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## Dear Students,

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

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

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

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

International Centre Team & Student Union

Szkoła Główna Handlowa w Warszawie | Warsaw School of Economics



# Discover Poland

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

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

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

The ever-present dialogue between modernity and tradition, bright future and turbulent past as well as city and countryside makes for a unique and exciting experience for anyone daring to discover the true heart of Europe.

## Curious to learn more?

[www.poland.gov.pl](http://www.poland.gov.pl)

[www.paiz.gov.pl](http://www.paiz.gov.pl)

[www.poland.pl](http://www.poland.pl)

[www.polska.travel.pl](http://www.polska.travel.pl)

## Szkoła Główna Handlowa w Warszawie | Warsaw School of Economics

The capital city of Warsaw, one of the most dynamically growing in Europe, is the bustling cultural, political and economic heart of the country. This thriving metropolis, marked by its share of dramatic events, will fascinate you with its distinct atmosphere.

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

### Find out more about Warsaw:

[www.um.warszawa.pl](http://www.um.warszawa.pl)

[www.warsawtour.pl](http://www.warsawtour.pl)

[www.warsaw-life.com](http://www.warsaw-life.com)

[www.warszawaonline.pl](http://www.warszawaonline.pl)

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

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# Welcome to SGH

## Past & Present

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

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

In 1991 in the wake of general transformation of the state and with the period of socialist Polish People's Republic coming to an end, the School returned to its previous name of the Warsaw School of Economics – *Szkola Główna Handlowa w Warszawie*. New authorities commenced the transformation of the School to comply with market economy requirements. The reform of the educational process led to individualisation of the study programme, giving students the opportunity to choose courses and shape their study paths themselves.

## SGH at a glance

Founded	1906
Students:	
Bachelor and Master	ca. 10000
PhD and postgraduate	ca. 6500
Staff:	
Academic faculty	ca. 800
Administrative staff	ca. 500
International relations:	
Partner universities	over 250
International Programmes and Organisations	LLP Erasmus, Erasmus Mundus, CEMS, PIM, EDAMBA, EUCEN, EABIS, EUA, EFMD, CEEMAN, BSRUN
Incoming students	ca. 400
Outgoing students	ca. 500
English programme portfolio:	
Bachelor	International Economics, Quantitative Methods in Economics and Information Systems, Management
Master	International Business, Finance and Accounting
PhD	Economics and Management
Home page	<a href="http://www.sgh.waw.pl/english">www.sgh.waw.pl/english</a>

Today, the Warsaw School of Economics is considered to be the country's leading economics and business university, topping all national rankings and building up its European position by internationalising the curricula and creating countless possibilities for both professional and personal development, mainly as a result of thorough reforms conducted in the early 1990s. While the School is one of the major Polish research centres in the fields of business and management, economic policy, finance, banking and the EU, its faculty is strongly involved in local financial and business environment, shaping the country's economic future.

Selected international programmes operating at SGH include:

- CEMS Master in International Management,
- LLP Erasmus,
- Erasmus Mundus – European Master in Law and Economics,
- Erasmus Mundus Action 2: OMS and WELCOME projects,
- SGH – NOVA de Lisboa Master Double Degree Programme,
- SGH-University of Cologne Master Double Degree Programme,
- SGH-European University Viadrina Master Double Degree Programme,

- SGH Sommerschule,
- Summer University Warsaw,
- Council on International Education Exchange,
- Canadian Executive Master of Business Administration (CEMBA).

## Did you know that...

- SGH was awarded top "5 Palms" for being a universal business school with major international impact in the 2011 Eduniversal ranking;
- the School has been continuously ranked #1 among economics and business schools in the country in all Polish higher education surveys;
- 11 out of 21 Polish Ministers of Finance after the economic transition of 1989 were SGH alumni;
- SGH alumni and current lecturers include professor Leszek Balcerowicz, main architect of the Polish economic transformation after 1989 and professor Danuta Hübner, first Polish commissioner in the European Commission;
- SGH's library, with over 1 million volumes, including ca. 215 000 periodicals, is the largest economics library in the country.

