



KOZMINSKI UNIVERSITY FACT SHEET 2022/2023

Information about the Institution

University Name	Kozminski University / Akademia Leona Koźmińskiego
Address	57/59 Jagiellonska street, 03-301 Warsaw, Poland
University Erasmus Code	PL WARSZAW21
Website	www.kozminski.edu.pl/en/
Language of instructions	English / Polish



ACADEMIC CALENDAR

Academic year structure	2 semesters (Fall & Spring) – 15 weeks each semester
<p>Dates of the semesters</p> <p>Fall semester</p>	<ul style="list-style-type: none"> ✓ Welcome week: 27th of September – 2nd of October 2022 ✓ Beginning of classes: 3rd October 2022 ✓ National holidays: <ul style="list-style-type: none"> 1 November 2022 – All Saints Day 11 November 2022 – Polish Independence Day 24th of December – 1st of January 2023 – Christmas break 6th of January 2023 – <i>Święto Trzech Króli</i> ✓ Classes: 2nd - 27th of January 2023 ✓ Dates of the exam session: 30th January– 10th of February 2023 ✓ Retake exam session: 27th of February – 10th of March 2023 (<i>dates of the retake session are not included in the mobility period</i>)
<p>Spring semester</p>	<ul style="list-style-type: none"> ✓ Welcome week: 14 -19 February 2023 ✓ Beginning of classes: 20st of February 2023 ✓ National holidays: <ul style="list-style-type: none"> 9-10 April 2023 – Easter (break: 6-12.04.2023) 1-3 May 2023 – Long weekend in Poland 8th of June 2023 – Corpus Christi ✓ Classes: 13th of April – 16th of June 2023 ✓ Dates of the exam session: 19 – 30 June 2023 ✓ Retake exam session: 1 – 14 September 2023 (<i>dates of the retake session are not included in the mobility period</i>)

APPLICATION PROCEDURE

<p>Nominations – deadlines for the <u>Universities</u></p>	<p>For the Fall semester & Academic year – 1st of May For the Spring semester – 1st of December</p>
<p>Documents submission – deadlines for <u>Students</u></p>	<p>For the Fall semester & Academic year – 1st of June For the Spring semester – 1st of January Application available at: www.rekrutacja10.kozminski.edu.pl/na/default.aspx</p>
<p>Language requirements</p>	<p><u>B2 level of English</u> Accepted Certificates: <u>FCE, IELTS, TOEFL</u> * Unless English is a native language of instruction at the home University (in such cases, the <u>confirmation</u> concerning language of instruction is <u>required</u>)</p>



Contact details – INCOMING STUDENTS COORDINATORS

(International Relations Office – iro@kozminski.edu.pl):

<p><u>Aleksandra Ryniewicz</u> aryniewicz@kozminski.edu.pl incoming.students@kozminski.edu.pl +48 22 519 23 14</p>	<p><u>Sylwia Kuszmierek</u> incoming.students@kozminski.edu.pl skuszmierek@kozminski.edu.pl +48 22 519 23 39</p>
<ul style="list-style-type: none"> ✓ Before arrival and during the mobility support ✓ Learning agreements ✓ Courses selection and registration 	<ul style="list-style-type: none"> ✓ Nomination and application process ✓ Documents and formalities connected with Scholarships (for non-EU students) the Exchange program



INFORMATION FOR INCOMING STUDENTS

<p>Required documents / Student's set</p>	<ol style="list-style-type: none"> 1. Copy of one's personal ID/passport; 2. Copy of one's medical insurance (in the case of EU citizens – please submit your European Health Insurance Card, which should be also valid for the entire exchange period; non-EU citizens are asked to submit a proper insurance document with a coverage in the amount of at least EUR 30.000); 3. Passport-size photo in the JPG format; 4. Student's transcript of records; 5. Copy of one's B2 Certificate of English (TOEFL, IELTS, TOEIC, FCE, CAE, CPE, LCCI) unless the language of instruction set for the student's curriculum is English or unless English is the student's native language. We accept language certificates which confirm at least B2 level of English. Also, students can provide us with an official confirmation of their level of English – issued by their home universities. <p>The application – printed, filled in, and signed should be scanned and sent to: incoming.students@kozminski.edu.pl</p>
<p>Course information Syllabus</p>	<p>Available in course catalogue upon using login and password: https://ikozminski.edu.pl/ login: bwz password: BWZ12# or https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students</p> <p>Programs offered in English (short version) and</p> <p>Course Catalog (syllabus)</p>
<p>Course selection Procedure Registration</p>	<ul style="list-style-type: none"> ✓ Students select by themselves their preferred courses in Kozminski Virtual University (selection needs to be approved by student's home university). ✓ Access to the platform will be given 2 weeks before the semester starts. ✓ Undergraduate and graduate students may choose courses from Bachelor and/or Master programs (selection needs to be approved by student's home university). ✓ Law students may choose courses from Business studies as well from both levels.
<p>Signing the Learning Agreement (deadlines)</p>	<p>Fall semester – second half of October Spring semester – first half of March</p>
<p>Course load per semester</p>	<p>30 ECTS credits per semester Exchange students are <u>requested not to take more than 35 ECTS</u></p>
<p>Language of instruction</p>	<p>English/Polish</p>



