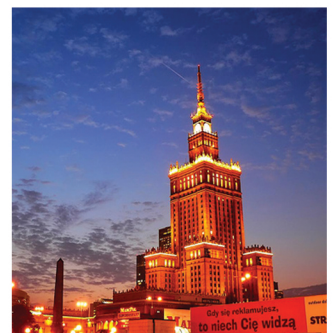
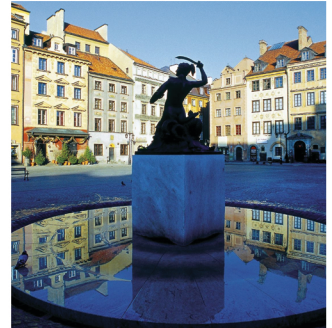


International Student Handbook

2009/2010



Warsaw School of Economics



Dear Students,

Welcome to the Warsaw School of Economics (SGH), the leading school of economics and business in Poland, attracting top students as well as both Polish and international business community.

SGH with its privileged location in the heart of one of the most dynamic and exciting cities in Central Europe offers you easy access to the intellectual and cultural ideas of Polish society and trends in Polish business education. We are convinced you will meet within these walls some of the brightest and most engaged students as well as teachers who will help you explore and understand our unique country where Europe takes on a different meaning.

As participants of our exchange or degree programmes, you will have an exceptional opportunity not only to acquire solid academic and practical knowledge, but also have a chance to experience inter-cultural dialogue.

This handbook will provide you with information on becoming and being a student at SGH, and about living in Warsaw and Poland. We recommend that you take the time to look through all its pages, as here you will find answers to many of your questions.

































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

International Centre Team
Warsaw School of Economics





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DESTINATION POLAND

DESTINATION POLAND

INTRODUCTION

Situated in the geographic heart of Europe, Poland boasts a long-standing history of cultural exchange and dialogue and makes for a meeting-point between East and West, tradition and modernity. After a century of wars, communist regime and struggle for freedom, the country has entered the new millennium confidently looking into the future, all the while acknowledging its turbulent past. History is ever-present in contemporary Poland, having shaped a nation with a strong sense of identity and providing a key as to what defines “Polishness”.

Over the centuries Poland had undergone many changes that were reflected not only in its ever-shifting borders, but also in the social and demographic structure. In the years of its independence prior to World War II, the country was populated by representatives of various ethnic and religious groups. Minorities comprising Ukrainians, Germans, Jews, Belarusians and others made up well over 30% of the general population. In a truly multicultural spirit, many of these Polish citizens spoke more than just one language. Often it was enough to move from one street to another to immerse in a completely different culture.

Today, only traces of these presences remain. The Second World War, its consequent border changes and post-war communist regime policies resulted in dramatic social transformations. Ethnic Poles currently constitute almost 97% of the society, while Polish is declared as the first language by 98% of the citizens (compared to less than 70% in the pre-war period). A recent phenomenon is the influx of Africans and Asians (particularly the Vietnamese diaspora, the third-largest in Europe) after the democratic revolution of 1989.

With a stable and ever-developing economy, an increasingly important role in the European community and a thriving cultural and academic life, Poland has every reason to look into the future with confidence.



DESTINATION POLAND

HISTORICAL OVERVIEW

Poland's written history begins with Mieszko I, who united Slavic tribes and accepted Christianity in 966. Bolesław Chrobry (Bolesław the Valiant) became the first crowned King of Poland in 1025.

The Polish state reached its zenith after the union with the Jagiellonian dynasty of Lithuania in 1386 and the defeat of the Teutonic Knights at Grunwald in 1410. Poland's Golden Age spanned over the 16th and 17th centuries, with the Polish-Lithuanian Union in Lublin (1569) and the Battle of Vienna (1683) standing out as the country's moments of glory. The monarchy survived many upheavals and slowly disappeared from the map with the three partitions of Poland between Russia, Prussia and Austria, the last of which took place in 1795.

The country regained its independence on November 11, 1918, after World War I and kept it for twenty years. On August 23, 1939, Germany and the Soviet Union signed the Ribbentrop-Molotov non-aggression pact, which provided for the dismemberment of Poland into Nazi and Soviet control zones. On September 1, 1939, Germany attacked Poland and on September 17, Soviet troops invaded the

country, occupying its Eastern part.

Poles formed an underground resistance movement and a government in exile, first in Paris and later in London. Polish soldiers went into combat on all war fronts. The Polish underground resisted the Nazis in Warsaw, where two uprisings were brutally suppressed: the uprising in the Warsaw Jewish ghetto (1943) and the Warsaw Uprising (1944), which subsequently led to an almost complete destruction of the city.

During World War II, around six million Poles were killed and another 2.5 million deported to Germany for forced labour. Thousands of others were deported to the eastern parts of the Soviet Union. These numbers do not include the three million Polish Jews who were killed in concentration camps. Following the Yalta conference in February 1945, Poland was dominated by the Soviet Union. The Polish United Workers' Party (PZPR) seized political power, but in fact under remained Soviet control. In 1980 *Solidarność* (Solidarity), the first non-communist trade union was formed by the Gdańsk shipyard workers under the leadership of Lech Wałęsa. Throughout the 1980s the

DESTINATION POLAND

HISTORICAL OVERVIEW

movement gained wide social support. Introduction of the martial law was the government's futile attempt at destroying the union.

The final year of the communist regime was 1989, when thanks to *Solidarność*, the famous Round Table Talks resulted in an agreement to hold semi-free elections to the National Assembly. The new government established a program to transform the Polish economy from a centrally-planned to a free-market system. References to the "leading role" of the communist party disappeared from the Constitution and the country was renamed "The Republic of Poland" (instead of The People's Republic of Poland). In 1990, Lech Wałęsa became the first post-war freely elected president of Poland. The country began to make quick progress toward achieving a fully democratic government and a free-market economy. Freedoms of speech, religion, assembly and the press were introduced. Various political parties representing the full political spectrum appeared. The second and third post-war presidential elections were held in 1995, 2000 and 2005 respectively. In the first two Aleksander Kwasniewski, the leader of the *Sojusz Lewicy Demokratycznej*

(Democratic Left Party) was victorious. In 2005, the new president of Poland became Lech Kaczyński of the conservative *Prawo i Sprawiedliwość* (Law and Justice) party.

In 1999 Poland became a member of the North Atlantic Treaty Organization, thereby symbolically putting a definite end to the Warsaw Pact era of communism. On May 1 2004 Poland joined the European Union and on December 1 2008, entered the Schengen Zone

Curious to know more?

www.poland.gov.pl

www.commonwealth.pl

www.paiz.gov.pl

www.poland.pl

www.gopoland.pl



DESTINATION POLAND

LET'S MEET IN WARSAW



Warsaw, the buzzing capital of the Republic of Poland, is one of the most dynamically growing cities in Europe and remains its cultural, political and economical centre. Located in the heart of the country, Poland's largest city bustles with year-round activity. With a history spanning over 700 years, Warsaw has had its share of dramatic events, evidence of which still remains visible today. The city's ever-changing cityscape offers a glimpse into the transformations that had taken place since the fall of communism in 1989.

Home to Poland's most renowned and distinguished universities, Warsaw, a city with a population of nearly 2 million, is also famous for its thriving academic and intellectual life. The city's students number 300 000, of which over 15000 are students of the Warsaw School of Economics or *Szkoła Główna Handlowa* (commonly referred to as SGH).

As a lively arts centre, Warsaw also holds the title of the country's cultural capital. Numerous theatres, cinemas and dozens of museums and galleries contribute to the city's rich and high-quality cultural offerings which do not slow down even for a moment.