## International Relations

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

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

SGH's international reputation and excellence in teaching attracts over 400 international non-degree students from more than 40 different countries every academic year, creating a very exciting and multicultural environment for students and staff alike. With on-campus accommodation guaranteed to all students who apply early, attractive course offer, great sports facilities and extensive library resources, students

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# International Students



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can enrich their knowledge, learn about Poland and enjoy one of the most rewarding experiences in their academic life in the heart of a vibrant metropolis. The School provides excellent counseling, medical and immigration support, extensive cultural programme and a wide choice of social activities. International non-degree students can participate in events and package trips to popular tourist destinations around Poland as well as learn Polish during a semester-long language courses tailored to their needs.

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

## International Centre

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

The Centre initiates agreements with institutions of

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

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

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

- Elżbieta Fonberg-Stokłuska –  
Director of IC  
estokl@sgh.waw.pl, +48 22 564 9840
- Grzegorz Augustyniak –  
Deputy Director, CEMS Academic Coordinator  
august@sgh.waw.pl, +48 22 564 9842
- Ewa Żurawek –  
Incoming Students Officer  
ezuraw@sgh.waw.pl, +48 22 564 9843

- Małgorzata Chromy –  
LLP Erasmus Programme Officer  
mchromy@sgh.waw.pl, +48 22 564 9841
- Anna Ryzyszkiewicz –  
Polish-German Academic Forum Coordinator  
arzysz@sgh.waw.pl, +48 22 564 9386
- Małgorzata Nowicka –  
CIEE Programme Officer  
MNowicka@ciecee.org, +48 22 564 9845
- Karina Michałczyk-Bark –  
International PhD Students Officer,  
kbark@sgh.waw.pl, +48 22 564 9217.

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

## Non-Degree Students

### Exchange Students

The extensive network of partner universities, through the framework of LLP Erasmus Programme, CEMS, PIM, CEEPUS and bilateral agreements, gives you the unique possibility of studying abroad at the Warsaw School of Economics as an exchange

student. Contact your home International Office to find out whether your institution is involved in an exchange programme with SGH and what are the conditions for your coming to Warsaw.

The list of partner institutions can also be found at:  
[http://www.sgh.waw.pl/crpm\\_-en/sghi/partners/](http://www.sgh.waw.pl/crpm_-en/sghi/partners/)

### Application Process

1. Your home coordinator nominates you in the SGH on-line system  
(<https://akson.sgh.waw.pl/crpm-recruitment/>), observing the deadlines and instructions received from SGH's International Centre, and provides SGH with your basic data, indicating both your study level and your exchange period.
2. A personal login and password, granting you access to the system, is sent to you via e-mail.
3. Complete the application form with further personal and academic information. Pay close attention to the information provided by your coordinator. Should there be any doubts or mistakes, contact him/her immediately.



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Please respect the application deadlines!

- April 19<sup>th</sup> – for the Winter semester and the full academic year,
  - October 19<sup>th</sup> – for the Spring semester.
4. Print out 2 copies of the application form and have them signed and stamped by your home International Office. Since confirmation from the sending institution is crucial for the recruitment process, application forms without the required signatures will not be reviewed.
  5. Send both signed application forms with 2 passport-size photographs to the International Centre by the following dates:
    - April 30<sup>th</sup> – for the Winter semester and the full academic year,
    - October 30<sup>th</sup> – for the Spring semester.
  6. Within 2 months of the deadline your home International Office will receive an information package with the Letter of Acceptance, information about your pre-arrival preparation, academic calendar and Orientation Week schedule.

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

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

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

### Free-Mover Programme

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

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### Terms of Admission

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

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

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

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

### Application process

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

Please respect the application deadlines!

- April 19<sup>th</sup> – for the Winter semester and the full academic year,
  - October 19<sup>th</sup> – for the Spring semester.
4. Print out and sign 2 copies of the application form.
  5. Send both application forms with 2 passport-size photographs and all required attachments to the International Centre by the following dates:
    - April 30<sup>th</sup> – for the Winter semester and the full academic year,
    - October 30<sup>th</sup> – for the Spring semester.

Required attachments include:

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

The score requirements are:

- Certificate in Advanced English – Pass,
- TOEFL – 176 – 235.

As deadlines cannot be postponed, it is extremely important that we receive your documents in due time. Incomplete or late applications will not be considered. The School reserves the right not to return any of the application documents.