Welcome Week	Fall semester – last week of September 2022 Spring semester – middle of February 2023
Approximate expenses/month/ Student	Accommodation: 250-450 Euro/per room Food: 150-200 Euro Public Transport: 13 Euro (student 1-month pass) Other expenses: 50-100 Euro https://www.numbeo.com/cost-of-living/in/Warsaw
Visa	Depending on a country: please check on http://www.msz.gov.pl/en/travel_to_poland/visa/ In case a student possesses a residence permit of an EU country, the Polish national visa is still required as the limit of 90 days (which residence permit gives) will be expired during the period of exchange (over 150 days in total in Poland).
Insurance	EU-citizens: European Health Insurance Card is required. Non-EU citizens: appropriate health and accident insurance with minimum coverage 30.000 EUR.
Accommodation	Off the Campus
Recommended companies (Real Estate Agencies and platforms)	Pepe Housing - https://kozminski.pepebooking.com/ * SPOTAHOME * * platforms dedicated for KU Exchange students; special discount – for details contact coordinator – Aleksandra Ryniewicz Home Brocker – rent@homebrocker.pl Hoog Nieruchomosci – www.hoog.com.pl StudentLiving - https://www.kozminski.edu.pl/fileadmin/wspolne_elementy/Jednostki/Biuro_Wsp%C3%B3%C5%82pracy_Mi%C4%99dzynarodowej/Studenti/Studentliving_brochure.pdf P&O Apartments – www.pandoapartments.com.pl University Village - michal@piwowar.pl Offers from private owners of the apartments which we gathered for Exchange students can be found here: https://kozminski-my.sharepoint.com/:f:/g/personal/aryniewicz_kozminski_edu_pl/EvqnVFBrsOFMm263oeVuQ0MB1QdgeRrtYAb7stVpFAyDIQ?e=sx5DYC
Recommended arrival dates	Fall semester: last week - 10 last days of September Spring semester: second week of February
Arrival information	Pick-up assistance: yes, by previously appointed person (KU Mate Program managed by Kozminski International Society https://www.facebook.com/KUInternationalSociety/). The application for KU Mate Program is required.



KOZMINSKI LIFE APP	Application dedicated to all the Incoming students (which can be downloaded free of charge from all kinds of app stores directly to the phones) – platform for communication, different updates and notifications, panel to look for accommodation and flatmates, most important information connected to the semester etc.
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KU GRADING SYSTEM

Definition	KU grade	ECTS grade	%
Excellent: outstanding performance with minor errors	5,0	A	100-92
Very good: above average standard but with some errors	4,5	B	91-84
Good: generally sound works with number of notable errors	4,0	C	83-76
Satisfactory plus: fair, but with number significant shortcomings	3,5	D	75-68
Sufficient: performance meets minimum criteria	3,0	E	67-60
Fail: considerable further work is required	2	F	59-lower

http://www.kozminski.edu.pl/uploads/import/Kozminski/files/english_website/important_documents/study_regulations.doc

INTERNATIONAL RELATIONS OFFICE CONTACT DETAILS

Prof. Aleksandra Przegalińska	Vice Rector for International Relations and ESR	aprzegalinska@kozminski.edu.pl
Valentyna Gumińska	Director of International Relations Office	vguminska@kozminski.edu.pl
International Relations Office	iro@kozminski.edu.pl	
Aleksandra Ryniewicz	Digitalization of Mobility Manager Incoming Students Coordinator	aryniewicz@kozminski.edu.pl incoming.students@kozminski.edu.pl
Sylwia Kuszmierek	Incoming Students Coordinator	skuszmierek@kozminski.edu.pl incoming.students@kozminski.edu.pl
Paulina Ufa	EU Outgoing Students Coordinator	p.ufa@kozminski.edu.pl exchange.support@kozminski.edu.pl
Michał Godlewski	Non-EU Outgoing Students Coordinator	mgodlewski@kozminski.edu.pl exchange.support@kozminski.edu.pl
Marzena Indra	International Internships Coordinator	marzenai@kozminski.edu.pl
Ewa Buczyńska	Institutional Coordinator of Erasmus + Programme	ebuczynska@kozminski.edu.pl erasmus@kozminski.edu.pl