In the brisk of the new millennium Warsaw offers you an exciting time to experience the consequences of the dramatic transformation.

Find out more about Warsaw:

www.um.warszawa.pl

www.warsawtour.pl

www.warsaw-life.com

www.warszawaonline.pl

PIERWSI ABSOLWENCI
WYŻSZYCH KURSÓW HANDLOWYCH
IM. AUGUSTA ZIELIŃSKIEGO



Od lewej:

1908 rok

Stoją: Witold Strzałkowski, Brańkowski, Karol Mrazowski, Fryderyk Kasper, Leon Cisakiewicz, Stanisław Dusekiewicz, Jakob Fürstenberg, Jan Wyrzwicki, Józef Klusniak, Marcin Drouet
Siedzą: Czerkowski, Tadeusz Paszkiewicz, Zygmunt Strzałcki, dyrektor August Zieliński, Henryk Wardecki, Karol Berk, Józef Drouet
Siedzą na dywanie: Marceł Cysański, Józef Batley, Józef Tomczak.

WELCOME TO SGH

WELCOME TO SGH

PAST & PRESENT

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

Following the end of the War, under the pressure of the new communist regime, the School was nationalized and transformed in 1949 into the Central School of Planning and Statistics. 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, it managed to maintain the independent teaching programme and develop the so-called sciences schools.

In the wake of general transformation

of the state, with the period of communist Polish People’s Republic coming to an end, in 1991 the School returned to its previous name of the Warsaw School of Economics – “*Szkoła Główna Handlowa*”, which literally translates from Polish as the “Main School of Commerce”. New authorities commenced the transformation of the School to comply with market economy requirements. The teaching process was computerised and modernised while an innovative, department-free organisational structure with employees gathered in scientific research units called *collegia* was introduced. The reform of the educational process led to individualization of the courses of study, giving students the opportunity to choose course instructors and shape their own study programmes.

Today, to a large extent as a result of thorough reforms conducted in the early 1990s, the Warsaw School of Economics is considered to be the country’s best economic university and one of the best Polish universities in general, which is reflected by the fact that for many years the School has occupied the first place in educational rankings of such magazines of opinion as *Wprost* or *Newsweek*.

WELCOME TO SGH

FACTS & FIGURES

- Over 15 000 students are enrolled at SGH Master and Bachelor degree programmes, 1 200 Ph.D candidates and over 2 700 students participate in postgraduate courses;
- SGH has over 1 500 staff members, of whom 900 comprise the faculty;
- Since its foundation in 1906, SGH has educated over 70 000. In the 20th century every third Polish economist was a SGH graduate;
- In the 2008 edition of the Financial Times ranking of the Top 50 Masters in Management programmes, SGH was among the 25 best European economic universities progressing from 31. rank in 2007 and 35. in 2006;
- Ranked #1 among economic schools in Poland in all national higher education ratings;
- Since the beginning of the economic transition in 1989, 11 out of 21 finance ministers of Poland were SGH graduates;
- Among SGH alumni and current lecturers are professor Leszek Balcerowicz, main architect of the Polish economic transformation after 1989, professor Danuta Hübner, first Polish commissioner in the European Commission, and professor Jan Truszczyński, main negotiator of the Polish membership in the European Union;
- The SGH library, with over 1 million volumes, including over 215 000 periodicals, is the largest economic library in Poland;
- SGH cooperates with more than 200 foreign universities abroad and is a full member of CEMS and PIM;

WELCOME TO SGH

STUDY SYSTEM

In 1999, 29 Ministers of Education, including that of Poland, signed the Bologna Declaration with the aim to create an European area of higher education as a way to stimulate mobility, employability and the continent's over-all development. Since August 2005, institutions of higher education in Poland, including the Warsaw School of Economics, started to follow the principles set out in the Bologna Declaration by introducing the three-tier study system, implementing credit transfer based on the ECTS system, embracing student mobility and improving quality assurance. Those challenges, requiring both structural and organizational modifications, are changing the face of Polish higher education system as the 21st century unfolds.

All the aforementioned study types offered by SGH are conducted in Polish language and finish with obtaining a respective degree after

having presented and defended one's diploma dissertation. For further information on the recruitment process and study programme, please contact *Dział Nauczenia* at dn@sgh.waw.pl

In the academic year 2006/2007, the Warsaw School of Economics introduced its first full-time English Master' Studies in International Business, designed to give students a solid base for starting a career on the international market. With strong focus on the Central nad Eastern European markets and renowned scholars both from SGH and international partner universities, the programme attracts annually over 40 foreign students who decide to shape thier future in Warsaw. For more detailed information on Master's Studies in International Business please visit: <http://www.sgh.waw.pl/ksztalcenie/international>

STUDY TYPES AT WARSAW SCHOOL OF ECONOMICS

Bachelor's studies - completion of 8 semesters awards graduates the title of *licencjat* (BA)

Master's studies – complementary Master's studies of 4 semesters intended for BA or BsC graduates, end with the title of *magister* (MA)

PhD studies – 3-4 year studies for all graduates with a master's degree

Postgraduate studies – SGH offers over 90 different and highly specialized courses for all BA and MA graduates

WELCOME TO SGH

STRUCTURE

Rector, four Vice Rectors (responsible for Teaching and Students Affairs, International Relations, Scientific Research and Development) and the Senate, the School's principal legislative body, constitute supreme authorities at SGH.

The highest function in the School is that of the Rector, who is the School's manager and outside representative.

The Rector also presides over meetings of the School senate, composed of representatives of the faculty, the student body and administrative staff. The Rector has the right to use the title of Magnificence.

SGH staff is managed by the Chancellor who reports to the Rector and the Senate and is supported in his duties by his/her deputies: vice-chancellors. The chancellor and vice-chancellors are responsible for proper management of the School resources.

The former traditional structure of faculty, in force at Polish institutions of higher education, was replaced in 1991 by the concept of a pioneer matrix structure.

The Dean's Offices of both Bachelor and Master Study Programmes are

responsible for implementation of the curriculum. Foreign-language education is provided by the Centre of Foreign Languages, with its own library of ca. 5 500 volumes of literary fiction and 16 foreign press titles.

Chairs and research institutes are associated into units called Collegia. The Collegia group academics who share research interests and carry out curriculum composed of specialist subjects. They are chaired by Deans and establish Individual Scientific Councils, which comprise all professors and associate professors as well as representatives of junior faculty members. The Council defines major guidelines for academic research and teaching activities of the Collegia, with an aim to support the teaching process and improve educational standards. It also awards academic titles, appoints new faculty members and assesses their performance.



WELCOME TO SGH

STRUCTURE

The following Collegia, focused on specific research fields, operate within SGH:

**Collegia of Economic Analysis**

Mathematical economics, mathematics of finance and insurance, statistics and demography, micro- and macroeconomics, econometrics and decision-making theory, economic policy

Collegia of Socio-Economic Policy

History of economic thought, economic history, public finance and banking, environmental and urban economics, social economics, international relations, political science and economic integration world economy

Collegia of World Economy

International economics, foreign trade, globalisation, European integration, international marketing, business communication

Collegia of Management and Finance

Theory of economics and management, finance and banking, marketing, logistics and transportation, quality management, marketing, accountancy, economic law, economics of consumption

Collegia of Business Administration

Enterprise, entrepreneurship, competitiveness, strategic management, human resource management, managerial accounting, small business, finance of enterprises

WELCOME TO SGH

INTERNATIONAL RELATIONS

In a world where the forces of internationalisation and globalisation are becoming ever more important, SGH, with its long tradition of openness to exchange of knowledge and rich educational and research experience with abroad, is increasingly focusing on enhancing its international character. The School is intensively developing international cooperation on the basis of multilateral agreements and traditional bilateral contracts with foreign universities and education institutions. SGH faculty participate in numerous international conferences and contribute to over a hundred research projects conducted in cooperation with foreign institutions.

