



## KOZMINSKI UNIVERSITY FACT SHEET 2023/2024

### Information about the Institution

<b>University Name</b>	Kozminski University / Akademia Leona Koźmińskiego
<b>Address</b>	57/59 Jagiellońska street, 03-301 Warsaw, Poland
<b>University Erasmus Code</b>	PL WARSZAW21
<b>Website</b>	<a href="http://www.kozminski.edu.pl/en/">www.kozminski.edu.pl/en/</a>
<b>Language of instructions</b>	English / Polish



### ACADEMIC CALENDAR

<b>Academic year structure</b>	<b>2 semesters (Fall &amp; Spring) – 15 weeks each semester</b>
<p><b>Dates of the semesters</b> (including approximate dates)</p> <p><b>Fall semester</b></p>	<ul style="list-style-type: none"> <li>✓ Welcome week: 26<sup>th</sup> of September – 1<sup>st</sup> of October 2023</li> <li>✓ Beginning of classes: 2<sup>nd</sup> of October 2023</li> <li>✓ National holidays: 1<sup>st</sup> of November 2023 – All Saints Day (break: 01-03.11.2023) 11<sup>th</sup> of November 2023 – Polish Independence Day 23<sup>rd</sup> of December 2023 – 2<sup>nd</sup> of January 2024 – Christmas break 6<sup>th</sup> of January 2024 – Święto Trzech Króli</li> <li>✓ Classes: 3<sup>rd</sup> – 26<sup>th</sup> of January 2024</li> <li>✓ Dates of the exam session: 29<sup>th</sup> of January – 9<sup>th</sup> of February 2024</li> <li>✓ Retake exam session: 26<sup>th</sup> of February – 8<sup>th</sup> of March 2024 (<i>dates of the retake session are not included in the mobility period</i>)</li> </ul>
<p><b>Spring semester</b></p>	<ul style="list-style-type: none"> <li>✓ Welcome week: 13<sup>th</sup> – 18<sup>th</sup> of February 2024</li> <li>✓ Beginning of classes: 19<sup>th</sup> of February 2024</li> <li>✓ National holidays: 28<sup>th</sup> of March – 3<sup>rd</sup> of April 2024 – Easter break 1<sup>st</sup> – 3<sup>rd</sup> of May 2024 – Long weekend in Poland 30<sup>th</sup> of May 2024 – Corpus Christi (break: 30-31.05.2024)</li> <li>✓ Classes: 4<sup>th</sup> of April – 14<sup>th</sup> of June 2023</li> <li>✓ Dates of exam session: 17<sup>th</sup> – 28<sup>th</sup> of June 2024</li> <li>✓ Retake exam session: 2<sup>nd</sup> – 15<sup>th</sup> of September 2024 (<i>dates of the retake session are not included in the mobility period</i>)</li> </ul>



## APPLICATION PROCEDURE

<b>Nominations – deadlines for the <u>Universities</u></b>	For the <b>Fall semester &amp; Academic year – 1<sup>st</sup> of May</b> For the <b>Spring semester – 1<sup>st</sup> of December</b>
<b>Documents submission – deadlines for <u>Students</u></b>	For the <b>Fall semester &amp; Academic year – 1<sup>st</sup> of June</b> For the <b>Spring semester – 1<sup>st</sup> of January</b>  Application available at: <a href="http://www.rekrutacja10.kozminski.edu.pl/na/default.aspx">www.rekrutacja10.kozminski.edu.pl/na/default.aspx</a>
<b>Language requirements</b>	<b>B2 level of English</b> Accepted Certificates: <b>FCE, IELTS, TOEFL</b> * 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> )



## Contact details – INCOMING STUDENTS COORDINATORS

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

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<ul style="list-style-type: none"> <li>✓ Before arrival and during the mobility support</li> <li>✓ Learning agreements</li> <li>✓ Courses selection and registration</li> </ul>	<ul style="list-style-type: none"> <li>✓ Nomination and application process</li> <li>✓ Documents and formalities connected with Scholarships (for non-EU students) the Exchange program</li> </ul>



