waw.pl	
	Telephone: +48 22 564 98 43	Fax: +48 22 564 86 16
Website for exchange-related information	http://www.sgh.waw.pl/en/wspolpraca-en/information/news/	

<i>General/ Course-related Information</i>		
Academic calendar	1 st semester/term: (tentative dates)	2 nd semester/term: (tentative dates)
Teaching:		

Examinations:		
Is course information available online?	YES	http://www.sgh.waw.pl/en/wspolpraca-en/ects/
Is the timetable of various modules available so as to aid timetable planning? If yes, please advise source(s) to obtain information.	Timetable is announced after students selection of courses, usually a month before classes begin. If there are any changes or overlaps, students have the right to change courses within first two weeks of classes.	
Are there any special language courses for exchange students prior to the exchange programme stint? If yes, please advise schedule and costs	No, there are no language tutorials prior the exchange. There are regular tutorials of Polish during the academic year offered at no tuition. Exchange students may attend tutorials in one of major languages offered at SGH, if they get a permission form SGH Centre for Foreign Languages	

<i>Exchange-related Information</i>	
Restricted programmes or courses (not open to exchange students)	Executive MBA courses are not available to exchange students. There might also be restrictions on CIEE and Master's Studies in International Business (in English) due to limited class size or preferences given to students pursuing double-degree studies.
Minimum and maximum number of modules to be taken for each semester/ year	Typical workload for students at SGH is 30 ECTS credits. The minimum is 25 ECTS credits, to validate a semester abroad. Students who take courses for less than 25 ECTS will get transcript of records without validation of semester abroad. The maximum number of courses a student can take per semester is 70 ECTS. The selection of courses is confirmed by learning agreement to be signed by representatives of partner schools.
Are students allowed to take cross-faculty modules? If yes, are there any restrictions?	SGH is a non-faculty university, so students can take courses offered within all majors, minors and electives.
Can students take modules of a different level, eg. students at Year 1 take Level 3 modules?	Currently, courses offered at SGH for exchange students are offered within 5-year uniform Master's Study Programmes, so students may take courses from all levels – equivalents of bachelor's and master's studies.
Services available to students (e.g. internet access, facilities, student organizations, etc.)	Students have both wired and wireless access to SGH intra- and internet at several hotspots located around the school and designated wired access points, terminals and computer labs. Students may also join students organizations, scientific clubs, library and sports facilities on equal basis with other SGH students (unless participation in such activities requires understanding Polish language)
Are application materials available online?	If yes, available at http://www.sgh.waw.pl/en/wspolpraca-en/exchange/application/
Language requirement	TOEFL score : 176 minimum (non-exchange students) or

	CEFR (Common European Framework of Reference): B2 Others (if applicable) : It is partner institution obligation to make sure that candidate's proficiency in English is sufficient for studying abroad, so in this case we do not require any formal proof of language proficiency.
Supporting documents required to be submitted with exchange application	<ul style="list-style-type: none"> • Mailing of on-line application printout with partner university confirmation and stamp. • Two passport size photos • Transcript of records for last two academic years (freemover students only)

Arrival / Orientation Programme

Recommended arrival dates	1 st semester/term (tentative dates):	2 nd semester/term (tentative dates):
Is airport pick-up service available? If yes, please provide details:	Students are contacted with their buddies who are responsible for pick-up of students.	
Is orientation programme available? If yes, when will it be held?	1 st semester/term (tentative dates):	2 nd semester/term (tentative dates):
Cost of orientation programme (if any)	No fee	

Accommodation

Is university-administered accommodation available for exchange students? Is availability guaranteed?	SGH dormitories offer exchange students limited number of places, so the availability is on "first-come-first served" basis. For overseas students we try to guarantee a place reserving it in advance, that is why early nomination by the university is essential
What is the application procedure?	Students apply for student dormitory on-line along with application and course registration. That is why early nomination by university and early registration by students is essential.
Is accommodation available over semester breaks? If yes, are there any additional charges?	Yes, there is, there is a daily charge of 9 PLN/day in double room, but should be announced in advance to incoming students officer.
If university-administered accommodation is not available, will there be any assistance in finding private housing?	CRPM, buddies and SGH Student Union assist students in off-campus accommodation search and contract signing.

--	--

Visa Requirements

Are exchange students required to obtain a student visa? If yes, what are the procedures?	Hong Kong citizens do not require visa for stay over 90 days (tourist visa). In other cases students should apply for student visa in the Polish consulate. SGH provides students with a letter of invitation required by the consulate.	
Are exchange students allowed to work?	On campus:	Off campus:
	Not practiced.	As trainee (internship). In other cases outside EU/EFTA citizens must apply for work permit.

Medical insurance

Are exchange students required to purchase a compulsory medical insurance plan?	Yes, they are. They may do that at home (prior arrival) or buy it in Poland from an insurance company or pay a cheap monthly premium from National Health Plan (providing the same standard services as for Polish citizens) – 35,70 PLN/ month.
If no, is purchase of medical insurance recommended?	

Estimated Expenses per Semester (in Local Currency) *<One semester is approx. 5 months>*

University-administered accommodation	Hall lodging fees	Compulsory hall meal charges (if any)
	Double Room: 290/month Single Room: n/a	No charges. Student may buy meals in SGH canteens.
Private accommodation	ca. 800-1600 PLN/month for a 2-3 person flat (excluding utilities). In case of sharing the rent per person will be lower.	
Food/Meals	About 500 PLN/month (depends on form, standard and quantity)	
Personal expenses (such as laundry, sundries and local transportation)	200-300 PLN/month –modest personal expenses 39.50 PLN/month – transportation (monthly pass)	
Academic expenses e.g. books	Few courses may require books – about 230 PLN/course, but usually materials are available on-line for personal use or printout,	

	or are provided as copies by instructors.
Insurance	Students should be insured prior to arrival (third-party liability, health and accident insurance, property insurance). Health insurance may be purchased in Poland (as well as other kinds of insurance). ISIC cards in many countries also include standard insurance.