The admission committee's decision, based on the evaluation of your educational background and motivation, will be sent to you via e-mail within one month of the application deadline. The information package including a Letter of Acceptance, the necessary information pertaining to your pre-arrival preparation, as well as the academic calendar and

Orientation Week schedule, will be sent to the home address provided in the application form 2 months after the system closes.

### Tuition Fees

Tuition fees for the free-mover programme at the Warsaw School of Economics in the academic year 2012/13, set in accordance with the School's legislation, are as follows:

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

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

*All tuition fees are subject to annual revision and change.*

Please remember that 18 ECTS is the required minimum number of ETCS credits per semester for free-movers studying at SGH.

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

## Degree Students

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

- three-year Bachelor programme in International Economics, Quantitative Methods in Economics and Information Systems and Management,
- two-year Master programme in International Business, Finance and Accounting,
- four-year PhD programme in Economics and Management.

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

A limited number of EU-financed scholarships to pursue a degree at SGH are available under Erasmus Mundus projects:

- One More Step – for South-East Asian citizens: [www.one-more-step.eu](http://www.one-more-step.eu),
- Welcome – for Egypt and Lebanon citizens: [www.emwelcome.polito.it](http://www.emwelcome.polito.it).

## Course Offer

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

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

Each spring, the Warsaw School of Economics prepares a comprehensive curricula offer for the forthcoming academic year that caters to students' needs and the changing demands of the job market. At the end of April a detailed course offer is published online in the form of a guidebook.

### On-Line Enrolment – Wirtualny Dziekanat System

Just like regular SGH students, exchange and free-mover students follow the compulsory on-line enrolment process via Wirtualny Dziekanat system, accessed with a personal SGH student number and password at <https://dziekanat.sgh.waw.pl/>. SGH's flexible attitude towards individual study programme allows students to choose freely from courses offered within their study level (undergraduate or graduate), provided they fulfill the prerequisites specified for each course.

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

The entire enrolment process consists of 3 stages:

1<sup>st</sup> stage – initial course selection based on the course offer provided in the SGH guidebook

- a. May-June – for the winter semester,
- b. November – for the spring semester;

2<sup>nd</sup> stage – changes to initial course choice resulting from unopened courses, timetable overlaps and

waiting-list ranks; class schedules are published

- a. August–September – for the Winter semester,
- b. January–February – for the Spring semester;

3<sup>rd</sup> stage – final adjustments to course choice carried out within 3 days following the first two weeks of each semester

- a. October – for the Winter semester,
- b. March – for the Spring semester.

Detailed instructions on how to use the *Wirtualny Dziekanat* system along with SGH student number and password will be sent to all students prior to the 1<sup>st</sup> stage of enrolment.

SGH aims to allow all non-degree students to participate in courses of their choice, nonetheless some classes set limits to the number of participants; thus, you might not have the possibility to attend them. We try very hard to prevent this from happening, nevertheless, we advise to draw up an acceptable alternative course list before departing for Poland since all modifications must be made in the 3 days when the system reopens. Your entire course selection, in the form of the Learning Agreement, must be approved and signed by your

home institution prior to your arrival to SGH. To learn more about the enrolment process, its requirements and regulations, please visit [www.sgh.waw.pl/crpm\\_en/si/exchange/courses/enrolment/](http://www.sgh.waw.pl/crpm_en/si/exchange/courses/enrolment/)

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

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

### Workload and ECTS

As a result of the Bologna process, since 2006 the Warsaw School of Economics has implemented the European Credit Transfer System (ECTS), which employs both the credit system that bases on the amount of workload required for each course as well as its transfer scale. One ECTS credit is equivalent to 30 hours of studying (including lecture, readings, assignments etc.). Therefore, a regular SGH course of 30 contact hours (one two-hour lecture per week) is equal to 3 ECTS points. A full academic year consists of 60 ECTS credits, with 30 ECTS credit

workload for each semester. International non-degree students should take a full-load – i.e. 30 ECTS – while studying at SGH, unless their sending institution explicitly exempts them from this requirement.

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

### Exams and Grades

Lecturers at SGH use different forms of examination, both oral and written, to assess students' comprehension of course material as well as their overall performance. In some courses, grades are awarded on the basis of written papers and assignments while in others continuous assessment is used, basing on class attendance as well as active participation throughout the semester.

