



KOZMINSKI UNIVERSITY

KOZMINSKI UNIVERSITY FACT SHEET 2020/2021

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> <p><i>*please keep in mind that due to Covid-19 dates might be changed as well as the organization of academic year and of the courses</i></p> <p>Spring semester</p>	<p>Welcome week: 25.09.2020 – 29.09.2020</p> <p>30.09.2020 – 23.12.2020 – <u>Classes</u></p> <p>11.11.2020 – Polish Independence Day – <u>no classes</u></p> <p>24.12.2020 – 03.01.2021 - Christmas break – <u>no classes</u></p> <p>04.01.2021 – 22.01.2021 - <u>Classes</u></p> <p>25.01.2021 – 05.02.2021 - <u>Exam session</u> (5th of February = last official day of the semester)</p> <p>22.02.2021 – 05.03.2021 - <u>Retake exam session</u></p> <p>Welcome week: 09.02.2021 – 14.02.2021</p> <p>15.02.2021 – 31.03.2021 - <u>Classes</u></p> <p>01.04.2021 – 07.04.2021 - Easter break – <u>no classes</u></p> <p>08.04.2021 – 11.06.2021 - <u>Classes</u></p> <p>01.05.2021 – 05.05.2021 - Long weekend in May – <u>no classes</u></p> <p>04.06.2021 – Corpus Christi - <u>no classes</u></p> <p>14.06.2021 – 25.06.2021 - <u>Exam session</u></p> <p>01.09.2021 – 14.09.2021 - <u>Retake exam session</u></p>



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APPLICATION PROCEDURE

Nominations – deadlines for the <u>Universities</u>	For the Fall semester & Academic year – 1st of May For the Spring semester – 1st of December
Documents submission – deadlines for <u>Students</u>	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	<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>)



Contact details – **INCOMING STUDENTS COORDINATORS** (International Relations Office – iro@kozminski.edu.pl):

Aleksandra Ryniewicz

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- ✓ Before arrival and during the mobility aspects
- ✓ Documents and formalities connected with the Exchange program
- ✓ Learning agreements; selection of courses

Michał Godlewski

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- ✓ Nomination process
- ✓ Admission process
- ✓ Scholarships (for non-EU students)

Office email incoming@kozminski.edu.pl



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INFORMATION FOR INCOMING STUDENTS

Course information Syllabus	Available in course catalogue upon using login and password: https://ikozminski.edu.pl/ login: bwz password: BWZ12#
Course selection Procedure Registration	<ul style="list-style-type: none">➤ Students select by themselves their preferred courses in Kozminski Virtual 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.➤ Law students may choose courses from Business studies as well from both levels.
Signing the Learning Agreement	Fall semester – second half of October Spring semester – first half of March
Course load per semester	30 ECTS credits per semester Exchange students are <u>requested not to take more than 35 ECTS</u>
Language of instruction	English/Polish
Welcome Week	Fall semester – 25.09.2020 – 29.09.2020 Spring semester – 09.02.2021 – 14.02.2021
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
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.



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Accommodation	Off the Campus
Recommended companies (Real Estate Agencies and platforms)	<p>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 Hoog Nieruchomosci – www.hoog.com.pl StudentLiving - https://www.kozminski.edu.pl/fileadmin/wspolne_elementy/Jednostki/Biurowe/Wspolne/B3/C5%82pracy_Mi%C4%99dzynarodowej/Studenti/Studentliving_brochure.pdf P&O Apartments – www.pandoapartments.com.pl University Village - michal@piwowar.pl</p> <p>Offers from private owners of the apartments which we gathered for Exchange students can be found here: https://kozminski-my.sharepoint.com/:f/g/person/aryniewicz_kozminski_edu_pl/EvqnVFBrsOFMm263oeVuQ0MB1QdgeRrtYAb7stVpFayDJQ?e=sx5DYC</p>
Recommended arrival dates	<p>Fall semester: last week - 10 days of September Spring semester: second week of February</p>
Arrival information	<p>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.</p>

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





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INTERNATIONAL RELATIONS OFFICE CONTACT DETAILS

 <p>Aleksandra Ryniewicz Incoming Students Coordinator incoming@kozminski.edu.pl aryniewicz@kozminski.edu.pl tel. +48 22 519 23 14</p>	 <p>Ewa Buczyńska Non-EU Outgoing Students Coordinator outgoing@kozminski.edu.pl ebuczynska@kozminski.edu.pl tel. +48 22 519 22 46</p>	 <p>Katarzyna Wilk-Uljasz Faculty Mobility Coordinator katarzynaw@kozminski.edu.pl tel. +48 22 519 22 12</p>
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 <p>Kinga Nekanda-Trepka Erasmus+ Institutional Coordinator outgoing@kozminski.edu.pl kingant@kozminski.edu.pl tel. +48 22 519 21 85</p>	 <p>Marzena Indra-Gózdź International Internships Coordinator marzenai@kozminski.edu.pl tel. +48 22 519 21 66</p>	 <p>Aleksandra Przegalińska Vice Rector for International Relations aprzegalinska@kozminski.edu.pl</p>

KOZMINSKI INTERNATIONAL BUSINESS SCHOOL

Mariola Ciszewska Mlinarić Ph.D.	Dean of College of Management	mariolac@kozminski.edu.pl
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Aneta Gąsiewska	Head of KIBS Student Office	gasiewska@kozminski.edu.pl

KOZMINSKI LAW SCHOOL

Prof. Robert Zieliński	Dean of Law School	rzielinski@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



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