Annually, the School hosts over 300 exchange students from 40 countries, who enrich their knowledge through a wide course offer, learn about Poland and enjoy one of the most rewarding experiences in their student career. SGH is also a member of CEMS and PIM, internationally recognized as brand-marks of excellence in the fields of business administration and management, educating tomorrow's business leaders.

International programmes operating at SGH include:

- CEMS Master in International Management
- Economic and Social Science College (German Forum)
- SGH-SciencesPo Double Diploma Programme
- LLP Erasmus
- Jean Monnet Programme
- The Polish-Israeli Dialogue Forum
- Warsaw Executive Master of Business Administration (WEMBA)
- Canadian Executive Master of Business Administration (CEMBA)
- Summer University Warsaw
- Council on International Education Exchange



WELCOME TO SGH

ACADEMIC CALENDAR

The academic year at the Warsaw School of Economics, just like at other universities around Poland, is divided into 2 semesters of 15 weeks each. The Fall semester starts in the beginning of October and lasts until the beginning of February with a two-week Christmas break. The Spring semester starts in mid February and ends at the end of June, with a one-week break for Easter. Both Fall and Spring semesters are immediately followed by a two-week examination period. While winter break covers only two weeks, summer offers almost three months of uninterrupted holidays (July-September).

ACADEMIC CALENDAR 2009/2010

Orientation Week for exchange students	28-30 September 2009
Fall semester	1 October 2009 – 20 January 2010
Christmas break	23 December 2009 – 3 January
Examination period	22 January – 3 February 2010
Winter break	4 – 14 February 2010
Spring semester	15 February – 6 June 2010
Exam resits (for Fall semester)	15 – 21 February
Easter break	2 – 7 April 2010
SGH Day	14 April 2010
Examination period	7 – 20 June 2010
Exam resits (for spring semester)	24 – 30 September 2010



INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS

CIPD

SGH's Centre for International Programmes Development strives to encourage vision and quality in the School's international activity by disseminating information on international opportunities, providing support for international students on-campus and developing an international outlook among students and faculty.

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

Our staff is responsible for application and recruitment processes of foreign students, providing them with information on procedure and admission requirements, guiding them through the process of arrival preparation as well as organising their welcome at SGH. International students are assisted by the CIPD throughout their stay in Warsaw in all academic and practical matters.

The Centre for International Programmes Development is located in the A building of SGH at

Rakowiecka Street and is open daily between 8.30 AM and 4 PM.

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

Elżbieta Fonberg – Stokłuska

Director of CIPD

estokl@sgh.waw.pl,
(0-22) 564984

Grzegorz Augustyniak

Deputy Director, CEMS

Academic Coordinator

august@sgh.waw.pl,
(0-22) 564984

Małgorzata Chromy

LLP Erasmus Programme

Coordinator

mchromy@sgh.waw.pl,
(0-22) 5649841

Katarzyna Cakała

Incoming Students Officer

kcakal@sgh.waw.pl,
(0-22) 5649843

Małgorzata Nowicka

CIEE Programme Officer

mnowicka@ciee.org,
(0-22) 564 9845

INTERNATIONAL STUDENTS

EXCHANGE STUDENTS

INTERNATIONAL STUDENTS

Our international reputation and excellence in teaching attracts over 300 students from 40 different countries around the world every academic year, creating a very exciting and multicultural environment for students and faculty alike. With on-campus accommodation guaranteed to all exchange students who apply early, attractive course offer, great sports facilities, extensive library resources, students can live, stay and take advantage of a range of social and cultural opportunities in the centre of a vibrant city. We offer excellent counseling, medical and immigration support, extensive cultural program and a wide choice of social activities. International students can participate in events and organized trips to popular tourist destination around Poland as well as study Polish during a semester-long language course catering to their needs.

EXCHANGE STUDENTS

Choosing the Warsaw School of Economics makes for a memorable, life-changing decision and will definitely give you an edge in an increasingly competitive job market.

The extensive network of partner universities, both within the LLP Erasmus Programme, CEMS, PIM and Bilateral Agreements, provides you with the possibility of studying abroad at the Warsaw School of Economics as an exchange student. Please contact the International Office at your home institution to find out more about the selection

INTERNATIONAL STUDENTS

EXCHANGE STUDENTS

In the 2007/2008 academic year the CIPD introduced a new internet-based application system compulsory for all international students.

If you have been selected by your home school to participate in the exchange programme with SGH, you should apply via our system at <https://akson.sgh.waw.pl/crpm-recruitment/> and following these procedures:

STEP 1 Your home coordinator nominates you in the on-line system providing us with your basic data and indicating both your study level and the length of the exchange period

STEP 2 You receive via mail a personal login and password which will grant you the access to the system

STEP 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.

Remember the application system deadlines!

- **19th April 2009 – for the Fall semester 2009/2010**
- **19th October 2009 – for the Spring semester 2009/2010**

STEP 4 Print out 2 copies of the application form and get them signed and sealed by your home International Office. As confirmation from sending institution is crucial for the recruitment procedure, **application forms without the required signatures will not be considered.**

STEP 5 Send both signed application forms with 3 passport-size photographs to the CIPD by the following dates:

- **30th April 2009 – for the Fall semester 2009/2010**
- **30th October 2009 – for the Spring semester 2009/2010**

As the deadlines cannot be extended, it is extremely important that we receive your documents in due time. **Incomplete applications may cause delays in processing and rejection of the application to study at the Warsaw School of Economics.**

INTERNATIONAL STUDENTS

EXCHANGE STUDENTS

The information package including the Letter of Acceptance, all the information about your pre-arrival preparation, academic calendar and the Orientation Week schedule, will be sent to your home International Office within 2 months of the application system deadline. Non – EU students who apply for campus accommodation will also be sent an intention letter for visa purposes. If, for visa or scholarship purposes, you need further attestations, please contact us directly upon applying. [Find out more on www.sgh.waw.pl/crpm_-en](http://www.sgh.waw.pl/crpm_-en)



INTERNATIONAL STUDENTS

FREE MOVER PROGRAMME

The Warsaw School of Economics gives students attending both partner and non-partner universities the possibility to study in Warsaw for a short period on a non-degree basis under the freemover programme. Upon payment you can be temporarily for (one or two semesters) registered at SGH in the Bachelor's or Master's programme without your enrollment being subject to a reciprocal agreement with a partner institution.

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

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

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 upon applying to SGH;
- You should have a good written and verbal command of English language confirmed with an official proficiency certificate (i.e. Cambridge Certificates, Certificate in Advanced English or higher);



INTERNATIONAL STUDENTS

FREE MOVER PROGRAMME

Application procedures for students who wish to participate in the freemover programme are more or less the same as those for the freexchange students. Applying is done via our online system available at <http://www.sgh.waw.pl/en/wspolpraca-en/freemovers/> :

STEP 1 Register yourself on-line: enter your personal data, indicate your study level and choose your exchange period

STEP 2 You will receive an e-mail with a personal login and password that will grant you access to our system

STEP 3 Complete the application form with the remaining personal and academic information

Remember the application system deadlines!