Each semester is followed by an examination period lasting 2 weeks in the Winter semester and almost a month in the Spring. It is very important to realise that written examinations – just like oral ones – are

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held on specific dates and may take place even on the last day of the examination period, a fact which should be taken into account when planning your return journey.

Please be aware that enrolment for courses entails obligations, and once registered, you are expected to participate in the course and take the exam.

All grades are available on-line in *Wirtualny Dziekanat* system within one month of the examination period.

### Transcript of Records

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

The Dean's Office, having collected all grades for an individual exchange or free-mover student, checks the student's status with the International Centre. If all required documents are complete and your SGH student card was returned upon departure, an official

Transcript of Records documenting your academic performance during the study period at SGH will be sent to your home International Office. You will receive an original signed by the Dean of Bachelor or Master Study Programme together with a certified copy.

Expected dates of receipt of Transcript of Records are:

- March-April – for the Winter semester,
- July-August – for the Spring semester and the full academic year.

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# Studying at SGH

## Academic Calendar

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

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

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

For detailed information on the current academic calendar, please visit

[www.sgh.waw.pl/crpm\\_-en/si/practical/calendar/](http://www.sgh.waw.pl/crpm_-en/si/practical/calendar/)

## Bookstore

The campus bookstore is located on the ground floor of the main building (G). It offers mainly academic publications by SGH professors as well as required textbooks for most of the courses. It is worth visiting on Tuesday, when some of the titles can be bought at half price.

For students who prefer to order books on-line, SGH bookstore has opened its on-line division with an on-going 10% discount.

## Buddy Programme

Over the years, the Warsaw School of Economics in cooperation with the Erasmus Student Network has built an extensive buddy system wherein each non-degree student is assigned a Polish buddy who assists him/her throughout the first weeks in the new environment. Buddies are regular SGH students who volunteer to help one or more of our foreign newcomers.

Upon being accepted to exchange/free-mover programme at SGH, you will receive your buddy's

contact information. It is vital to contact your buddy and provide him/her with the details of your arrival (time and place). Any special needs or questions should be included.

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

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

## Canteen

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

- BREAK CAFE – basement level of main building G,
- OSESEK – building W,
- WOLUMINEK – library building B,
- SETKA in building C,
- NIESPODZIANKA – first floor, building A.

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

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

## Centre of Foreign Languages

As an international non-degree student at the Warsaw School of Economics, you have a unique opportunity to enrol in any of the language courses offered, choosing between English, German, Russian, French, Italian or Spanish. Upon starting your semester, visit the Centre of Foreign Languages and take the compulsory placement test. The Centre will prepare a timetable according to your proficiency

level, giving you the chance to enrol in a class that suits you best. Please note that language classes up to intermediate level are held in Polish.

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

## Computer Services

SGH offers all students free access to computer facilities. Your personal login, provided by International Centre, grants access to all computer labs located on the ground floor and the 3rd floor in the main building G. The unlimited password-free Wi-Fi connection is available in the dormitories, as well as in buildings C and G.

## Library

Situated on-campus, in an almost hundred-year-old art-deco building, SGH's library is a comprehensive economics library with over 1,000,000 volumes of books and magazines, in Polish as well as other languages. Much of the SGH library stock has been computerised and is available on-line. The recently created Centre for European Documentation offers a large collection of titles focusing on the field of European integration. Non-degree students, upon presenting their student ID, can freely access the extensive reading hall or use the on-order service to borrow books for home studying and exam preparation.

In addition to the main library, the Centre of Foreign Languages has its own library holding a collection of nearly 5,500 volumes, comprising dictionaries, lexicons, foreign press and textbooks. Audiovisual resources are available for independent study in the multimedia library.

International Centre possesses its own small collection of English textbooks and materials used in most of the CEMS courses offered at SGH. Should

you be interested in finding out whether we have the title you need, drop by the International Office and ask the Incoming Students Officer.

## Orientation Week

To give you a kick-start in studying abroad at SGH, the staff of International Centre, supported by the Erasmus Student Network, offers a three-day orientation period. Both in September and February, right before the beginning of each semester, we invite all international non-degree students to attend our welcome sessions that provide an overview of Polish society, Warsaw and, of course, the unique SGH academic experience.

