57/59, Jagiellońska St.
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KOZMINSKI UNIVERSITY

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**
Dates of the semesters (including approximate dates) **Fall semester**	✓ Welcome week: last week of September 2022 ✓ Expected beginning of classes: from the 3rd October 2022 ✓ National holidays: 1 November 2022 – All Saints Day 11 November 2022 – Polish Independence Day 24 -28 December – Christmas ✓ Expected dates of exam session: 30th January– 10th of February 2023
Spring semester	✓ Welcome week: 3rd week of February 2023 ✓ Expected beginning of classes: 20st of February 2023 ✓ National holidays: 9-10 April 2023 – Easter 1-3 of May 2023 – Long weekend in Poland 8 June 2023 – Corpus Christi ✓ Expected dates of exam session: beginning between 12th and 16th of June until 30th of June 2023

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APPLICATION PROCEDURE

Nominations – deadlines for the Universities	For the **Fall semester & Academic year** – **1st of May** For the **Spring** semester – **1st of December**
Documents submission – deadlines for Students	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
Language requirements	B2 level of English Accepted Certificates: FCE, IELTS, TOEFL * Unless English is a native language of instruction at the home University (in such cases, the confirmation concerning language of instruction is required)





Contact details – INCOMING STUDENTS COORDINATORS

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

Aleksandra Ryniewicz **aryniewicz@kozminski.edu.pl** **+48 22 519 23 14** **Dariusz Sirko** **dsirko@kozminski.edu.pl** **+48 22 519 23 39**	incoming.students@kozminski.edu.pl **+48 22 519 23 39**
✓ Before arrival and during the mobility support ✓ Learning agreements ✓ Courses selection and registration	✓ Nomination and application process ✓ Documents and formalities connected with Scholarships (for non-EU students) the Exchange program

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INFORMATION FOR INCOMING STUDENTS

Required documents / Student's set	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. The application – printed, filled in, and signed should be scanned and sent to: incoming.students@kozminski.edu.pl
Course information **Syllabus**	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 **Programs offered in English (short version)** and **Course Catalog (syllabus)**
Course selection **Procedure** **Registration**	✓ 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.
Signing the Learning Agreement (deadlines)	**Fall semester** – second half of October **Spring semester** – first half of March
Course load per semester	**30 ECTS** credits per semester Exchange students are requested not to take more than 35 ECTS
Language of instruction	English/Polish

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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)	Easy Renting - www.easyrenting.pl Pepe Housing - https://kozminski.pepebooking.com/ * platform dedicated for KU Exchange students; special discount – for details contact coordinator – Aleksandra Ryniewicz Home Brocker – rent@homebrocker.pl Mzuri – https://123.mzuri.pl/lista-ofert/ 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/Studenci/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/EvqnVFBrsOFMm263oeVuQ0MB1QdgeRrtYAb7stVpFAyDJQ?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.**

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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

Aleksandra Przegalińska	Vice Rector for International Relations and ESR	Aprzegalinska@kozminski.edu.pl
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International Relations Office	iro@kozminski.edu.pl	
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Paulina Ufa	EU Outgoing Students Coordinator	p.ufa@kozminski.edu.pl exchage.support@kozminski.edu.pl
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Kalina Błaszkiewicz	Staff Mobility Coordinator	Kblaszkiewicz@kozminski.edu.pl staffmobility@kozminski.edu.pl

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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
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Aneta Gąsiewska	Head of KIBS Student Office	gasiewska@kozminski.edu.pl

KOZMINSKI LAW SCHOOL

Kozminski Law School	prawo@kozminski.edu.pl	
Prof. Bartlomiej 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