



## KOZMINSKI UNIVERSITY FACT SHEET 2024/2025

### Information about the Institution

<b>University Name</b>	Kozminski University / Akademia Leona Koźmińskiego
<b>Address</b>	57/59 Jagiellonska 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: last week of September 2025</li> <li>✓ Beginning of classes: end of September/beginning of October 2025</li> <li>✓ National holidays: <ul style="list-style-type: none"> <li>1<sup>st</sup> of November – All Saints Day</li> <li>11<sup>th</sup> of November – Polish Independence Day</li> <li>24<sup>th</sup> – 26<sup>th</sup> of December – Christmas</li> <li>1<sup>st</sup> of January – New Year</li> <li>6<sup>th</sup> of January – Epiphany</li> </ul> </li> <li>✓ Dates of the exam session: end of January-first half of February 2026</li> <li>✓ Retake exam session: first half of March 2026*</li> </ul>
<p><b>Spring semester</b></p>	<ul style="list-style-type: none"> <li>✓ Welcome week: Mid-February 2026</li> <li>✓ Beginning of classes: second half of February 2026</li> <li>✓ National holidays: <ul style="list-style-type: none"> <li>5<sup>th</sup> – 6<sup>th</sup> of April - Easter break</li> <li>1<sup>st</sup> – 3<sup>rd</sup> May – Long weekend in Poland</li> <li>4<sup>th</sup> of June 2025 – Corpus Christi</li> </ul> </li> <li>✓ Classes until mid-June</li> <li>✓ Dates of exam session: second half of June 2026</li> <li>✓ Retake exam session: first half of September 2026*</li> </ul> <p>* <u>dates of the retake session are not included in the mobility period</u></p>



## APPLICATION PROCEDURE

<p><b>Nominations – deadlines for the <u>Universities</u></b></p>	<p>For the <b>Fall semester &amp; Academic year – 1<sup>st</sup> of May</b></p> <p>For the <b>Spring semester – 1<sup>st</sup> of December</b></p> <p>Nominations are to be submitted online, an adequate notification and link will be sent to Partners by Incoming Coordinator directly</p>
<p><b>Documents submission – deadlines for <u>Students</u></b></p>	<p>For the <b>Fall semester &amp; Academic year – 1<sup>st</sup> of June</b></p> <p>For the <b>Spring semester – 1<sup>st</sup> of January</b></p> <p>Students submit the application via link that each of them receives after their home university submits the nominations</p>
<p><b>Language requirements</b></p>	<p><u>B2 level of English</u></p> <p>Accepted Certificates: <u>FCE, IELTS, TOEFL</u></p> <p>* 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](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><b>Course information Syllabus</b></p>	<p>The list of courses with syllabi (with download option) is available at the following link: <a href="https://kozminski.my.site.com/s/sylabus-exchange-incoming-students">https://kozminski.my.site.com/s/sylabus-exchange-incoming-students</a></p>
<p><b>Course selection Procedure Registration</b></p>	<ul style="list-style-type: none"> <li>✓ List of courses is available at <a href="https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students">https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students</a> section: List of courses and classes.</li> <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> <li>✓ Polish course for beginners is available but not mandatory.</li> </ul>
<p><b>Signing the Learning Agreement (deadlines)</b></p>	<p><b>Fall semester – before mobility:</b> second half of October; <b>during mobility:</b> end of November</p> <p><b>Spring semester – before mobility:</b> first half of March; <b>during mobility:</b> first half of April</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</p>



<b>Welcome Week</b>	<b>Fall semester</b> – last week of September 2025 <b>Spring semester</b> – middle of February 2026
<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 (Real Estate Agencies and platforms)</b>	<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="http://x.alk.edu.pl/offers_of_accommodation_incoming">http://x.alk.edu.pl/offers_of_accommodation_incoming</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>

Check out where potentially you will be spending your mobility – see KU and its premises for yourself before arrival 😊

[http://x.alk.edu.pl/Virtual\\_visit\\_of\\_KU](http://x.alk.edu.pl/Virtual_visit_of_KU)



## 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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