KOZMINSKI INTERNATIONAL BUSINESS SCHOOL

Kozminski International Business School	kibs@kozminski.edu.pl	
Prof. Mariola Ciszewska-Mlinarić	Dean of Management Department	mariolac@kozminski.edu.pl
Prof. Jacek Tomkiewicz	Dean of Finance and Accounting Department	tomkiewj@kozminski.edu.pl
Krzysztof Chmielewski, Ph.D.	Vice-Dean of Management Department (Bachelor)	kchmielewski@kozminski.edu.pl
Piotr Wójcik, Ph.D.	Vice-Dean of Management Department (Master)	pwojcik@kozminski.edu.pl
Błażej Podgórski, Ph.D.	Vice-Dean of Finance and Accounting Department	bpodgorski@kozminski.edu.pl
Aneta Gąsiewska	Head of KIBS Student Office	gasiewska@kozminski.edu.pl

KOZMINSKI LAW SCHOOL

Kozminski Law School	prawo@kozminski.edu.pl	
Prof. Bartłomiej Nowak	Dean of Law School	bnowak@kozminski.edu.pl
Rafał Pasternak, Ph.D.	Vice-Dean for Law Studies	rpasternak@kozminski.edu.pl
Marek Obszański	Law Studies Coordinator (Dean's Office)	obszanski@kozminski.edu.pl

INCOMING PROCESS AT KU

1. Nominations from partner Universities should reach KU incoming students coordinator by email to incoming.students@kozminski.edu.pl

Fall semester & Full Year – deadline: 1st of May

Spring semester – deadline: 1st of December

2. KU incoming students coordinator will contact your students directly -> welcome email & information about **admission process** (FREE of charge for Exchange Erasmus+ students)

3. Incoming students are requested to upload/send documents by:

Fall semester & Full Year – deadline: 1st of June

Spring semester – deadline: 1st of January

The set of documents from the incoming students to be uploaded in online application (coordinator will provide the link):

- ✓ copy of the ID/passport;
- ✓ copy of the medical insurance (in case of EU citizen - please submit European Health Insurance Card);
- ✓ passport size picture in JPG file;
- ✓ transcript of students records;
- ✓ copy of the Certificate of English B2 (or FCE, LCCE 2) unless the student studies at the English track or English is a native language.

MANDATORY step to be done by the students: sending the application form (which is to be downloaded from the system at the end of online admission) - signed by hand and scanned to incoming.students@kozminski.edu.pl

4. Preparation and delivery (via email) of **Letter of acceptance** by the Incoming students coordinator takes place only when the admission process is successfully completed by the students.

5. All the academic aspects are to be discussed separately from admission process and directly with students in accordance to the organizational process at KU (at latest 2 months before beginning of the term).

6. List of courses – available online at <https://www.kozminski.edu.pl/incoming/> (however changes in the offer can be still made).

7. KU Mate Program

- help with looking for the accommodation in Warsaw;
- possible airport pick-up;
- showing around the city etc.

PARTICIPATION in the program is only possible after applying through a survey provided by Incoming Coordinator (Mates are not appointed automatically)



8. Around 2-4 weeks before the beginning of the semester: students receive **individual logins and passwords to KU online systems.**

!! !! MANDATORY REGISTRATION FOR COURSES is held during last **2 weeks** before beginning of the semester **!! !!**

Through the systems students have access to:

- ✓ Online registration for the courses;
- ✓ Schedules of the courses;
- ✓ Courses' materials and syllabis;
- ✓ Contact data of the professors; after the registration
- ✓ KU email box etc.

9. Selection of courses: document signed by the student + Outgoing Coordinator (from home University) -> submission of **Learning Agreement** (Part **Before the Mobility**) to Incoming Coordinator at KU (aryniewicz@kozminski.edu.pl).

Official deadline for submission of Learning Agreement at KU is the end of the first month of each semester.

10. Welcome Week

- is held during the last week before first official day of the semester;
- organized together with Kozminski International Society;
- presence during the event – recommended;
- starts on Tuesday, ends on Sunday.

11. II round of registration for the courses

- is held during the 30 days after the beginning of semester;
- possibility of making changes in the courses selection (changes need to be approved by the home university firstly);
- after the registration is over = no more changes are possible.

12. Submission of the part **During the Mobility** of LA Deadline: 2 weeks after the second round of registration for the courses is finished.

Contact details – website

www.kozminski.edu.pl/incoming

Emails to Incoming Coordinators

Nominations & admission:

incoming.students@kozminski.edu.pl

Academic aspects; E+ documents etc.:

aryniewicz@kozminski.edu.pl