



KOZMINSKI UNIVERSITY FACT SHEET 2023/2024

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 (including approximate dates)</p> <p>Fall semester</p>	<ul style="list-style-type: none"> ✓ Welcome week: last week of September 2023 ✓ Expected beginning of classes: 2nd October 2023 ✓ National holidays: <ul style="list-style-type: none"> 1st November 2023 – All Saints Day 11th November 2023 – Polish Independence Day 24th - 26th December – Christmas 1st of January 2024 – New Year 6th January 2024 – Święto Trzech Króli ✓ Expected dates of exam session: 29th January – 9th February 2024
<p>Spring semester</p>	<ul style="list-style-type: none"> ✓ Welcome week: 3rd week of February 2024 ✓ Expected beginning of classes: 19th of February 2024 ✓ National holidays: <ul style="list-style-type: none"> 31st March – 1 April 2024 – Easter 1st - 3rd May 2024 – Long weekend in Poland 30th May 2024 – Corpus Christi ✓ Expected dates of exam session: 17th June until 28th June 2024 ✓ Retake exam session: first half of September 2024

APPLICATION PROCEDURE

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



Contact details – INCOMING STUDENTS COORDINATORS

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

<p>Aleksandra Ryniewicz aryniewicz@kozminski.edu.pl incoming.students@kozminski.edu.pl +48 22 519 23 14</p>	<p>Sylwia Kuzmierrek incoming.students@kozminski.edu.pl skuzmierrek@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>Required documents / Student's set</p>	<ol style="list-style-type: none"> 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. <p>The application – printed, filled in, and signed should be scanned and sent to: incoming.students@kozminski.edu.pl</p>
<p>Course information</p> <p>Syllabus</p>	<p>Available in course catalogue upon using login and password: https://iko.zminski.edu.pl/</p> <p>login: bwz password: BWZ12# or https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students</p> <p>Programs offered in English (short version) and</p> <p>Course Catalog (syllabus)</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 (deadlines)</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>



Welcome Week	Fall semester – last week of September 2023 Spring semester – middle of February 2024
Approximate expenses/month / Student	Accommodation: 500-700 Euro/per room Food: 170-250 Euro Public Transport: 13 Euro (student 1-month pass) Utilities: 100-150 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)	Pepe Housing - https://kozminski.pepebooking.com/ * SPOTAHOME - https://www.spotahome.com/ * * 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: https://kozminski.my.sharepoint.com/:f/g/person/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.



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

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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
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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	gąsiewska@kozminski.edu.pl

KOZMINSKI LAW SCHOOL

Kozminski Law School	prawo@kozminski.edu.pl	
Prof. Bartłomiej Nowak	Dean of Law School	bnowak@kozminski.edu.pl
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Marek Obszański	Law Studies Coordinator (Dean's Office)	obszanski@kozminski.edu.pl