Daytime activities, including meeting representatives of the School's Management and Dean's Offices as well as the Incoming Students Officer and ESN cross-cultural workshops and city tours are all compulsory, as they provide crucial knowledge about Poland and SGH – information that is essential and impossible provide to students on an individual basis.

Erasmus Student Network plans a number of events for every evening, including karaoke nights, treasure hunts or dress-up parties, designed to let students

interact and get to know each other. 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 together with the information package.

Orientation Week is the time of compulsory registration of all non-degree students. Should you for any reason not be able to participate, please inform the responsible International Centre officer in advance and arrange for an individual meeting.

## Sports

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

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

All students wishing to attend PE classes are asked to visit the Centre of Physical Education and Sports within the first two weeks of the semester, in order to enrol. If you wish to join one of SGH's varsity teams, please contact the Academic Sports Association – AZS – section at SGH.

## Student ID Card

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

During Orientation Week, all exchange and free-mover students who have submitted the required

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documents will be provided with their personal SGH student card subject to the payment of 17 PLN. The payment method will be communicated to you by e-mail.

Since it is compulsory to return the SGH student card upon departure, its loss has to be reported to the Incoming Students Officer and a duplicate, for an additional payment of 25.50 PLN, must be ordered through the Incoming Students Officer.

### Student Organisations

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

Along with over 20 local associations and 100 students' science clubs, all the most important

international organisations are present at SGH. AEGEE, AIESEC and ESN give students an opportunity to experience teamwork in practice, to participate in projects and event management, often serving as a first step to a career in the business environment.

### Students' Union

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

### Zielona Linia (Green Hotline)

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

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### ESN

ESN is a European-wide student organisation. Its goal is to support and enhance the student exchange experience. The network consists of over 12.000 members (29.000 with the foreign buddies) from over 424 local sections in 36 countries in Higher Education Institutions, including universities, universities of technology and colleges. ESN is organised on a local, national and international level. Its motto is "Students helping students".

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

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

Each Erasmus student is paired up with a Buddy - a Polish student who is supposed to pick him/her up at the airport or at the train station, to help him/her

with dormitory accommodation or in finding a flat. Buddies are also obliged to introduce foreign students to the student life at SGH.

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

The organization consists of several sections:

### Buddy Section

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



### Travel Section

The main tasks of this section is to organise weekend trips to various Polish cities. Throughout the semester, the section offers a number of trips to the most popular and interesting destinations, giving foreign students an opportunity to learn about Polish history and culture.

### Sport Section

A group of sport enthusiasts whose goal is to organise sport events for international students. This section is responsible for one of ESN's biggest projects – ESNOLYMPICS (sport event similar to the Olympics Games, in which schools from all over Europe can participate).

### SocialErasmus

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

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# Living in Warsaw

## Entry Conditions

As in any other country, Polish regulations pertaining to entry conditions and visa requirements are complicated and vary depending on your nationality and current resident status.

According to 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. Such students can come to Warsaw with a valid document certifying their identity and citizenship. It is important to remember that if you intend to visit Poland's neighboring countries, a passport is necessary, as not all of them are EU Member States.

Students from non-EU/EEA countries can enter Poland on the basis of a valid passport and a visa (if one is required). In such cases, students are obliged to obtain a visa from a Polish embassy or consulate in their country of residence.

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

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

As visa prolongation in Poland is possible only once and solely in cases of *force majeure* or situations impossible to foresee while applying for the visa in the consulate, students coming for a period of study longer than 3 months are obliged to apply for a visa for the entire planned period of their stay in Poland.

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

For any further information on visa requirements please contact your nearest Polish Embassy or Consulate. Polish visa holders do not need to apply for temporary resident status!

All foreign students must obtain temporary resident status; Polish law states that international students have 30 days after their arrival in Poland to fulfill this obligation. In order to do so, pick up an appropriate application form from the dorm administration, and a document confirming you have accommodation for a period longer than 3 months. Once you complete the form, submit it to the local district office closest to your place of residence- for tenants of "Sabinki" or "Grosik" dormitories, the district office (Urząd Dzielnicy) is located at:

Rakowiecka St. 25/27

Tel. 22 56 51 516 or 22 56 51 545

E-mail: [wom@mokotow.waw.pl](mailto:wom@mokotow.waw.pl)

When submitting the documents at the office, students must present a government-issued photo ID or passport; in case of the latter, a visa is also required. The registration procedure does not involve any fees and is completed immediately (once the student receives an appropriate document confirming the registration). Students are advised to fill out the necessary form as soon as possible because the registration automatically launches the process of

applying for a Polish Resident Identification Number (PESEL), a unique, 11 digit number that enables identification of an individual during any official proceedings (e.g. at the university, in a bank or health service).