- **19th April 2009 – for the Fall semester 2009/2010**
- **19th October 2009 – for the Spring semester 2009/2010**

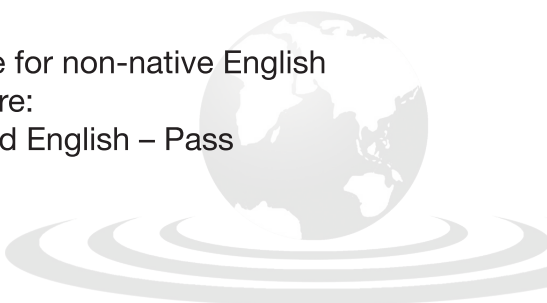
STEP 4 Print out 2 copies of the application form and sign them

STEP 5 Send both application forms with 3 passport size photographs and all required attachments to the CIPD by the following dates:

- **30th April 2009 – for the Fall semester 2009/2010**
- **30th October 2009 – for the Spring semester 2009/2010**

Required attachments include:

- CV/Resume in English
- Letter from your home university certifying your enrolment as a student
- Official transcript of records for the last two semesters of studies
- English proficiency certificate for non-native English speakers. The score requirements are:
 - Certificate in Advanced English – Pass
 - TOEFL – 176 – 235



INTERNATIONAL STUDENTS

FREE MOVER PROGRAMME

As the deadlines cannot be extended 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 decision about your admission, based on the evaluation of your educational background and motivation, will be communicated to you by mail within one month following the application system deadline. The information package with the Letter of Acceptance, all the necessary information pertaining your pre-arrival preparation, academic calendar and Orientation Week schedule, will be sent to the home address provided in the application form 2 months after the system closes. If, for visa or scholarship purposes, you need additional documents, please contact us directly upon your admission.

TUITION FEES

The tuition fees for participating in the freemover programme at the Warsaw School of Economics, set in accordance with the School's legislation, are as follows:

- Enrolment fee – 80 PLN
- EU/EEA citizens – 420 PLN for each course of 30 contact hours / 3 ECTS
- Non EU/EEA citizens – 300 EUR for each course of 30 contact hours / 3 ECTS

Please, remember that **15 ECTS is the minimum number of ETCS credits per semester** which any freemover studying at SGH must apply for.

Non EU/EEA students of Polish origin are entitled to claim 30% reduction of the full payment.

The Warsaw School of Economics does not grant any financial support or scholarships to international students. **Therefore, you are advised to secure your source of funding before leaving for Poland.**



INTERNATIONAL STUDENTS

COURSE ENROLMENT

Since the implementation of the Bologna Declaration in 2006, SGH has been adjusting its course offer to conform to demands of the three-tier study system. At present, the School offers all international students around 150 courses taught in English on both BA and MA levels, including compulsory core courses of different majors as well as a wide range of specialised ones covering a large variety of topics from economics and management to sociology and international relations.

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

Each spring the Warsaw School of Economics prepares a full course catalogue for the forthcoming academic year that caters to student needs and the changing demands of

the job market. Containing detailed course outlines, the catalogue is published at the end of April and commences the process of the student's enrolment, lasting almost 6 months and ending at the beginning of the Fall semester.

SELF - ENROLMENT THROUGH *WIRTUALNY DZIEKANAT*


Just like regular SGH students, international students participate in the compulsory course enrolment using the on-line system of *Wirtualny Dziekanat* <https://dziekanat.sgh.waw.pl/index.php3> a website accessible to those who had been issued an SGH student number and password. Course registration is done separately for each semester, starting in May and November for Fall and Spring terms respectively.



INTERNATIONAL STUDENTS

COURSE ENROLMENT

The entire course registration process consists of 3 stages:



STAGE 1	<p>Preliminary course choice based on the course list provided in the SGH course guidebook</p> <ul style="list-style-type: none">• May – June – for Fall semester• November – for Spring semester
STAGE 2	<p>Correction of initial course declaration on account of unopened courses, timetable overlaps and waiting-list ranks</p> <ul style="list-style-type: none">• August – September – for Fall semester• January – February – for Spring semester
STAGE 3	<p>Final modification of course declaration carried out within 3 days after first two lecture weeks have begun</p> <ul style="list-style-type: none">• October – for Fall semester• March – for Spring semester

Detailed instructions on how to use *Wirtualny Dziekanat* system together with the SGH student number and password will be sent to you by mail in due time.

As an international student you can register for over 30 ECTS credits. However, we would advise against taking on a large workload, as many of the courses require extensive reading and development of well-disciplined approach to library work. Our flexible attitude towards individual study programme allows you to choose freely any course offered within your degree (undergraduate or graduate), provided that you fulfill the prerequisites specified for each course. Foreign students with fluent Polish may also register for regular SGH courses taught in Polish.

INTERNATIONAL STUDENTS

COURSE ENROLMENT

Please note that under the new three-tier study system it is impossible to combine both Bachelor and Master courses.

The Warsaw School of Economics reserves the right to cancel or alter courses when necessary as well as to decline admitting a student for a course if his/her English proficiency proves insufficient.

SGH aims to enable all international students to participate in courses of their choice, however some lectures have participant number limits and thus you might not have the possibility to attend them. We try very hard to prevent this from happening, nevertheless, we advise foreign students to draw up an acceptable alternative course list before departing for Poland (**introducing changes to your study program is only allowed within 3 days of *Wirtualny Dziekanat* reopening!**). Your entire course selection (in the form of the Learning Agreement document) must be approved and signed by your home institution prior to your arrival to SGH. Likewise, any changes made at the beginning of your study period must be approved and signed.



INTERNATIONAL STUDENTS

COURSE ENROLMENT

WORKLOAD AND ECTS

As a result of the Bologna process, in 2006 the Warsaw School of Economics began to implement the European Credit Transfer System (ECTS), which employs both credit system, based on quantity of workload required in each course, and its transfer scale. One ECTS credit is equivalent to 30 hours of studying (including lecture, readings, assignments etc.). Therefore, one regular SGH course of 30 contact hours (two hour lecture per week) is equal to 3 ECTS points. A full academic year consists of 60 ECTS credits, each semester of 30 ECTS credits workload. **International students should take a full load, i.e. 30 ECTS, while studying at SGH.** However, there is a possibility to enroll for fewer ECTS credits as long as it is confirmed to the CIPD by your home institution prior to your departure.

EXAMINATION AND GRADES

Lecturers at SGH use different forms of examination, both oral and written, to assess student's comprehension of the course material as well as their overall performance. In

some courses, grades are given on the basis of written papers and assignments while in others continuous assessment is used and is based on compulsory attendance as well as active participation throughout the course.

Each semester is followed by an examination period lasting 2 weeks in the Fall semester and almost a month in the spring one. It is very important to realize that written examinations 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. Likewise, oral exams, arranged by the lecturers, must take place during the examination period.

Please be aware that enrolment for courses entails obligations, and once registered, it is expected that you take the course and pass the examination.



INTERNATIONAL STUDENTS

COURSE ENROLMENT

GRADING SYSTEM AT SGH

All individual study results (grades) are available online within one month after the examination period on the *Wirtualny Dziekanat* (Virtual Dean's Office) website in the traditional Polish grading scale, which translates into the seven-point European scale as follows:

Grade	SGH Grade	Definition
A	5.5	EXCELLENT – outstanding performance
B	5	VERY GOOD - above the average standard
	4.5	
C	4	GOOD - generally sound work
D	3.5	SATISFACTORY - fair, but with significant shortcomings
E	3	SUFFICIENT - performance meets the minimum criteria
FX	2	FAIL – more work required before the credit can be awarded
F	2	FAIL - considerable further work is required



INTERNATIONAL STUDENTS

COURSE ENROLMENT

TRANSCRIPT OF RECORDS

All results of exams taken by international students at SGH are registered at the Dean's Office with the respect to student's study degree programme, once they have been handed in by the course instructors. Should you not receive your result along with other students, or have any queries about the result, please contact the responsible officer in the Dean's Office directly.

