

Summer University Warsaw Statute 2025

I. General Conditions

§ 1

1. This Statute refers to the participants of the Summer University Warsaw course, hereafter called "SUW".
2. The administration of the course consists of the SUW Academic Director and the SUW Coordinator from Centre for Open Education, hereafter called "the Organizer".

§ 2

1. The SUW programme consists of 5 courses: 3 morning courses and 2 afternoon courses.
2. It is possible to choose from two different options:
 - a. Option 1. attend one morning course and one afternoon course
 - b. Option 2. attend one morning or afternoon course
3. Each course within SUW program equals to 3 ECTS points.

§ 3

1. A SUW participant can be the student of the Bachelor's or Master's Degree Studies and has English language skills making it sufficient to take part in the SUW course who has sent a correctly filled in application form which is available on SUW website suw.sgh.waw.pl within the time as required by the Organizer, received a confirmation of being accepted to SUW by the Organizer,.
2. Detailed rules of admission of Candidates and their participation as the Participants of SUW are stated in section II of the Statute.

§ 4

1. The participation of each Participant is payable.
2. Terms of payment are established by a separate agreement.

§ 5

The classes and other lectures in the SUW course are held in English.

§ 6

The SUW Academic Director is responsible for the timetable within the SUW course, determining the place and time of the classes.

II. Application and admission rules

§ 7

1. Application process for SUW consists of the following:
 - a. filling in an application form including personal and contact data of the Candidate, information concerning ongoing studies, English language skills, and additional information such as organizations membership, scholarships and other academic achievements;

- b. accepting of SUW Statute and Student Residence Hall rules;
- c. choosing one or two courses which the Candidate would like to attend during SUW and informing the Organizer about a second preference in case there is no possibility of being accepted for the courses of the first preference.

§ 8

On the basis of the information provided in an application form, the Organizer selects the Participants taking into consideration that:

1. Priority is given to students from Universities that are cooperating with SGH.
2. The maximum number of students from each university is 10.
3. The information about academic achievements, ongoing studies and English language skills are the main criteria.

§ 9

Should the Candidate be accepted, they get confirmation of the acceptance to the e-mail address provided in the application form.

§ 10

1. After receiving the SUW admission confirmation e-mail the Participant is obliged to submit to SGH the following:
 - a. the attestation, that the Participant is a student of the studies mentioned in § 7 point 1a given by the home university of Participant;
 - b. payment receipt for SUW;
 - c. a confirmation for having health insurance including Poland's territory within the time of SUW;
 - d. a signed Statute of SUW (English version).
2. The above-mentioned documents should be sent in an electronic form (as scans) to the e-mail address provided by the Organizer.
3. At the beginning of the course the Participant and the Organizer sign an agreement on terms of payment for educational services.

III. The courses

§ 11

1. The Organizer is obliged to provide the realization of the courses, unless the number of participants in the course who paid for the course is less than 15 people.
2. The Organizer reserves the right to introduce changes to the schedule of the courses.
3. The Organizer is obliged to organize 32 contact hours of classes (lectures or workshops) for each course.
4. In the event of the resignation of one of the lecturers during the realization of SUW the Organizer is obliged to provide another lecturer of similar qualifications as a replacement.
5. The Organizer is obliged to provide learning materials adequate to the content of the course in an electronic form.
6. The Organizer is obliged to provide the Participants with adequate rooms necessary for having the SUW classes.

§ 12

1. The Organizer is obliged to prepare an examination covering the material taught during the course.
2. The form of examination may be different for each course and is stated by the lecturers leading the course.
3. The examination will be taken by Participants after the classes. In some cases, there may be a short test or other forms organized during classes.

§ 13

1. After passing the course, the Participants will be granted certificates issued by SGH Warsaw School of Economics.
2. In order to receive 3 ECTS for a course and be granted a certificate the Participant has to:
 - a. attend at least 87,5% of SUW classes (every absence has to be excused) and;
 - b. get at least 51% score at the examination mentioned in § 12.
3. In case of not having a sufficient exam result, the Participant has the right to retake the examination in the oral form at the time stated by the Organizer.

IV. Conditions and rules of payment

§14

1. The Participation fees for SUW 2025 are as follows:
 - 950 euro – base fee for attending one course, meals (9 breakfast before classes, 9 lunches, 8 afternoon snacks and 1 coffee break after graduation) and cultural events in Warsaw
 - 420 euro – fee for attending a second course,
 - 200 euro – optional accommodation in students' dormitory, in double rooms for 12 nights
 - 340 euro – optional trip to Cracow and Wieliczka (by bus)

§15

The Participant is obliged to pay the participation fees mentioned in § 14 by transferring money to SGH bank account given in the admission confirmation e-mail within 14 days after receiving this e-mail.

§16

In case of resignation from participation in SUW the Participant is entitled to a return of 100% of the paid amount, minus bank transfer costs and manipulation fee: 50 euro, provided the SGH is communicated in writing or by electronic means of participant's resignation before the beginning of SUW. The Participant is not entitled to a return of travel and accommodation costs or any other costs not included in The Participation fees.

§17

In case of cancellation of SUW the Participant is entitled to a return of 100% of the paid amount. The Participant is not entitled to a return of travel and accommodation costs or any other costs not included in The Participation fees.

V. Rights and obligations of the SUW participant

§ 18

1. If the Participant is willing to be accommodated in SGH's Student Residence Hall No. 1 "Sabinki" or No. 3 "Grosik", in a double room, they should indicate it in an application form.
2. The number of available rooms is limited.
3. Participants admitted to "Sabinki" or "Grosik" will be informed by e-mail about the acceptance. The main criterium will be the distance between their university's location and Warsaw.
4. The Participant has to pay the fee for accommodation.
5. Participants accommodated in "Sabinki" or "Grosik" are obliged to accept SGH Students Hall Regulations, Appendix to Rector's Regulation No. 47 of 9 September 2016.

§ 19

1. The Organizer is obliged to supply the Participant with food, as follows:
 - a. 9 breakfasts before classes (served at about 8 a.m.);
 - b. 9 lunches (served at 12.15 p.m.);
 - c. 8 afternoon snacks (delivered during lunch);
 - d. 1 coffee break after graduationaccording to the standard provided for SGH Warsaw School of Economics' students.
2. The Organizer is not providing suppers or any additional food.

§ 20

The Organizer is obliged to ensure for Participants afternoon activities including e.g. visits in museums or sightseeing. The Organizer reserves the right to introduce changes to the social program.

§ 21

1. The Organizer is not obliged to provide the Participant with:
 - a. any insurance;
 - b. medical care;
 - c. the coverage of the costs of transport during the participation in SUW (with the exception of the costs of transport connected with the trip to Cracow if the Participant has paid the fee for that trip).

§ 22

The Participant bears the whole responsibility for the damage caused during their participation in SUW, without any restrictions resulting from the amount of payment for SUW participation.

§ 23

The Organizer reserves the right to displace the Participant from SUW and the Residence Hall if they do not apply to rules and regulations written in this document.