## Legalisation of Stay

Each EU/EEA citizen whose uninterrupted stay in Poland exceeds three months should obtain a temporary residence permit at the Department of Citizens Affairs of the Masovian Voivodships Office on Długa 5 street, 1<sup>st</sup> floor, room 53–57.

Documents, submitted in Polish, required for obtaining a temporary residence permit:

- a valid identity document,
- European Health Insurance Card,
- confirmation of possessing adequate financial means (a minimum of 150 Euro per month),
- confirmation of temporary registration by local government offices of the place of residence,
- official letter of confirmation from the SGH,

- application form with 5 passport photos.

For students, the residence permit is issued for one year and entitles its bearer to work in Poland. The residence permit and the right to work also extend to the immediate family – i.e. spouse and children.

For further information on terms and conditions please visit Mazovian Voivodship Office website at [www.mazowieckie.pl/eng/mazovia.html](http://www.mazowieckie.pl/eng/mazovia.html) or contact the Incoming Students Officer.

Additionally, Polish law obliges students from countries that do not belong to the European Union to register at their respective district offices by the fourth day after their arrival in Poland. In order to do so, students must submit a form „Zgłoszenie pobytu czasowego trwającego ponad 3 miesiące” (Report of a temporary residence for a period exceeding 3 months) to the district office. Students must also present a Polish visa and a lease contract/confirmation of dormitory resident status with a legible date.

## Travel & Transportation

### Getting to Warsaw

#### By plane

The fastest means of reaching Warsaw from abroad is by plane. Due to the city's capital status and location, it remains Poland's transport and communication hub, with connections to all major European cities. Most of the major airlines, as well as some low-cost companies, offer flights to Warsaw's Chopin Airport, located about 10 kilometres from the city centre, or to Warsaw Modlin Airport, located 35 km north of Warsaw's city centre. .

Means of reaching SGH from the airport:

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

- Bus** Buses 175 and 188 start their route at the airport. Take either and change at bus stop 17 STYCZNIA for bus 182. The second bus will take you directly to SGH main building at bus stop METRO POLE MOKOTOWSKIE. Tickets are available at the kiosk in the arrivals hall or can be purchased directly from the driver.
- Train** SKM (Fast Urban Railway) or Koleje Mazowieckie -KM (Masovian Railways) will take you from Terminal 1 to the city center in about 25 minutes. Take the subway from the city center METRO CENTRUM stop to METRO POLE MOKOTOWSKIE to reach SGH campus area.

#### By train

There are three large railway stations for international and domestic connections in Warsaw:

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



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Means of reaching SGH from the train station:

- a. **Bus and tram** Take buses 119, 130, 167, 168, 174, 218, 700 or trams 16, 17, 33 in the direction of Mokotów/Służew to the stop METRO POLE MOKOTOWSKIE.
- b. **Underground** Walk to CENTRUM underground station and take the train in the direction of Kabaty. Get off at POLE MOKOTOWSKIE station.

**By car**

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

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 all times, along with your passport and driving licence.

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

**Warsaw City Transport**

Travelling around Warsaw is facilitated by an extensive network of public transportation. Warsaw has one operating underground line Kabaty-Młociny along with numerous trams and buses.

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

All means of municipal transport, including city and suburban lines as well as the underground operate on

the same ticket. Students are advised to purchase a 50% fare 90-day zone 1 ticket – *Warszawska Karta Miejska* – Warsaw City Card. This can be done in one of the many newsagents or in a ticket machine at all underground station and various bus stops around the city.