As soon as the Dean's Office collects all the grades from the courses you enrolled for in *Wirtualny Dziekanat* system and when all the requirements set for foreign students by the CIPD have been met, an official Transcript of Records with a list of your academic accomplishments during the study period at SGH will be sent to your home International Office. You will receive both an original signed by the Dean of Bachelor or Master Study Programme together with a certified copy.

Please note that in order to be issued the Transcript of Records a foreign student is obliged to:

- Hand in all the required documents to the CIPD during your stay at SGH
- Return the SGH student card upon departure

Expected dates for receiving your Transcript of Records are:

- **March – April** – for Fall semester
- **July – August** – for Spring semester and Academic Year



INTERNATIONAL STUDENTS

BUDDY PROGRAMME & ORIENTATION WEEK

The Warsaw School of Economics in cooperation with the Erasmus Student Network has built over the years an extensive “buddy system”, arrangement where all exchange and freemover students will be assigned Polish “buddies” to help them get through the first weeks in the new environment. “Buddies” are regular SGH students who have volunteered to help one or more of our foreign newcomers.

Buddies will help you with all the necessities to be completed at the beginning of your stay in Warsaw: they will pick you up from the airport, assist with checking in to the dormitories and all the formalities, give you information on practical matters and share loads of tips on how to survive in the new surrounding.

Upon being accepted to SGH you will receive via mail your buddy contact details. It is vital that all exchange and freemover students contact their buddies and provide them with exact arrival information (time and place). Any special needs or questions should also be included.

Throughout the semester your buddy will be happy to help 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 throughout your stay.

ORIENTATION WEEK

To give you a kick-start in your study abroad at SGH, the staff of CIPD, supported by the team of ESN (fellow SGH students), offers a three-day Orientation period. Both in September and February, just before the start of the Fall and Spring semester we invite all exchange and freemover students to attend our welcome sessions that are to introduce you to Poles, our culture, Warsaw and, of course, the unique SGH academic experience. Daytime activities, covering official meetings with the representatives of the School’s Management and Dean’s Offices as well as Incoming Students Officer, cross cultural workshops or city tours, are all compulsory, as they provide crucial knowledge on Poland and SGH Information that is essential and impossible to give to each student on individual basis.

Every evening, the CIPD plans a number of events such as karaoke, rabbit-hunting or dress-up parties, designed to let students interact and meet as many new people as possible. Those activities are not compulsory, however we would strongly encourage you to participate in them to fully enjoy the study abroad experience.

A detailed Orientation Week schedule will be sent to you with the information package.

FINAL CHECKLIST

BEFORE LEAVING TO POLAND

- Make sure you have an approved Learning Agreement for your study period

- Contact Incoming Students Officer in order to check if all your documents have reached the International Office in due time

- Make sure your passport is valid and - if you are a non-EU student - arrange the relevant visa in the Polish embassy

- If you are an EU student make sure to obtain your EHIC (European Health Insurance Card) before arriving in Warsaw

- If you are a non-EU citizen, ensure that potential medical costs are covered by your insurance. Should this prove impossible, arrange any additional insurance covers you may need in Poland

UPON YOUR ARRIVAL AT SGH

- Participate in the activities of the Orientation Week

- Visit International Office at SGH:
 - Hand in all the required documents (original of approved Learning Agreement with all necessary signatures and seals, copy of you ID or passport, copy of your EHIC or any other document proof of your entitlement to health insurance cover during the study period at SGH)
 - Get the Certification of Arrival completed by the Incoming Students Officer and send it back to your home International Office if you are an Erasmus student
 - Pick up your student ID card after making necessary payment
 - Make sure you know your personal class schedule and that you are aware of any possible changes to it

- Buy yourself a 3-month travel card for Warsaw transport

- Register with the Immigration Department (EU students only)



LIVING IN WARSAW

LIVING IN WARSAW

ENTRY CONDITIONS

As in any other country, also in Poland regulations on entry conditions and visa requirements are complicated and vary depending on your nationality and current resident condition.

According to the Schengen regulations, students who are EU/EEA citizens do not need to obtain any kind of permit in order to enter or study within Polish borders. Should the above-mentioned be your case, you can come to Warsaw on the basis of a valid travel document or any other document certifying your identity and citizenship. It is important to underline that if you intend to visit Poland's neighboring countries, a passport is recommended as not all of them are EU Member States.

Students of a non-EU/EEA countries can enter Poland on the basis of a valid travel document and a visa if required. In such case the student is obliged to obtain a visa from the Polish consulate in his/her country of residence.

In order to do so you are asked to submit the following documents:

- Valid passport
- Visa application form

- Letter of Acceptance from SGH
- Intention Letter guaranteeing you accommodation during the whole length of your stay
- Proof of health insurance
- Two recent photos
- Other supporting documents

As visa prolongation in Poland is possible only once and 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 for the whole planned period of stay in Poland.

Please note that the process of obtaining a visa takes over a month. Therefore, it is advisable to make all the necessary arrangements in advance.

For any further information on visas, please contact your nearest Polish Embassy or Consulate.



LIVING IN WARSAW

ARRIVAL

REGISTRATION AT SGH

Registration of all international students upon arrival is compulsory and takes place during the Orientation Week. You are asked to visit the CIPD within the three introductory days and submit all the required documents to the Incoming Students Officer who provides you with the welcome package.

Should you, for any reason, not be able to participate in the Orientation Week, please inform the CIPD officer responsible in advance.

SGH STUDENT ID

During the Orientation Week all international students will be provided with their personal SGH student card subjected to a fee of 17 PLN payable in the School's cash desk (*kasa*).

The student card is the sole proof of your student status in Poland and allows you to enter the campus, use library resources or sports facilities. In many cases it has to be shown when sitting exams we

therefore 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. It can also be used as a travel card.

Since it is compulsory to return the SGH student card upon departure, its loss has to be reported to the nearest police station and a replacement, charged with an additional payment of 25,50 PLN must be issued.

LEGALIZATION OF STAY

Each foreign student whose stay in Poland exceeds three months and who does not hold a visa, is obliged to register his/her residence in the Department of Citizens Affairs of the Voivodeship Office (www.mazowieckie.pl)

EU/EEA citizens are asked to submit the following original documents to the Voivodeship Office in order to obtain the residence:

- Application form for EU citizens
- Travel document

LIVING IN WARSAW

HOUSING

- Health insurance document (EHIC)
- Declaration about sufficient resources to cover the living costs in Poland (e.g.: bank account statement from the last three months, credit card, scholarship)
- Certificate from your lessor that you have a place of residence
- Official letter of acceptance from the Polish university
- Fee of 1 PLN

Due to the fact that application processing can take up to two months, we would like to advise all students to arrange these matters at the beginning of your stay at SGH. Once finished, the Department of Citizens Affairs will notify you via an official letter about the terms of picking up your residence card.

HOUSING

The Warsaw School of Economics owns three recently renovated dormitories in the vicinity of the campus in the middle of the green district of Mokotów, housing

around 600 regular SGH students from outside Warsaw during their studies. Every semester, the CIPD offers a limited number of rooms to exchange students. However, due to high demand and shortage of accommodation we are unfortunately unable to guarantee a place in the dormitories to every exchange student.

The available on-campus accommodation are double rooms, shared with another exchange student, in the “*Sabinki*” dormitory, five minutes away from the campus. Each room is equipped with basic furniture, has an Internet jack and a phone plug as well as all the necessary bedclothes and linen. On every floor there are two shared bathrooms and kitchens. The dormitory also offers a canteen, free laundry, gym, TV and snooker room. Monthly rent for a place in the double room is 340 PLN. Upon check-in, you must pay a 400 PLN returnable deposit.

Exchange students can apply for on-campus accommodation via online application forms available at the CIPD website http://www.sgh.waw.pl/crpm_-en accessible with personal SGH login and password.