## INFORMATION FOR INCOMING STUDENTS

<p><b>Required documents / Student's set</b></p>	<ol style="list-style-type: none"> <li>1. Copy of one's personal ID/passport;</li> <li>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);</li> <li>3. Passport-size photo in the JPG format;</li> <li>4. Student's transcript of records;</li> <li>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.</li> </ol> <p>The application – printed, filled in, and signed should be scanned and sent to: <a href="mailto:incoming.students@kozminski.edu.pl">incoming.students@kozminski.edu.pl</a></p>
<p><b>Course information</b></p> <p><b>Syllabus</b></p>	<p>Available in course catalogue upon using login and password: <a href="https://ikozminski.edu.pl/">https://ikozminski.edu.pl/</a></p> <p><b>login: bwz</b> <b>password: BWZ12# or</b> <a href="https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students">https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students</a></p> <p><b>Programs offered in English (short version) and</b></p> <p><b>Course Catalog (syllabus)</b></p>
<p><b>Course selection</b></p> <p><b>Procedure</b></p> <p><b>Registration</b></p>	<ul style="list-style-type: none"> <li>✓ Students select by themselves their preferred courses in Kozminski Virtual University (selection needs to be approved by student's home university).</li> <li>✓ Access to the platform will be given 2 weeks before the semester starts.</li> <li>✓ Undergraduate and graduate students may choose courses from Bachelor and/or Master programs (selection needs to be approved by student's home university).</li> <li>✓ Law students may choose courses from Business studies as well from both levels.</li> </ul>
<p><b>Signing the Learning Agreement (deadlines)</b></p>	<p><b>Fall semester</b> – second half of October</p> <p><b>Spring semester</b> – first half of March</p>
<p><b>Course load per semester</b></p>	<p><b>30 ECTS</b> credits per semester</p> <p>Exchange students are <u>requested not to take more than 35 ECTS</u></p>
<p><b>Language of instruction</b></p>	<p>English/Polish</p>



<b>Welcome Week</b>	<b>Fall semester</b> – last week of September 2023 <b>Spring semester</b> – middle of February 2024
<b>Approximate expenses/month / Student</b>	Accommodation: 500-700 Euro/per room Food: 170-250 Euro Public Transport: 13 Euro (student 1-month pass) Utilities: 100-150 Euro <a href="https://www.numbeo.com/cost-of-living/in/Warsaw">https://www.numbeo.com/cost-of-living/in/Warsaw</a>
<b>Visa</b>	Depending on a country: please check on <a href="http://www.msz.gov.pl/en/travel_to_poland/visa/">http://www.msz.gov.pl/en/travel_to_poland/visa/</a> 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).
<b>Insurance</b>	EU-citizens: European Health Insurance Card is required. Non-EU citizens: appropriate health and accident insurance with minimum coverage 30.000 EUR.
<b>Accommodation</b>	Off the Campus
<b>Recommended companies</b> (Real Estate Agencies and platforms)	<b>Pepe Housing</b> - <a href="https://kozminski.pepebooking.com/">https://kozminski.pepebooking.com/</a> * <b>SPOTAHOME</b> - <a href="https://www.spotahome.com/">https://www.spotahome.com/</a> *  * platforms dedicated for KU Exchange students; special discount – for details contact Incoming coordinator – Aleksandra Ryniewicz  Offers from private owners of the apartments which we gathered for Exchange students can be found here: <a href="https://kozminski.my.sharepoint.com/:f/g/person/aryniewicz_kozminski_edu_pl/EvqnVFBrsOFMm263oeVuQ0MB1QdgeRrtYAb7stVpFAyDJQ?e=sx5DYC">https://kozminski.my.sharepoint.com/:f/g/person/aryniewicz_kozminski_edu_pl/EvqnVFBrsOFMm263oeVuQ0MB1QdgeRrtYAb7stVpFAyDJQ?e=sx5DYC</a>
<b>Recommended arrival dates</b>	<b>Fall semester:</b> last week - 10 last days of September <b>Spring semester:</b> second week of February
<b>Arrival information</b>	Pick-up assistance: yes, by previously appointed person (KU Mate Program managed by Kozminski International Society <a href="https://www.facebook.com/KUInternationalSociety/">https://www.facebook.com/KUInternationalSociety/</a> ). <b>The application for KU Mate Program is required.</b>



## 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
<a href="http://www.kozminski.edu.pl/uploads/import/Kozminski/files/english_website/important_documents/study_regulations.doc">http://www.kozminski.edu.pl/uploads/import/Kozminski/files/english_website/important_documents/study_regulations.doc</a>			

## INTERNATIONAL RELATIONS OFFICE CONTACT DETAILS

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## KOZMINSKI INTERNATIONAL BUSINESS SCHOOL

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## KOZMINSKI LAW SCHOOL

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