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

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

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Types of tickets and fares from the Warsaw Transport Authority website [www.ztm.waw.pl](http://www.ztm.waw.pl)

TICKET TYPE	REGULAR FEE	50%
20-minute City Travel card	3,40	1,70
40-minute City Travel card	4,60	2,30
60-minute City Travel card	6,40	3,20
Single fare ticket	4,40	2,20
1-day City Travel card	15,00	7,50
3-day City Travel card	30,00	15,00
30-day personal Travel card	100,00	50,00
90-day personal Travel card	250,00	125,00



## Housing

### On-campus accommodation

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

The available on-campus accommodation is a place in a double room, shared with another exchange student, in the Sabinki dormitory, five minutes' walk from the main campus. Each room is equipped with basic furniture, an Internet socket and a phone plug as well as all the necessary bedclothes and linen. There are two shared bathrooms and kitchens on every floor. The dormitory also offers a canteen, free laundry, gym, and TV and snooker rooms. Semester rent for accommodation in a double room is 1,890 PLN per person. In Sabinki dormitory, exchange students must pay rent for the whole duration of the semester within the first month after check in. Upon check-in, students are asked to pay a deposit of 400 PLN.

*All housing fees are subject to revision and change.*

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

Deadlines for application are:

- June 30th – for the Winter semester and the full academic year,
- December 30th – for the Spring semester.

Due to continuous high demand, on-campus accommodation is assigned on first-come, first-served basis. All students are therefore encouraged to apply as early as possible.

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

Please be aware that roommate assignment aims at maximising the blending of nationalities and is done

randomly. Thus, in all likelihood you will be separated from any fellow students from your home university/country.

### Off-campus accommodation

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

A good start is to get in touch with your buddy who can provide you with useful website addresses for apartment rental classifieds, as well as inform you about main real-estate agencies operating in Warsaw. On many occasions buddies - if asked to do so - personally help students look for accommodation. International Centre does not have a housing office to assist you with this matter, but we supervise all buddies as well as provide them with any support they might need.

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

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

- Jump Inn Hostel 2 Prokuratorska Str. [www.jumpinnhostel.com](http://www.jumpinnhostel.com) (closest to SGH),
- Oki Doki Hostel 3 Dąbrowskiego Sq. [www.okidoki.pl](http://www.okidoki.pl),
- Camera Hostel 22 Jasna Str. [www.camerahostel.com](http://www.camerahostel.com),
- Tamka Hostel 30 Tamka Str. [www.tamkahostel.pl](http://www.tamkahostel.pl).

Please note 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.

## Health & Insurance

Poland's healthcare system is based on general health insurance which entitles its bearer to free health services. An insured person and members of his/her family are entitled to free health services if they receive these services at health care providers who have signed contracts with the regional branch of the National Health Fund (NFZ – an institution responsible for

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administering health services and refunding prescription medications). The health services contract specifies the kind and range of the services contracted by the given health provider with the National Health Fund.

All non-degree students are required to have insurance coverage for the entire period of their stay in Warsaw and submit suitable proof thereof to the International Centre upon arrival.

### European Health Insurance Card

During a temporary stay in Poland, all EU/EEA citizens are entitled to 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 throughout of the European Union. EU students are permitted to use free medical care provided by Narodowy Fundusz Zdrowia (National Health Fund) only if they present the following documents:

- a valid Student ID Card,
- a valid passport or any other government-issued ID,
- EHIC card.

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 student should apply for the EHIC at healthcare units in their country of origin before departing for Poland. Should a patient lack this document, he/she will be obliged to pay for treatment himself/herself. The same pertains to treatment provided by a health care unit that did not sign a contract with the NFZ.

### Non EU/EEA International Students

Students from countries outside the European Union hold, in most cases, private insurance required for visa purposes. Since it mainly covers cases of sudden illnesses, accidents and life threat, as well as involves settling the cost of treatment, which is later reimbursed by the student's insurance company, we highly recommend you to apply for general medical care insurance at the NFZ department.

NFZ insurance costs 48,80 PLN per month and entitles you to free medical care on the same basis as

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Polish citizens. The following documents are required for the application procedures:

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

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

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

### Pharmacies

In Poland most medicine, excluding antibiotics, is available over the counter at all pharmacies.

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

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

- 147 Niepodległości Ave.,
- 10 Puławska Str.,
- 45/47 Madalińskiego Str.