LIVING IN WARSAW

HOUSING

Deadlines for application are:

- **30th May** – for Fall semester
- **30th November** – for Spring semester

Since all accommodation is assigned on first-come-first-served basis, it is in your own interest to fill out the application form as soon as possible.

Approximately 3 weeks after the application deadline you will be informed by mail whether or not you have been provided with on-campus accommodation. You will be asked to confirm your choice. Once the CIPD Officer receives your confirmation, full information on check-in terms and conditions will be provided to you.

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

OFF-CAMPUS ACCOMMODATION

International students not provided with an on-campus accommodation must find their own private housing. When seeking accommodation on your own, it is essential to start well in advance as this has proved to

be quite difficult, especially in the beginning of the academic year when Polish students are also looking for accommodation in Warsaw.

A good start is to get in touch with your “buddy” who can provide you with useful website addresses of apartment’s ads as well as inform you about main real-estate agencies operating in Warsaw. On many occasions “buddies” personally help you look for accommodation during the first days of your stay as the CIPD does not have a housing office to assist you with this matter.

We advise all students to book a room in one of the many youth hostels in the city centre for the initial period of your stay:

- Oki Doki Hostel 3 Dabrowskiego Sq.
www.okidoki.pl
- Lemon Hostel 22 Jasna str.
www.lemon-hostel.xt.pl
- Tamka Hostel 30 Tamka str.
www.dizzydaisy.pl

Due to high tourist season between May and October it is recommended to make your booking at least 5 weeks in advance.

Please notice that the Warsaw School of Economics does not have a contract with any real estate agency nor can be held responsible for any possible problems with lease contract or prospective landlords.

LIVING IN WARSAW

TRAVEL&TRANSPORTATION

GETTING TO WARSAW

PLANE - the fastest means of reaching Warsaw from abroad is by plane. Due to the city's capital status and location, it remains the Poland's transport and communication hub, offering connections to all major European cities. Most of the major airlines, as well as low-cost companies (Wizzair, SkyEurope, Centralwings, Air-Berlin, Germanwings, Ryanair, EasyJet and others) provide service to Poland.

The city's Frederic Chopin Airport, located about 15 kilometres from the city centre (www.lotnisko-chopina.pl), is the largest and most modern facility of its kind in the country.

To reach SGH from the airport:

a) take a taxi

Avoid cabbies waiting in the arrivals hall – they are famous for overcharging. Rather, try to take one of the taxis standing in front of the departures hall or call one up. Radio Taxi (22 19459), Euro-Lux (022 822 22 22), Ele Taxi (022 811 11 11) are just a few of the existing corporations. You will pay at least 30 percent less if you order a taxi by phone.

Getting to SGH's main building at 162 Niepodległości ave. should cost around 40 PLN.

b) take a bus

Buses 175 and 188 start their route at the airport. Take either and change at the bus stop „17 Stycznia” for bus 182, which will then take you directly to SGH (bus stop METRO POLE MOKOTOWSKIE).

Tickets or bilety (2,80 regular/1,40 student discount) are available at the kiosk in the arrivals hall or directly from the drivers.

LIVING IN WARSAW

TRAVEL&TRANSPORTATION

TRAIN - in Warsaw there are three large railway stations for international and domestic connections: Warsaw Western (*Warszawa Zachodnia*), Warsaw Central (*Warszawa Centralna*), and Warsaw Eastern (*Warszawa Wschodnia*). Warsaw's main train station, located in the heart of the city centre, is *WARSAWA CENTRALNA*. All international (EuroCity) trains stop here. In the underground and above ground levels of the Station you will find a: pharmacy, post office, exchange bureaus (*kantors*), cash machines, numerous shops and newsstands, fast-food bars, bookshops and a internet cafe. In the main hall (*Hala Główna*) you will find the Warsaw Tourist Information Office, and next to it the Railway Information Office and PKP InterCity Service Centre with English-speaking staff. The train station additionally serves as a bus terminus.

To reach SGH from the train station:

a) take buses

118, 130, 174, 504, 700 or trams 10, 16, 17, 33 in the direction of Mokotów/Służew to the stop METRO POLE MOKOTOWSKIE

b) take a subway

walk to CENTRUM metro station and take the train in the direction of Kabaty; get off at POLE MOKOTOWSKIE

CAR - Poland is still in the process of constructing its highways, so on your way to Warsaw expect traditional single-file traffic rather than a motorway. You will have to pay a toll for most of the motorways.

A vehicle registered abroad and driving at the territory of Poland should meet technical requirements as described in the Convention of road traffic signed in Wien on 8 November 1968. The car should be equipped with a warning triangle, extinguishers and a first aid kit.

When in Warsaw, pay close attention to road signs 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

LIVING IN WARSAW

TRAVEL&TRANSPORTATION

all times, along with your passport and driving licence.

Getting around Warsaw by car requires patience and permanent vigilance for trams or street signs. The city abounds in one-way streets and is lacking 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 one metropolitan line (*Kabaty-Młociny*) in operation as well as numerous trams and buses. Tram lines are marked with two-digit numbers and buses with three-digit numbers. Regular daytime transport runs roughly between 5 AM and 11 PM, depending on the line, while the subway closes after midnight on weekdays and at 3 AM on weekends. The subway is the fastest and the safest means of transport. Trains depart 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.

All metro, tram, and bus lines operate in a ticket-punch system. Students are advised to purchase a 90-day Warsaw travel card (*Warszawska Karta Miejska*) with 50% student discount. This can be done in one of the many kiosks or through a ticket machine at any metro station. The card is valid for all means of public transport – buses, trams and underground including night public transport.

SGH student ID card has been designed so that it can be used as such a travel card. It can be reloaded at any Kiosk (i.e. in the SGH Main Building), metro station, or Post Office.

Disposable tickets may also be purchased from the driver for exact amount of fare (do not expect them to have change!).

Upon boarding the bus or tram immediately validate your ticket in the yellow electronic validator!



LIVING IN WARSAW

TRAVEL&TRANSPORTATION

Types of tickets and fares from the Warsaw Transport Authority webpage www.ztm.waw.pl

Ticket's type	100% fare	50% fare
Short-term [Bearer] Travelcards (valid for all day lines and night lines)		
20-minute City Travelcard	2,00	1,00
40-minute City Travelcard	2,80	1,40
60-minute City Travelcard	4,00	2,00
90-minute City Travelcard	6,00	3,00
Single fare tickets [Bearer] (valid for all day lines and night lines)		
Single fare ticket	2,80	1,40
Single fare ticket, off-peak hours valid from Monday to Friday	2,40	1,20
Short-term [Bearer] Travelcards (valid for all day lines and night lines)		
1-day City Travelcard	9,00	4,50
3-day City Travelcard	16,00	8,00
7-day City Travelcard	32,00	16,00
Long-term personal Travelcards (valid for all day lines and night lines)		
30-day personal Travelcard	78,00	39,00
90-day personal Travelcard	196,00	98,00
Additional charges / other charges		
Additional charge for journey without a relevant travel document.	150,00	
Additional charge for journey without a valid document which confirms the right to free or reduced fare travel.	120,00	

LIVING IN WARSAW

TRAVEL&TRANSPORTATION

POLISH RAILWAY (PKP)

To book your train ticket or check for connections go to www.pkp.pl. The website is available in English.

