



KOZMINSKI UNIVERSITY

KOZMINSKI UNIVERSITY FACT SHEET 2017/2018

University Name	Kozminski University
University Erasmus Code	PLWARSZAW21
Language of instruction	English/Polish
Academic Year Structure	2 semesters (15 weeks each semester)
Term / Semester dates	Approx. 1st October- 20th February (Fall); 20th February- 30th June (Spring)
Website	www.kozminski.edu.pl ; http://www.kozminski.edu.pl/en/
Address	57/59 Jagiellonska St., 03-301 Warsaw, Poland
Nominations deadline	For Fall Semester or Academic Year - May 1-st. For Spring Semester - November 1-st.
Document submission deadline	For Fall semester- May 31 st For Spring semester- November 30 th
Language Requirements	B2, FCE, IELTS, TOEFL; unless English is a native language or a language of instruction at the home university (in such case confirmation concerning language of instruction is required)
Contact person for incoming students	Ewa Buczyńska ebuczynska@kozminski.edu.pl incoming@kozminski.edu.pl
Erasmus + coordinator / EU Outgoing Students	Kinga Nekanda-Trepka kingant@kozminski.edu.pl
Non-EU Outgoing Students coordinator	Beata Piróg bpilog@kozminski.edu.pl
Link with material for the incoming exchange students	http://www.kozminski.edu.pl/incoming



www.kozminski.edu.pl



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INTERNATIONAL RELATIONS OFFICE		
Mr. Prof. Grzegorz Mazurek	Vice Rector for International Relations	gmazurek@kozminski.edu.pl
Ms. Valentyna Guminska	Director of the International Relations Office	tel +48 22 51 92 289 vguminska@kozminski.edu.pl
Ms. Kinga Nekanda-Trepka	Erasmus + Program Coordinator EU Outgoing Erasmus + Students Coordinator	tel +48 22 51 92 185 kingant@kozminski.edu.pl
Ms. Beata Piróg	Non-Eu Outgoing Students Coordinator	Tel + 48 22 519 22 46 bpilog@kozminski.edu.pl
Ms. Katarzyna Wilk-Uljasz	Staff Mobility Coordinator	tel +48 22 51 92 212 katarzynaw@kozminski.edu.pl
Ms. Marzena Indra-Gózdź	International Internships Coordinator	Tel +48 22 519 21 66 marzena.indra@kozminski.edu.pl
Ms. Ewa Buczyńska	Incoming (EU, non EU) Students Coordinator- Promotion & Admissions	tel + 48 22 519 23 14 incoming@kozminski.edu.pl ebuczynska@kozminski.edu.pl

KOZMINSKI INTERNATIONAL BUSINESS SCHOOL		
Ms. Svetlana Gudkova, PHD	Dean of the Kozminski International Business School	tel +48 22 51 92 102 sveta@kozminski.edu.pl
Ms. Agata Pawłowska	Director of International Studies Office of KIBS	tel +48 22 51 92 102, agata@kozminski.edu.pl
LAW SCHOOL		
Ms. Prof. Monika Całkiewicz	Vice-Rector for Law Studies	mcaalkiew@kozminski.edu.pl
Mr. Mateusz Woński, PHD	Vice Dean for Law Studies	woinski@kozminski.edu.pl
Mr. Marek Obszański	Law Studies coordinator	obszanski@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	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 students may choose courses from Bachelor programs, graduate from Master programs. Law students may choose courses from both levels.
Learning Agreement	Second week of October (fall semester) First week of March (spring semester)
Course load per semester	Depending on the home institution's requirements. At KU, 30 ECTS credits per semester. Exchange student are requested not to take more than 35 ECTS
Language of Instruction	English/ or Polish in case student is good in it
Approximate Expenses, per month per student	Accommodation: 250-450 Euro Food: 150-200 Euro Public Transport: 13 Euro (student 1-month pass) Other expenses: 50- 70 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
Accommodation	Off-Campus
Recommended Company (Real Estate Agency)	Easy Renting www.easyrenting.pl http://pepehousing.pl/ University Village- michal@piwowar.pl http://studentliving.pl/
Recommended Arrival Date	23-27 September (fall semester) 10-14 February (spring semester)
Arrival Information	Pick-up assistance : yes by previously appointed person (Buddy program managed by ESN). The application for buddy program is required.
Orientation Week	Approx. 28.09.2017-01.10.2017 Fall semester Approx. 15.02.2018- 18.02.2018 Spring semester