## Time Out

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

### Theatres and Cinemas

Warsaw is a renowned cultural centre thanks to its numerous theatrical and musical venues, including the prestigious National Opera, the Chamber Opera, the National Philharmonic Hall and the National Theatre, luring cultural aficionados with restaged national classics or stunning contemporary productions. On the other hand, Warsaw's young

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stages surprise with highly esteemed avant-garde theatre, with *Teatr Rozmaitości* being the pioneer of the movement. Music theatres Roma and Buffo tempt audiences with professional musical shows of Broadway repertoire while the Jewish Theatre creates a unique possibility to see actors performing in Yiddish. Warsaw is also famous for its music festivals, which include the Chopin International Piano Competition, Jazz Jamboree, Warsaw Summer Jazz Days, Stanisław Moniuszko International Vocal Competition and Beethoven Festival.

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

Additionally, the city is home to the Warsaw International Film Festival in October as well as a

host of other annual film events including Planete Doc Review and WatchDoc documentary film festival.

## Museums and Art Galleries

Both one of the most modern and the most interactive museums in Europe await visitors in the very heart of Warsaw: the Warsaw Rising Museum, opened in a former tram power station on the 60th anniversary of the dramatic Warsaw Uprising, retells the struggle of everyday life during those horrific times; while biographical Fryderyk Chopin Museum offers an amazing journey through the composer's life and his epoch. The recently opened Copernicus Science Centre, conducting modern science communication through interactive exhibitions, workshops or debates, is to one of the largest and most inspiring institutions of its kind on the continent.

The National Museum and Royal Palace, housing Warsaw's most valuable collections, provide insights into the upheavals of Polish history and art. *Zachęta* National Gallery of Art, the oldest, most prestigious and largest contemporary art gallery in Poland,

showcases outstanding temporary exhibitions of the greatest international modern artists.

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

## Active Warsaw

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

Culture and Science or have fun sailing with friends on Zegrzyński Lake. Warsaw offers you more than you would expect.

## Clubbing

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

Warsaw also has a very well-developed student scene, with each university owing its official club, i.e. SGH's Park or University of Warsaw's Hybrydy. Stodoła,

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situated a couple of minutes away from the School's main campus, is a well-known concert venue that hosts artists both from Poland and abroad.

For up-to-date listings of nightlife events please check [www.warsawinsider.pl](http://www.warsawinsider.pl)

## Living Costs

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

The aforementioned sum can be roughly divided as follows:

- Accommodation
  - Twin room in Sabinki dormitory – 1,890 PLN per semester
  - Private studio apartment – 1400–2000 PLN
  - Room in a student flat – 800–900 PLN
- Food – 600 PLN

- Books and study materials – 150–200 PLN
- Mobile – 50–100 PLN
- Monthly transport ticket – 50 PLN
- Hygiene and laundry – 100 PLN
- Entertainment – 300–600 PLN
- Weekend trips to other Polish destinations – 350–600 PLN

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## FINAL CHECKLIST

### BEFORE LEAVING FOR POLAND

- ☐ Contact the Incoming Students Officer to check if all your documents have reached the International Office on time
- ☐ Make sure you have an approved copy of your Learning Agreement along with an acceptable list of alternative courses
- ☐ Make sure your passport is valid and - if you are a non-EU student - arrange for a relevant visa in a Polish embassy or consulate
- ☐ If you are an EU student, obtain your European Health Insurance Card
- ☐ 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 coverage you may need in Poland

### UPON YOUR ARRIVAL AT SGH

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



### Important telephones:

112 – General Emergency Number

997 – Police

998 – Fire Department

999 – Ambulance

+48 22 564 9843 – Incoming Students Officer

+48 22 564 6600 – Sabinki Reception

International Centre address:

ul. Rakowiecka 24, 02-554 Warszawa

Sabinki address:

al. Niepodległości 147, 02-554 Warszawa

Grosik address:

ul. Madalińskiego 31/33, 02-554 Warszawa

### Survival Polish

Cześć – Hi/Bye

Dzień dobry – Good morning

Do widzenia – Goodbye

Dziękuję – Thank you

Przepraszam – Excuse me/Sorry

Proszę – Please

Na zdrowie! – Cheers!

Pomocy – Help

Tak/Nie – Yes/No

Nie rozumiem – I don't understand

## Szkoła Główna Handlowa w Warszawie | Warsaw School of Economics

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Warsaw School of Economics  
**Students' Union**

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