- Passengers entitled to 26% fare reduction („Max 26”) on InterCity, Express and EuroCity trains are all persons under 26 years of age
Note:
 - The reduction is not valid on afternoon/evening (2PM-8PM) trains on Fridays!
 - Ask for Max 26 when buying the ticket
- Passengers entitled to 37% fare reduction on all trains are students with a valid Student ID issued by a Polish college/university who are under 26

LIVING IN WARSAW

HEALTH & INSURANCE

Poland's health care system is based on general health insurance which entitles its bearer to free health services. An insured person and members of his/her family are entitled to free health services if they receive these services at health care providers that have signed contracts with the regional branch of the National Health Fund (NFZ), an institution responsible for administering health services and refunding of the medicine prescribed. The contract on providing health services specifies the kind and the scope of the services contracted by the given health provider with the National Health Fund.

As your good health is vital in achieving academic goals and enjoying the study-abroad experience, **all international students are required to arrange an insurance coverage for the entire period of their stay in Warsaw** and submit suitable proof thereof to the CIPD upon arrival.

EUROPEAN HEALTH INSURANCE CARD

During a temporary stay in Poland all EU/EEA citizens are entitled to all medical services under the

European Health Insurance Card (EHIC), which as of January 1 2006 is considered to be the only valid medical insurance document on the territory of the European Union. Holder of the EHIC can receive health services in the following areas:

- primary health care,
- specialist out-patient care,
- hospital treatment,
- dental treatment,
- rescue services and ambulance transport

EU/EEA students should apply for the EHIC in the health care units in his/her country of origin before their departure for Poland. Upon arrival to Warsaw you must apply for medical care coverage with the local division of the National Health Care Fund (NFZ). In the NFZ Office (**69 Prosta Str. ph. 0048 22 444 15 01**) upon presenting your EHIC a Polish document, confirming your right to medical assistance in Poland, will be issued. Should a patient lack this document he/she will be obliged either to contact the institution issuing the health coverage at home or cover the cost of treatment by himself. The same obligation arises in case of treatment provided by a health care unit not contracted with the NFZ.

LIVING IN WARSAW

HEALTH & INSURANCE

NON EU/EEA INTERNATIONAL STUDENTS

International students who come from outside the European Union hold, in most cases, private insurance required for visa purposes. Since it mainly covers sudden illnesses, accidents and cases of life threat, as well as requires covering the cost of treatment, reimbursed afterwards by your health insurance company, we highly recommend you to apply for general medical care insurance at the NFZ department.

NFZ insurance costs 37,80 PLN per month and entitles you to free medical care on the same basis as Polish citizens.

For the application procedure following documents are required:

- an application form
- a copy of your passport
- a copy of your SGH student ID
- confirmation from SGH provided by CIPD

The insurance document is issued to you on the spot after submitting all the documents and making the required payment.

Should you not apply for the additional insurance while in Poland, please remember to obtain

an English copy of your health & liability insurance in your country of origin before departure. The CIPD does not accept proof of insurance coverage issued in your mother tongue.

PHARMACIES

In Poland most medicines, excluding antibiotics, are available without prescription, at all pharmacies. In the vicinity of SGH you can easily find the following three:

- 147 Niepodległości Ave.
- 41 Rakowiecka Str.
- 45/47 Madalińskiego Str.

Painkillers, as well as vitamins or aspirin, can also be purchased in any kiosk or supermarket.





TIME OUT

TIME OUT

THEATRES AND CINEMAS

With 60 museums, 30 cinemas, over 40 theatres and hundreds of clubs and bars, Warsaw provides entertainment that caters to all tastes. Whether you like the greenery of parks or the noise of urban life you will definitely find something that suits your vibe.

THEATRES AND CINEMAS

Warsaw adores its actors. Therefore, it is not easy to obtain tickets for the best theatre performances. It has been so ever since king Stanisław Poniatowski founded the National Theatre in 1765. Nevertheless, if you are successful in obtaining tickets, an unforgettable evening awaits you. It can be a visit to the astounding Opera house to see a traditional opera by Moniuszko or one of the modern, stunning performances. Contemporary productions in the theatres of the capital city are often in the repertoire in Berlin or Broadway. Culture aficionados are also lured by the Musical Theatre and re-staged national classic works. A notable phenomenon is the Jewish Theatre, where actors still perform in Yiddish (headphones with simultaneous translation are

available). Each July, an edition of Garden Theatres Competition, is organised during which you can experience art in a totally different way, watching it on the patio of the New Town's house in Lapidarium or under the starry sky, in Swiss Valley (*Szwajcarska Dolina*).

Spending an evening in the cinema is an interesting choice for long autumn nights. Huge entertainment centres offer more than just films. You can go bowling, have a cup of coffee, discuss your opinions and flip through a magazine on the latest film productions. Cinema city, Multikino, Kinoteka (situated in the Palace of Culture and Science) or Silver Screen have a numerous projection halls each, screening various kinds of films at the same time. Art-house cinemas like Muranów or Kino.Lab offer special repertoires of classic and silent films.

Additionally, Warsaw is home to the Warsaw International Film Festival (www.wff.pl) in October as well as a host of other annual film events including documentary film festivals Planete Doc Review (mid-May), WatchDocs (December) and the Jewish Motifs film festival (www.jewishmotifs.org).

TIME OUT

MUSEUMS AND ART GALLERIES

Most movies are screened in original version with Polish subtitles. Ticket prices range from 15 to 28 PLN. Student discounts are sometimes available to SGH Student ID holders. Monday and Tuesday are traditionally “cheap ticket” days. For up-to-day theatre and cinema listings, consult Friday editions of any of the daily newspapers (i.e. *Dziennik*, *Gazeta Wyborcza*) or their websites.

MUSEUMS AND ART GALLERIES

From among Warsaw’s 60 museums, the most prestigious ones are National Museum with a wide collection of works whose origin ranges in time from antiquity till the present epoch and the Warsaw Uprising Museum, one of the most innovative in Europe offering its visitors an insight into one of the most important events in the city’s history.

Nevertheless, it is also worth having a look at more modest, but not less interesting places. Chopin’s Parlour is definitely noteworthy in this respect the artist’s last apartment in Warsaw. Other interesting sites include the Museum of Artistic

and Precision Handicraft collecting beautiful items of everyday use from the past epochs or the only Poster Museum in the world.

Cultural heyday of Poland’s capital spanned over: the years under the rule of the country’s last King, Stanislaus Poniatowski as well as the inter-war period, when the city was dubbed the Paris of the East. Now, after a challenging twentieth century, Warsaw has become and more vibrant than ever with a lot of impressive art collections hiding national treasures of art as well as an abundant number of small and big galleries around the city. Galleries housed in the Centre of Modern Art in Ujazdowski Castle entice visitors not only with fascinating exhibitions, but also happenings, film screenings or avant-garde concerts. *Zacheta* National Gallery, which in recent years has undergone a “face-lift” opening to young artist and curators, offers huge art library and hosts a popular night club *Obiekt Znaleziony* in its basement.



TIME OUT

CLUBBING

Diversity of the Warsaw club scene guarantees that everyone will find a place that caters to their needs. In Warsaw house music and trance rhythms are just as popular as in London and the best DJs come to perform all year long. Usually you can party till morning. If you are undecided as to what your vibe is, areas around 33 Dobra str, 11 Listopada str, 99 Raclawicka str or Mazowiecka str allow for door-to-door club-switching.

SGH students are known to frequent the following venues in the School's vicinity:

- *Zielona Geś*, 177 Niepodległości ave, pub closest to SGH, a two-floor country theme bar, always full of students;
- *Lolek*, 20 Rokitnicka str in *Pole Mokotowskie* park; worth the walk through the park for the bar and pub grub. Exterior looks like Fred Flintstone's front yard, while the inside is stucco and wooden crossbeams. Attracts older students (you have to be 21 to enter) and families on weekend afternoons;
- *Park* (196 Niepodległości

ave) official SGH students' club which often hosts parties and concerts organised by the Student Council.

