



KOZMINSKI UNIVERSITY FACT SHEET 2021/2022

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 (exact dates to be confirmed soon)</p> <p>Fall semester</p>	<ul style="list-style-type: none"> ✓ Welcome week: last week of September 2021 ✓ Expected beginning of classes: between 30th of September and 4th of October 2021 ✓ National holidays: <ul style="list-style-type: none"> 01.11.2021 All Saints Day 11.11.2021 – Polish Independence Day Christmas ✓ Expected dates of exam session: 31st of January – 11th of February 2022
<p>Spring semester</p>	<ul style="list-style-type: none"> ✓ Welcome week: 3rd week of February 2022 ✓ Expected beginning of classes: 21st of February 2022 ✓ National holidays: <ul style="list-style-type: none"> 17-18.04.2022 Easter 1-3.05.2022 Long weekend in Poland 16.06.2022 Corpus Christi ✓ Expected dates of exam session: beginning between 13th and 20th of June until 30th of June 2022



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	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 <u>confirmation</u> concerning language of instruction is <u>required</u>)



Contact details – INCOMING STUDENTS COORDINATORS

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

<p><u>Aleksandra Ryniewicz</u> aryniewicz@kozminski.edu.pl +48 22 519 23 14</p>	<p>incoming@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>Course information</p> <p>Syllabus</p>	<p>Available in course catalogue upon using login and password: https://ikozminski.edu.pl/ login: bwz password: BWZ12#</p>
<p>Course selection</p> <p>Procedure</p> <p>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</p>	<p>Fall semester – second half of October</p> <p>Spring semester – first half of March</p>
<p>Course load per semester</p>	<p>30 ECTS credits per semester</p> <p>Exchange students are <u>requested not to take more than 35 ECTS</u></p>
<p>Language of instruction</p>	<p>English/Polish</p>
<p>Welcome Week</p>	<p>Fall semester – last week of September 2021</p> <p>Spring semester – middle of February 2022</p>
<p>Approximate expenses/month/ Student</p>	<p>Accommodation: 250-450 Euro/per room</p> <p>Food: 150-200 Euro</p> <p>Public Transport: 13 Euro (student 1-month pass)</p> <p>Other expenses: 50-100 Euro</p> <p>https://www.numbeo.com/cost-of-living/in/Warsaw</p>
<p>Visa</p>	<p>Depending on a country: please check on http://www.msz.gov.pl/en/travel_to_poland/visa/</p> <p>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).</p>
<p>Insurance</p>	<p>EU-citizens: European Health Insurance Card is required.</p> <p>Non-EU citizens: appropriate health and accident insurance with minimum coverage 30.000 EUR.</p>



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%20C5%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/personal/aryniewicz_kozminski_edu_pl/EvqnVFBrsOFMm263oeVuQ0MB1QdgeRrtYAb7stVpFAyDJQ?e=sx5DYC</p>
Recommended arrival dates	<p>Fall semester: last week - 10 last 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



INTERNATIONAL RELATIONS OFFICE CONTACT DETAILS

	Aleksandra Ryniewicz Incoming Students Coordinator incoming@kozminski.edu.pl aryniewicz@kozminski.edu.pl tel. +48 22 519 23 14		Ewa Buczyńska Non-EU Outgoing Students Coordinator outgoing@kozminski.edu.pl ebuczynska@kozminski.edu.pl tel. +48 22 519 22 46		Katarzyna Wilk-Uljasz Faculty Mobility Coordinator katarzynaw@kozminski.edu.pl tel. +48 22 519 22 12
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KOZMINSKI INTERNATIONAL BUSINESS SCHOOL

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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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

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