A couple of minutes away from SGH is *Stodoła* (10 Batorego str) a well-known concert venue that hosts artists both from Poland and abroad.

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



TIME OUT

RESTAURANTS

As the capital city, Warsaw boasts a host of restaurants and cheap eateries, serving anything from the traditional pierogies to exotic Thai dishes. Besides the School canteens and international fast food chains, students frequent the following venues:

- *Dominium Pizzeria* – a restaurant chain that offers 40% discount on all pizzas for students with valid ID cards; franchise closest to SGH is located at 21 Rakowiecka St
- *Green Way* – a chain of vegetarian restaurants with a reasonably-priced menu;
- *Pierogernia/Pierogarnia* – be on the lookout for signs advertising pierogies, Polish traditional dumplings. Zapiecek chain of restaurants is the largest of these
- *Milk Bars (Bary Mleczne)* – remnant of the bygone communist times, some self-service milk bars (like the famous *Prasowy* at 10 Marszałkowska or *Familijny* at 39 Nowy Świat) still operate. Dinner costs less than 10 PLN, but don't expect an English menu!



TIME OUT

WARSAW SIGHTSEEING

When walking around Warsaw, it is difficult to believe that 85% of the city was destroyed during the World War II, as the Polish people put in an enormous effort to rebuild their capital and maintain its historical identity. Hundreds of historical places have been restored or saved, some of which are unique not only on the European scale. These include:

- Old Town with the Castle Square (*Plac Zamkowy*), King Sigismund's Column, St. John's Cathedral, the Old Town Market Square (*Rynek Starego Miasta*), the part of old defensive fortifications Barbican (the end of Nowomiejska str)
- The Royal Castle – a national monument to Polish history, since 1596 the official royal residence, free entrance on Sundays
- Wilanów Palace – baroque residence of King John III Sobieski, the famous conqueror of the Turks at the Battle of Vienna in 1683, also houses the Poster Museum (1 Wiertnicza str), free entrance on Thursdays
- the former Warsaw Ghetto

– The Umschlagplatz memorial (Stawki str), . Próżna str – the only surviving street of 19th century buildings that was enclosed in the Ghetto in the Second World War II

- Łazienki Palace and Park – classicist residence of the last king of Poland, Stanisław August Poniatowski
- The Royal Route leading from the Royal Castle to the Łazienki Palace with:
 - Krakowskie Przedmieście str, 17th to 19th-century residences and churches built in different styles from Gothic to Classicism
 - Nowy Świat str, harmonious classicist buildings, popular shopping and hanging-out street
 - Ujazdowskie ave along the Łazienki and Ujazdowski parks





SGH SERVICES AND FACILITIES

SGH SERVICES AND FACILITIES

BANKING

In Poland, as in many other countries, it is not advisable to carry large sums of money or keep it at home. Therefore, it is safe and useful to open a bank account. *Bank Pekao S.A.* has an office in the ground floor of the SGH main building. In the vicinity of the school you can also find offices of such banks as *PKO BP* and *BPH S.A.* (in the latter you can send and/or receive money through Western Union).

There are 3 different ATMs available on-campus:

- at the entrance of the main building
- in the lobby of building A
- inside the main building, at the Student Council Office

Many banks (*MultiBank*, *WBK Bank*) offer free internet accounts to international students. Among others, *mBank* (www.mbank.com.pl) offers such an account with information in English and does not charge a card issuance fee.

CANTEEN

Four different cafeterias on campus serve sandwiches, fast-food and lunch menu to students:

- *MELON* – first floor, building A
- *BREAK CAFE* – basement level of Main building (G)
- *WOLUMINEK* – library building (B)
- *OSESEK* – building W (Wisniowa str)

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

COMPUTER SERVICES

SGH offers all students free access to computer facilities. Your personal login, provided by CIPD, grants access to all computer labs located on the ground floor and the 3rd floor in the Main building as well as in the F building. The unlimited password-free Wi-Fi connection is available around the entire campus.

SGH SERVICES AND FACILITIES

CAMPUS BOOKSTORE

The campus bookstore is located on the ground floor of the main building. It offers mainly academic publications by SGH lecturers as well as compulsory text books for most of the courses. It is worth visiting for its “on-demand” service, which often includes a special student discount.

LIBRARY

Situated on-campus, in an almost hundred years old art-deco building, SGH’s library is a comprehensive economics library with nearly 1 000000 volumes of books and magazines in Polish and other languages. Much of the SGH library stock has been computerised. An electronic archive called “PRO QUEST” is available for use in the CD-ROM library at the Information Centre next to the main reading room. The archive consists of a large number of printable articles and abstracts written in English. The recently created Centre for European Documentation offers a large collection of titles focused on the field of European integration. International students, upon

presenting their student ID, can freely study in the extensive reading hall or use the on-order service to borrow books for home studying and exam preparation.

SPORTS CENTRE

There are two gyms, a fitness room, a swimming pool and a sauna available for students on the SGH campus. If you wish, you may sign up for either Physical Education (PE) class or varsity team activities, neither of which is compulsory. PE classes include: soccer, basketball, volleyball, callanetics, aerobics, swimming and dancing. 45-minute lessons are held once a week. Varsity team activities include: karate, skiing, aerobics, rock climbing, tennis, table tennis, track and field sports, sailing, soccer, swimming, volleyball and basketball.

Each semester schedule for all sports activities is posted in front of the Sports Office in the Main building along with the participants list for signing up. Each class, worth 1 ECTS credit, is assessed on the basis of attendance list.

SGH SERVICES AND FACILITIES

STUDENT ORGANIZATIONS

SGH is well known for its long tradition of student associations and their important role in shaping today's face of the School in each and every one of its aspects. The Student Union, elective body representing all SGH students in the School's Senate and participating in setting all 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 science clubs, all the most important international organizations are present at SGH. AEGEE, AIESEC or ESN give students the possibility to experience real team work, participate in project realization and events management. It's a great start to a career in the business world. Please visit www.esgieha.pl for more information on student associations at SGH.



LIVING COSTS IN POLAND

A student at SGH will need approximately between 1.600 – 3.000 PLN per month to live on. Since 2004, when Poland joined the European Union, the cost of living, especially in the capital itself, has been constantly rising, and nowadays life in Warsaw can be easily compared to that in Berlin, Lisbon or Budapest in terms of the expenses.

The aforementioned sum can be roughly divided as follows:

- Accommodation
 - 340 PLN double room in Sabinki
 - 1.500 PLN Private accommodation (studio apartment)
 - 600 - 1000 PLN a room in a shared student apartment
- 600 PLN food
- 200 PLN books and study materials
- 50 PLN phone
- 39 PLN Warsaw student Travelcard
- 100 PLN laundry and hygiene
- 300 – 500 PLN hobbies and entertainment
- 300 – 500 PLN weekend trips to other Polish cities



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Editorial Team:

Katarzyna Cakała
Małgorzata Nowicka

Graphics and Layout:

Piotr Pieron

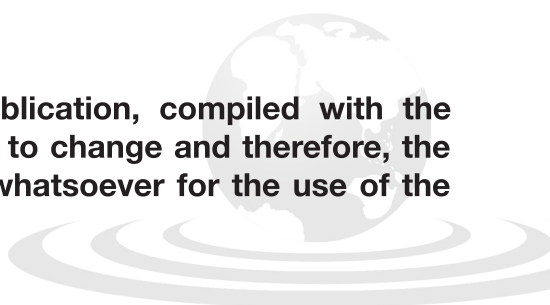
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Legend:

 bus stop

 tram stop

 subway

 names of SGH buildings





NOTES

A series of horizontal dotted lines for writing notes, spanning the width of the page.





www.sgh.waw.pl/en